

**TOPSFIELD COUNCIL ON AGING BOARD OF DIRECTORS MEETING**  
**March 9, 2021, 4:00 PM**  
**TOPSFIELD TOWN HALL, 8 WEST COMMON STREET**

**VIRTUAL ZOOM MEETING**

**PRESENT:** Chair Penny Rogers, Vice Chair Lynne Bermudez, and members Elaine Crippen, Hannah Adelman-Menzer, Stephen Walsh, Florence Brady, and Associate Member Charlotte O'Toole. COA Director Kathleen Barbarisi and Town Clerk Beth Willis were also in attendance.

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.

**I. APPROVAL OF MINUTES:**

Elaine Crippen made motion to approve the minutes of February 9, 2021. It was seconded by Kim Love and the motion carried 8-0.

Penny Rogers – Aye  
Lynne Bermudez, Aye  
Elaine Crippen - Aye  
Hannah Adelman-Menzer - Aye  
Kim Love - Aye  
Joan Chiffer - Aye  
Stephen Walsh – Aye  
Florence Brady – Aye

**II. DIRECTOR'S REPORT:**

- Meals on Wheels now has three more volunteers – Kristin and Jess Caputo and Dolly McIlvaine
- We will begin delivering meals five days a week.
- The contact cards delivered with Meals on Wheels are wonderful.
- Virtual Programming - Carol Pallazolla, Element Care mentioned the possibility of **the COA** starting a walking club. Volunteers would be needed to do a few times a week. Amended 4/13/21: Carol Pallazolla is teaching an exercise arthritis class 1 x a week on Zoom for the COA. The walking club would be a separate COA activity needing volunteers to lead it.
- Telephone Talk would also be a great idea to speak with participants.
- Transportation – no update when van is going to be available to residents.

- Using the town hall conference room for putting the newsletter together for mailing. Keeping social distancing.
- Looking into hosting a “Coffee and Conversation” featuring art.
- Getting involved with Senior Care Zoom Meetings
- AARP tax aide volunteers will hold 5 sessions (3/12 to 4/9). Each week the tax aide volunteers will arrive around 12:00, and 1<sup>st</sup> appointments will begin at 12:30 and be booked at staggered times, with eight appointments available for each session. The volunteers will finish up each session no later than 5:30.
- Volunteer drivers have provided transportation for people to get COVID-19 vaccinations at Double Tree, Danvers, MA.
- Looking into entertainment for April. Contacted James Michael, baritone singer, to provide entertainment on Zoom. Negotiating zoom fee between \$75 and \$125. Also looking into booking a historian story teller.
- We still have quite a bit of money from the Formula grant to use for events/activities for seniors. Would it be possible to pre-pay events so that we do not lose funding? Maggie Chiffer (Virtual Programming Specialist) and Beth Wideberg (Tai Chi) are paid out of the grant.
- Mary MacDonald of Rest Stop Ranch is looking to fill two part-time positions, a graphic designer and a flower festival designer. Possible candidates could be a college grad or retiree. Could look into websites to advertise.

### **III. REPORTS:**

#### **1.FRIENDS LIAISON:**

According to COA Liaison Elaine Crippen:

Pat McLean will do taxes, at no cost, for in-town residents. Chris and Ed Roman did taxes last year.

Mary Ann Cosgrove prepares 60-80 birthday cards a month.

Pat McLean prepared lunches for seniors in Topsfield at MASCO and Proctor.

Bill Hodges, MASCO School Committee, wants to meet with Topsfield/Boxford/Middleton residents to let them know what is happening regarding the Masco budget and its impact on town taxes. It could be done at a “Coffee and Conversation” on Zoom.

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

According to DFT Joan Chiffer:

The DFT Story Time has expanded to include 3 more seniors and 11 more students for a total of 6 seniors and 20 students. In an effort to combat social isolation, always important and even more so during pandemic, DFT has added both Story Time and the Pen Pal Program to its roster.

DFT's committee numbers have shrunk during COVID, with just 3 members currently. There needs to be a Board discussion about what DFT looks like going forward. Discussion was held on possibly refocusing efforts towards supporting intergenerational efforts.

### **3. INTERGENERATIONAL:**

According to IG Liaison Hannah Adelman-Menzer:

Nothing to report at this time.

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

According to TRIAD Liaison George Berube and Kendra Berube:

-TRIAD has not met for a while because of COVID. Kathy Barbarisi will reach out to Fire Chief Jen Collins-Brown to discuss.

### **IV. OLD BUSINESS:**

-COVID-19 vaccination clinic is offering injections to individuals, age 65 and older today. Second shots are difficult to get. Need to ensure same manufacturer for second shot. It will be another week before injections will be open to next level and teachers. Lahey is working with COA in Newburyport to provide injections.

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

-Discussion regarding changing name of "Senior Scoop to expand participation in COA activities to additional segments of people. As it would cost more to mail to additional people, the thought is to utilize mail. Also need to make our website mobile friendly, as well as the ability to send e-mails and text.

-Since Charlotte O'Toole is now an Associate Member of the board, we will need another COA Board Member who is a Topsfield resident.

### **VI. OTHER:**

. -Motion by Joan Chiffer to adjourn the meeting. It was seconded by Steve Walsh and carried 8-0 at 5:07 PM.

Penny Rogers – Aye  
Lynne Bermudez, Aye  
Elaine Crippen - Aye  
Hannah Adelman-Menzer - Aye  
Kim Love - Aye  
Joan Chiffer - Aye  
Stephen Walsh – Aye  
Florence Brady – Aye

-Next Meeting will be April 13, 2021.

Respectfully submitted by Florence Brady, Recording Secretary/Clerk

Minutes approved on 4/13/21 by COA Board.