

**TOPSFIELD COUNCIL ON AGING BOARD OF DIRECTORS MEETING**  
**July 12, 2022, 4:00 PM**  
**TOPSFIELD TOWN HALL, 8 WEST COMMON STREET**

**PRESENT:** Chair Penny Rogers, Lynne Bermudez (Vice Chair), and members Elaine Crippen, Kim Love, Steve Walsh, Bill Quinn, Jr. and Joan Chiffer

**Others:** COA Director Kathleen Barbarisi

- **TOPSFIELD COUNCIL ON AGING BOARD OF DIRECTORS MEETING June 14, 2022, 4:00 PM TOPSFIELD TOWN HALL 8 WEST COMMON STREET PRESENT:** Chair Penny Rogers, Vice Chair Lynne Bermudez and members Elaine Crippen, George Berube, Kendra Berube, Kim Love, Steve Walsh, Joan Chiffer, Florence Brady and Hannah Adelman-Menzer. **OTHER:** Charlotte O'Toole (Associate Member) I. **APPROVAL OF MINUTES:** Joan Chiffer made a motion to approve the minutes for the April meeting and Elaine Crippen seconded the motion. The motion carried 9-0 and 1 abstained (Hannah Adelman-Menzer). Kendra Berube made a motion to approve the minutes for May and Lynne Bermudez seconded the motion. The motion carried 7-0 and 3 abstained (Joan Chiffer, Kendra Berube and George Berube). II. **DIRECTOR'S REPORT:** • There will be a Clyde Wheatley concert in 2 weeks on June 30th at 3:30pm. There will also be a speaker discussing Elder Abuse, both physical and emotional. • Topsfield Town Common will be hosting their first "Homegrown Market" event. The dates are: 6/16, 7/21, 8/18, 9/15. All dates are on the 3rd Thursday of the Monday from 4- 6:30pm on the Town Common. Vendors and businesses, food trucks, live music, ice cream and more! • "Concerts on The Common" will be starting up again this summer and the first one is on July 30th from 6-8pm. III. **REPORTS:** 1. **FRIENDS LIAISON:** According to COA Liaison Elaine Crippen: • The Strawberry Festival made over \$900 and there were many donations as well. 2. **COMMUNITY CONNECTIONS (Dementia-Friendly Team, Intergenerational, Craft Connections):** According to Dementia Friendly Liaison Joan Chiffer: • Program currently on summer hiatus until the fall. According to Intergenerational Liaison Hannah Adelman-Menzer: • Fifth grade Proctor School students and Mrs. Lampe, Ellen Hartman and Kathleen Barbarisi worked together for some tomato planting in the intergenerational garden. They learned about herbs and made lavender tea together. According to Craft Connections Liaison Kendra Berube: • Card making has been going strong and has been getting great attendance. IV. **OLD BUSINESS:** • Several board members' term on the board will be ending but they have all agreed to continue as members. • The second annual Tomato Festival will be on September 10th from 11-3pm in front and back of Proctor School. Activities will be the same as last year with a farmers' market, food trucks, tomato and recipe contests, live animals, games, crafts and musicians. V. **NEW BUSINESS:** • Signature form was discussed. Motion made by Lynne Bermudez for Penny Rogers to be the primary designatee to sign payroll warrants and vendor warrants for fiscal year July 2022-June 30 2023. Elaine Crippen second the motion and the motion carried 9-0 with 1 abstain. Motion made by Joan Chiffer for Stephen Walsh to be the alternate designatee to sign payroll and vendor warrants for fiscal year 2022. Florence Brady second it and the motion carried 9-0 with 1 abstain. VI. **OTHER:** • There will be no August meeting. • Motion made by Elaine Crippen to adjourn the meeting. It was seconded by Steve Walsh and the motion carried 10-0 at 4:32 P.M. Next Meeting will be July 12, 2022. **DOCUMENTS** Draft minutes – April 12, 2022 Draft minutes – May 10, 2022 Respectfully submitted by Kim Love, Recording Secretary/Clerk
- Andover Museum had 11 people attend. Programs are blossoming.
- Mass COA are requiring masks again. Topsfield COA has done well re: masks recommended.
- Travelling Chef had 20 people sign up, need 25.
- Want to do more trips and exercise programs.
- Coffee & Conversation stopped for now. Not enough people involved. Sometimes, only one person in attendance. May need to concentrate on going and doing more things in the future.

**III. REPORTS:**

## **1 .Friends of COA:**

-Membership letter sent out, but there was issue at the post office. Mailers (2700) sent out for mailing. They sat at the post office for over a week, before they were sent out. It is costly to send out the letters, and we are not sure if they are all were sent out, or if some were tossed. Many people did not receive.

-Exercise Group free, due to grant funds.

-Strawberry Festival will be held June 11<sup>th</sup>. Friends will be looking for basket donations. One donation has already been received from Alfalfa Winery.

-Hangers to display art in the COA area were provided by Friends of COA.

## **2. Friends Liaison:**

COA Liaison Elaine Crippen:

-Friends of COA provided an update on their activities.

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

Dementia Friendly Liaison Joan Chiffer:

-Joan was not in attendance, but it was noted that Dementia Friendly recertification must be done.

Intergenerational Liaison Hannah Adelman-Menzer:

- Volunteer required for Intergenerational Garden. Due to COVID, support from the school in the last two years has not been good. Kathleen Barbarisi has volunteered. There is a possibility of incorporating garden into Farmer's Market.

Craft Connections Liaison Kendra Berube:

-Kendra was not in attendance. It was noted that the card workshop had between 15/20 people and are very much enjoyed by seniors. Penny thanked both Kendra and George for their work in putting the class together.

## **IV. OLD BUSINESS:**

-None at this time.

## **V. NEW BUSINESS:**

-Questions and answers for and by COA Board and Friends. Question asked by Friends member re: transportation for trips. Do individuals need to come to the town hall? Answer was that if an individual wished to attend, individual can either be picked up at their home, or come to town hall.

## **VI. OTHER:**

-Bill Quinn, Jr. attended informational meeting with architect Gregor to discuss possibility of installing a patio area at the rear side of town hall (near Proctor School). Some of discussion involved footage required for every person (10 feet), i.e. 25 people would require 250 sq. ft. Tent size would be 20x20. Stones, possibly memorial stones, could be donated. Discussion also included electricity requirements. Possibility of getting Topsfield Fair involved in the discussions. There is nothing to approach the fair with right now. Discussion of adding a patio is just in the "formulation of ideas" stage. Nothing is written in stone.

Motion made by Elaine Crippen to adjourn the meeting. It was seconded by Hannah Adelman-Menzer and carried 7 ayes 0 nays at 4:57 P.M.

-Next Meeting will be June 14, 2022.

Respectfully submitted by Florence Brady, Acting Recording Secretary/Clerk

## **DOCUMENTS**

Draft minutes for April 12, 2022

Draft minutes for May 10, 2022