

## **TOPSFIELD COUNCIL ON AGING BOARD OF DIRECTORS MEETING**

**December 8, 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, Florence Brady, Stephen Walsh, Acting Officer Liaison

**OTHERS:** Kevin Harutunian Town Administrator, Beth Willis, Town Clerk, Friends of COA: Kathy Yanchus, Kathy Curran, Susan Whelton, Nancy Beirne, Chris Roman

Boxford Cable (BCAT)

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:** Kim Love made motion to approve November Minutes, motion seconded by George Berube. 11 Ayes, 0 Nays, 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, Joan Chiffer, Aye, Charlotte O'Toole, Aye, Florence Brady, Aye.

Kevin Harutunian stated that Stephen Walsh is doing an excellent job as Acting Office Liaison, as well as Maggie Chiffer, paid intern, for jumping right in to take care of virtual programming and Dance Out Dementia; Beth Wideberg taking care of covering the COA office; Parkinson's Fitness with Dianna; virtual tours with Chryssa; and the SHINE program offerings. Two Masco seniors presented a video re: endangered waterways. It is also on U-Tube.

The screening committee for processing applications for the COA Director's position, which were due by November 30<sup>th</sup>, have been reviewed. There were ten applications received and six have been set aside. This Thursday, the committee will meet to review questions asked last interview and discuss any special needs of position and the core objectives and goals of the position. This meeting and interviews will be held in public hall to assure that there is social distancing. It is estimated that the hire will be made mid to late January. If this does not happen, they will go back out, if necessary, to hire right individual for the long term.

Kevin will be meeting with Lynne Bermudez to discuss where things stand on the economic development of downtown Topsfield

## **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)

- Meals-on-Wheels has been providing an emergency meal to individuals due to weather conditions. Breakdown of delivery for five- day period: Monday, 1 meal, Tuesday, 2 meals, Thursday, 2 meals. Expect to start four-day delivery the first of the year. Stephen gave a “shoutout” to the Meals-on-Wheels drivers. They are like the post office workers, they are out rain or shine to take care of the seniors.
- Beth Wideberg covers office Monday through Thursday and cc’s Stephen Walsh on office activity. Stephen is in the office on Friday.
- Elizabeth Gallagher, UMass Boston, is putting together interviews with children over age 65 who are caring for parents who are age 90+ dealing with dementia. Purpose is to learn relationship between them and the challenges they face, particularly with COVID-19. Interviews would be 90-minutes. There would be a \$40 stipend. This was discussed at the meeting, but was going to be researched on the process used to reach those individuals who fall into this category. Stephen will discuss with Beth Wideberg tomorrow to see if such a list exists.

### **III. REPORTS:**

#### **1. FRIENDS**

According to Kathleen Yanchus

-RSVP’s for Holiday Party on December 16<sup>th</sup> at 5 P.M. Received 10 so far, anticipate about 20 responses. RSVP deadline is Friday, December 11<sup>th</sup>. There will be pre-bagged gifts, which will include cookies.

#### **2. DEMENTIA-FRIENDLY TEAM:**

According to DFT Chairperson Joan Chiffer:

DFT has partnered with the Audubon Preschool to create the DFT Pen Pal Project. The project pairs preschoolers with Meals on Wheels seniors. Letters will be delivered to and picked up from seniors by the Meals on Wheels drivers. DFT PPP began on 12/8 with students’ letters being delivered to seniors. Seniors’ letters will be picked up on 12/15. The project will continue next month with two rounds of correspondence in January.

DFT has also created a dementia risk reduction initiative titled, DFT Senior Story Time. The pilot program begins on 12/9 and continues every Wednesday from 11:30-noon. We currently have 4 seniors piloting the program and will work to expand it after the students’ February break.

#### **3. INTERGENERATIONAL:**

According to IG Liaison Hannah Adelman-Menzer:

-No update. Currently not “in the loop” with Mrs. Murphy, Proctor School.

#### **4. TRIAD LIAISONS:**

According to TRIAD Liaison George Berube and Kendra Berube:

-Kendra has put together a magnetic card that will be sent out to Meals-on-Wheels seniors to put on their refrigerators. It will let them know that we are thinking of them. Kim Love offered to help to put some kind of fun picture on it.

#### **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 2<sup>nd</sup> to review resumes and interview questions. On the committee there are five people, along with Kevin Harutunian: Kathy Curran, Penny Rogers, Lynn Bermudez, Roberta Sapienza, Chief Jen Collins-Brown.

#### **V. NEW BUSINESS:**

-None at this time.

#### **VI. OTHER:**

-Chris Roman asked if there was any snow shoveling plan for people in need. Kim Love said that the Congregational Church of Topsfield has about 10 high school students signed up for two possible dates in January to do shoveling for seniors. She also stated that church members have made shawls to distribute as well. It was mentioned that there are three or four Meals-on-Wheels seniors who may need some assistance. Hannah Adelman-Menzer also mentioned that there is a "Residents of Topsfield" on Facebook that offers help with shoveling every Winter, but not all residents are on Facebook. The fire department is currently doing shoveling for some Topsfield residents.

-Roll Call Vote taken to adjourn meeting. Motion made by Kim Love to adjourn meeting and seconded by Stephen Walsh at 4:57 P.M. 11 Ayes, 0 Nays,. 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, Charlotte O'Toole, Aye, Florence Brady, Aye.

-Next Meeting will be December 8<sup>th</sup>.

Respectfully submitted by Florence Brady, Recording Secretary/Clerk