

Topsfield Council on Aging
Board of Directors Meeting
August 9, 2016
Emerson Center 4:00 PM

Present: Penny Rogers, Charlotte O'Toole, Annette Cohen, Jolene Guerra, Elaine Crippen, Florence Brady, Ruth Lucy, Lois Carpenter, Al DiDonato and Martha Davis

Others Present: Friends Liaison: Gracia Clemens; COA Director: Paula Burke; Four members of the Topsfield Town Hall Building and Topsfield Fire Chief Giovannacci.

I. Motion was made and seconded to approve the minutes of the July 12, 2016 BOD Meeting. Minutes were approved and seconded with the change of location for the 8/9/2016 Meeting to be at the Emerson Center. 10 Ayes and 1 abstain.

II. Town Hall Building Committee members addressed the change and advantages of having the designated space for the COA to be located on the 3rd floor rather than the previous location on the first floor. Having seniors on the top floor is not considered a safety issue. Elevator will be large enough to accommodate emergency equipment, if needed. A serving kitchen will be located behind the auditorium for functions: microwave, warming ovens, etc. Renovations are currently in the design phase. Construction is expected to begin in March/April '17. Some adjustments can be made during construction. Vote was taken to continue to be supportive of the plan with COA space on the top floor. All 10 approved. One abstained.

III. Director's Report:

- "Scoop" will have a bit of an overhaul. A new "In Gratitude" section will be added. The "Drop In Center" will be listed on the front page. Looking to rename the newsletter and change the format. Will form a sub-committee.
- Working on updating the website for COA.
- Paula has shopped for some decorative items to be used both at the EC and the new Town Hall space.
- Paula is in the process of resigning from her position on the Little Brook board. She will remain on the board of the food pantry, but not in a financial role.
- As Town Warden she will continue to be responsible for the voting site on election days, making sure there are no obstacles to everyone voting. A motion was made to have Paula continue with her second "job" as Town Warden. Paula is paid for her time doing this, but it is not "double dipping". All 10 were in favor. One abstained.

IV. New Business:

- Hood Pond will issue a day pass for seniors for the last few weeks of the season. Ask for it at the entrance booth.
- Predictable events will occur in the first week of the month. Bigger events will occur toward the middle and end of the month.
- A COA book club will begin in late October.

V. Liaison Report:

- The COA Friends now has a Friends Face Book page. Will have regular monthly meetings again in September.

Motion made at 5:15 PM to adjourn the meeting. Ten in favor. One abstained.

Next Meeting: Topsfield Town Hall Conference Room, September 13, 2016 at 4:00.

Respectfully submitted by Charlotte O'Toole, Recording Secretary.