

**Topsfield Council on Aging Board of Directors Meeting**  
**November 9, 2021, 4:00pm**  
**Topsfield Town Hall, 8 West Common Street**

**Present:** Chair Penny Rogers, Lynne Bermudez Vice Chair, Elaine Crippen, Kim Love, Bill Quinn Jr., Kendra Berube, George Berube, Hannah Adelman-Menzer, Joan Chiffer and Stephen Walsh.

**Others:** Kathleen Barbarisi, COA Director

**I. Approval of Minutes:**

Lynne Bermudez made a motion to approve the minutes of October 12, 2021. It was seconded by Bill Quinn Jr. Vote was unanimous, 10 Ayes and 0 Nays.

**II. Director's Report:**

- Katheen Barbarisi has internal and external candidates for the position of the "Data Clerk & Technology Coordinator" in the COA office.
- Octoberfest had around 35 people that attended.
- The next Vaccine Clinic will be on November 18<sup>th</sup> and the next Flu Clinic will be on December 9<sup>th</sup>.
- The office will be closed on Veteran's Day, November 11<sup>th</sup> and Thanksgiving, November 25<sup>th</sup> and 26<sup>th</sup>.
- Holiday on the Green event scheduled for Saturday, December 4<sup>th</sup> is now in the works!
- "A Christmas Carol" at the Northshore Music Theatre on Sunday, December 5<sup>th</sup> has been cancelled.
- Rest.Stop.Ranch will be hosting their "Memory Café" event on Saturday, November 13<sup>th</sup> at the Topsfield Public Library. They are seeking more volunteers to help out during this event.
- Clyde Wheatly will be performing on December 30<sup>th</sup> for a New Year's Eve celebration.
- Field trip to Turner Hill for lunch and a tour went well! There were 18 people that attended.
- In the COA transportation bus, there is a broken seatbelt. The new part has been ordered.
- Possible new bus in 2025. The COA department is in need of a 2-wheelchair vehicle with a capacity of 14 people and 2 bumpers in the back.
- Around 500 copies of "The Scoop" get mailed out and 21 volunteers helped with the mailing!

**III. Reports:**

**1. FRIENDS LIASON:**

According to COA Liaison Elaine Crippen:

- FRIENDS are now meeting in the activity room at the COA.
- Octoberfest was funded by the FRIENDS.
- The next TED Talk will be on Friday, December 3<sup>rd</sup> from 10-11am.
- Birthday cards are getting low, they are in need of more.
- "Holiday on the Green" is in need of many volunteers!
- It was discussed that space is needed for seniors to come and talk about private matters with Kathleen. However, privacy is definitely an issue as space in the COA department is limited.

2. **COMMUNITY CONNECTIONS** (Dementia-Friendly Team, Intergenerational, Craft Connections):

According to Dementia Friendly Liaison Joan Chiffer:

- Joan is in touch with the Steward School in Topsfield about the 2022 school year.
- Pen Pal program is going strong!

According to Craft Connections Liaison Kendra Berube:

- Nothing to report for November but will most likely pick up in December.

According to Intergenerational Liaison Hannah Adelman-Menzer

- Nothing to report for November.

**IV. Old Business:**

Reading the “Transportation Policy” that was written in 2019. This will be a good guide to cover the use of the bus and to what extent the drivers can do in their job.

**V. New Business:**

The future of the COA budget. Comparing the past years of the budget to what we have now.

Motion made by Joan Chiffer to adjourn the meeting. It was seconded by Elaine Crippen. There were 10 Ayes and 0 Nays at 4:53pm.

**Next meeting will be Tuesday, December 14<sup>th</sup> at 4:00pm.**

Respectfully submitted by Kimberly Love, COA Board Member covering for Florence Brady, Recording Secretary/Clerk

**Documents:**

Draft Minutes of Tuesday, November 9<sup>th</sup>, 2021