

TOPSFIELD COUNCIL ON AGING BOARD OF DIRECTORS MEETING

January 10, 2023 4:00 PM

TOPSFIELD TOWN HALL, 8 WEST COMMON STREET

PRESENT: Chair Penny Rogers, Vice Chair Lynne Bermudez and members Kim Love, Bill Quinn Jr., George Berube, Kendra Berube, Elaine Crippen, Hannah Adelman-Menzer, Steve Walsh and Rusty Brady.

OTHERS: COA Director Kathleen Barbarisi and Associate Member Charlotte O'Toole

The Chair called the meeting to order at 4:04 p.m.

I. APPROVAL OF OCTOBER MINUTES:

Kendra Berube made a motion to approve the minutes of December 13, 2022. It was seconded by Elaine Crippen and the motion carried 10-0.

II. DIRECTOR'S REPORT:

- A "Sr. Task Force" has been created across town departments because there have been a lot of issues with particular seniors in town. The goal is to try to keep connections open within the senior community and clients.
- AARP tax preparation is beginning and we are lined up with AARP and the library to begin the process, which will start up in February.
- Open Mic Night will be on January 27th at the Town Hall from 6:30-8:30pm.
- Name tags will be used for events whenever possible going forward. It has been requested by many seniors and has been tried out by the Poetry reading participants and it was very successful. There were 15 attendees at the last Poetry event.

III. REPORTS:

1. FRIENDS LIAISON:

According to COA Liaison Elaine Crippen:

- Total of 75 bags were made for the Justyna Giermola concert and the ones that were not distributed at the concert went to Meals On Wheels recipients.
- Installation of art rails are in the works in the Town Hall Building and will cost around \$1,500 and will be tax-exempt.

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

According to Dementia Friendly Liaison Joan Chiffer:

- No update from Joan.

Intergenerational Liaison Hannah Adelman-Menzer

- The Proctor School CLIC teacher, Erica Adams, will be working on growing seedlings in the classrooms for the Spring.

- Ms. Anne Duchak will be providing art for the Art Rails.

Craft Connections Liaison Kendra Berube:

- Card making has been going well and there was a cutoff last time, which was at 15 attendees and there was a waitlist.

IV. OLD BUSINESS:

- Chair Penny Rogers said that she and the COA Director are working on putting together a secondary use vehicle form detailing the needs of the department.
- Penny Rogers will be sending out a policy use form for review by the Board.

V. NEW BUSINESS:

- Discussion was held on the Emerson Field 40B development. A main issue for the COA is potential impact to its budget to support the addition of approximately 60-70 new seniors to town. Areas of Impact to the COA include events, transportation to the grocery store and doctor visits, counseling/resource support, and Meals on Wheels. It is anticipated that funds will be needed for additional staff personnel, van drivers and an additional van. A memo is being put together to identify and quantify these concerns for the Select Board and the Town Administrator.
- Hannah Adelman-Menzer and Bill Quinn Jr., suggested we research what larger towns, such as Peabody, Salem and Beverly, have done to support sudden large influxes of clients, specifically in the areas of transportation department, infrastructure, and personnel.
- The ZBA is the organization that is coordinating the review of the 40B for all town departments and is the Board that will ultimately issue or deny the permit.

Bill Quinn Jr. made a motion to adjourn the meeting. It was seconded by George Berube and the motion carried 10-0 at 5:17 p.m.

Next Meeting will be February 14, 2023.

Respectfully submitted,

Kim Love
Recording Secretary/Clerk

DOCUMENTS:

- Agenda
- Draft Meeting Minutes – December 13, 2022