

TOPSFIELD COUNCIL ON AGING BOARD OF DIRECTORS MEETING

October 13, 2020, 4:00 PM

TOPSFIELD TOWN HALL, 8 WEST COMMON STREET

VIRTUAL ZOOM MEETING

PRESENT: Penny Rogers, Charlotte O'Toole, Kimberly Love, Elaine Crippen, Joan Chiffer, Hannah Adelman-Menzer, George Berube, Kendra Berube, Lynne Bermudez, Stephen Walsh, Florence Brady, Paula Burke, Director

OTHERS: Kevin Harutunian, Town Administrator, Beth Willis, Town Clerk, Kathy Yancus, Kathy Curran, Richard Gandt, Select Board Person

This meeting is being recorded by Boxford Cable Access TV.

At the start of the COA Board meeting, the Chair read the following statement: Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the Topsfield COA Board is being conducted via remote participation. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings as provided for in the Order. A reminder that persons who would like to listen to or view this meeting while in progress may do so by following this meeting Agenda or contacting the Topsfield Town Clerk.

ROLL CALL VOTE ON APPROVAL OF THE SEPTEMBER BOARD MEETING MINUTES: Elaine Crippen made motion to approve September Minutes, motion seconded by Charlotte O'Toole. 11 Ayes, 0 Nays, Penny Rogers, Aye, Charlotte O'Toole, Aye, Kimberly Love, Aye, Elaine Crippen, Aye, Joan Chiffer, Aye, Hannah Adelman-Menzer, Aye, George Berube, Aye, Kendra Berube, Aye, Lynne Bermudez, Aye, Stephen Walsh, Aye, Florence Brady, Aye.

II. DIRECTOR'S REPORT:

- Great Hill will begin Virtual Board Meeting. Maggie Chiffer will be putting it together. Hopefully, there will be more engagement down the road.
- There will be light holiday programming November and December this year.
- Tax work off this year and will convene again next year.
- Virtual Programming will be posted soon.
- Flu Clinic will be announced and will be handled by appointment.

III. REPORTS:

1. FRIENDS LIAISON:

According to COA Rep. Elaine Crippen:

-Friends will donate four \$25 gift cards for the Octoberfest.

-There will be no membership drive this year.

-Birthday cards will be dropped off at the Town Hall to be stamped.

COA will offer virtual programs for the winter.

2. DEMENTIA-FRIENDLY TEAM:

According to DFT Chairperson Joan Chiffer:

- Dementia Friendly Team and Steward School putting together story time on Zoom. Currently four seniors and four students are involved.

-The Octoberfest Virtual Edition, October 21st at 5 P.M. Fifty people signed up. It is scheduled to run for one hour and fifteen minutes. Treats from the Topsfield Bake Shop will be available for pickup at the Town Hall. Those who are unable to pick up at Town Hall will be delivered by Friends.

3. INTERGENERATIONAL:

According to IG Liaison Hannah Adelman-Menzer:

-The "Garden Fairy", Janet Wilkins, has put the intergenerational garden to rest. Janet plans to plant garlic for Spring harvesting.

-We will pair with Mrs. Murphy again for Intergenerational Coffee and Conversation.

4. TRIAD LIAISONS:

According to TRIAD Liaison George Berube and Kendra Berube:

-Ramona Donahue is out of touch as this point. Will look in new year to resurrect in different way. The Fire Chief and the Police Chief will weigh in on it.

-Nothing else to report at this time.

IV. OLD BUSINESS:

- Nothing to report.

V. NEW BUSINESS:

-The COA now has a full board.

VI. OTHER:

-This is the last board meeting under current leadership. Paula announced at the meeting that she will be resigning as Director of the Council on Aging effective October 31st. An interim director has not been named yet. During the next two to six week period, Maggie Chiffer will help manage the office. It will be a part-time position.

-Paula will still be working at the polls on November 3rd.

-Kevin Harutunian said that Paula has been a great leader. She has handled things so well during this crazy time, due to the pandemic. She has been dedicated to the senior community. He also said that he sees an exciting future for COA and the town. Stay tuned. He is passionate for the Town of Topsfield and that Topsfield has the best programs in the Commonwealth.

-The COA Board expressed sadness with Paula's leaving the COA. COA has flourished under her leadership.

-PTO is working a special event at Steward School for a "Halloween Drive-Thru" on October 30th.

-Concert on the Green took place October 25th on Zoom. Possible concert in the November/December time frame. Kim Love's husband is looking into scheduling this event.

-Beth Willis, Town Clerk provided information re: in-person early voting. Oct. 17 through Oct. 30. Early voting will take place at the Fire Station, 27 High St. The polls will be open: Saturday and Sunday, 9 a.m.-1 p.m.; Monday through Thursday, 9 a.m.-3 p.m.; Friday, 9 a.m.-noon.

-Roll Call Vote taken to adjourn meeting. Motion made by Elaine Crippen to adjourn meeting and seconded by Charlotte O'Toole at 4:40 P.M. 11 Ayes, 0 Nays. Penny Rogers, Aye, Charlotte O'Toole, Aye, Kimberly Love, Aye, Elaine Crippen, Aye, Joan Chiffer, Aye, Hannah Adelman-Menzer, Aye, George Berube, Aye, Kendra Berube, Aye, Lynne Bermudez, Aye, Stephen Walsh, Aye, Florence Brady, Aye. .

-Next Meeting will be November 10th.

Respectfully submitted by Florence Brady, Recording Secretary/Clerk