

TOPSFIELD COUNCIL ON AGING BOARD OF DIRECTORS MEETING

November 10, 2020, 4:00 PM

TOPSFIELD TOWN HALL, 8 WEST COMMON STREET

VIRTUAL ZOOM MEETING

PRESENT: Penny Rogers, Kimberly Love, Elaine Crippen, Joan Chiffer, Hannah Adelman-Menzer, George Berube, Kendra Berube, Lynne Bermudez, Florence Brady, Stephen Walsh, Acting Officer Liaison

OTHERS: Town Administrator, Beth Willis, Town Clerk

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 OCTOBER BOARD MEETING MINUTES: Lynne Bermudez made motion to approve October Minutes, motion seconded by George Berube. 9 Ayes, 0 Nays, 2 Abstain. Penny Rogers, Aye, Kimberly Love, Aye, Elaine Crippen, Aye, Hannah Adelman-Menzer, Aye, George Berube, Aye, Kendra Berube, Aye, Lynne Bermudez, Aye, Stephen Walsh, Aye, Florence Brady, Aye. Joan Chiffer, Abstain (arrived after vote taken), Charlotte O'Toole, Abstain (not at meeting)

II. DIRECTOR'S REPORT:

-Report given by Stephen Walsh (Note: Stephen is a board volunteer for the COA office, his designation is Acting Office Liaison)

- Will be responding to e-mails, calls, coordinating on virtual programs, overseeing Meals-On-Wheels.
- Maggie Chiffer is doing a fantastic job re: notifying seniors of virtual programs. She is a paid intern. Currently working 10 hours a week, possibility of an increase hours.
- Beth Wideberg is doing a great job coordinating Meals-On-Wheels. Beth will be on vacation the next two weeks, but there will be coverage for the office during this time. Will be meeting with Beth on Thursday to ensure that regular primary duties are covered.
- Office is very busy, but keeping all the "balls in the air".

III. REPORTS:

1. FRIENDS LIAISON:

According to COA Rep. Elaine Crippen:

-Octoberfest was very successful.

-Currently working on Holiday Party which will be held December 16th at 5 P.M.

2. DEMENTIA-FRIENDLY TEAM:

According to DFT Chairperson Joan Chiffer:

- Dementia Friendly Team and Steward School story time on Zoom is going well. Hoping to expand program during the winter months. Loneliness is a dementia factor during these times. Beth Wideberg is working on CORI forms for the school.

3. INTERGENERATIONAL:

According to IG Liaison Hannah Adelman-Menzer:

-Intergenerational Garden is closed until the Spring.

-“Thank You” basket given to Janet Wilkins for all her work on the intergenerational garden.

4. TRIAD LIAISONS:

According to TRIAD Liaison George Berube and Kendra Berube:

-Nothing to report at this time.

IV. OLD BUSINESS:

COA Director position has been internally posted. Screening committee will begin reviewing resumes November 24. November 30 is the closing date for resumes. First screening meeting will be in Town Hall Public Hall on December 2nd to review resumes and interview questions. On the committee there are five people with Kevin Harutunian: Kathy Curran, Penny Rogers, Lynn Bermudez, Roberta Sapienza, Chief Jen Collins-Brown.

V. NEW BUSINESS:

-Stephen Walsh will be primary signature authority for COA for vendor bills and payroll and Penny Rogers will be the secondary signature authority. Roll call vote for the Signature form: 10 Ayes, 0 Nays 1 abstain.

VI. OTHER:

-Virtual “Holiday on the Green” to include Santa, kids singing.

-Discussion on how to contact seniors during this virus crisis. Many seniors are lonely and suffering from anxiety. They are isolated and miss contact with other people. Do we make calls, include a card when

Meals-On-Wheels are delivered to seniors? If cards are sent, suggestion made to attach magnet to back of card for posting on refrigerator. Kendra Berube offered to donate the cards and magnets.

-Kevin Harutunian, Town Administrator, will be on leave for the next two weeks, due to birth of baby daughter.

-Roll Call Vote taken to adjourn meeting. Motion made by Kim Love to adjourn meeting and seconded by Joan Chiffer at 4:47 P.M. 10 Ayes, 0 Nays, 1 Abstain. Penny Rogers, 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, Charlotte O'Toole, Abstain (not at meeting)

-Next Meeting will be December 8th. It will be a combined meeting with the COA Friends.

Respectfully submitted by Florence Brady, Recording Secretary/Clerk