The Council on Aging Advisory Board met in regular session at the Senior Center at Punchard on Thursday, October 10, 2019. Chair Paul MacKay called the meeting to order at 8:33 am.

PRESENT: Jemma Lambert, Kimberly Rainen, Louise Hadad, Tana Goldberg, Paul MacKay, Jeff Kaplan, Joan Fox, Molly Bicking, Judy Trerotola

ABSENT: Ken DeBenedictis, Thomas Rando

GUESTS: Donal Coleman

Paul opened the meeting with a discussion about transition. Not only is our transition taking place with our physical location, but also there is a transition with the community we serve.

MINUTES
MOTION: Minutes of Council on Aging Meeting held on September 19, 2019 were presented. Jeff made a motion to approve the minutes of September 19, 2019; Joan seconded the motion; motion carried unanimously.

LIAISON REPORTS – Paul asked Jeff to cover some of the Liaison Meetings while Tom is absent. Paul has been attending Finance Committee regularly and the topic last night was increasing health insurance costs.

Donal Coleman entered the meeting and had outbursts at Jemma and Paul. Paul asked Donal to refrain his comments until the proper time on the agenda. Mr. Coleman was removed from the meeting by the Police Department.

Paul continued the discussion on health insurance costs rising in the next fiscal year. Also at the Finance Committee meeting there was discussion regarding the Historic Mill District. This topic will be coming up at the Special Town Meeting for disposition of land.

CORRESPONDENCE – none

CITIZEN INPUT – none

DIRECTOR OF ELDER SERVICES RECRUITING UPDATE – Jemma reported that more resumes have been received this past week. After a conversation with the Town Manager about the pool of applicants, Andrew decided to hire a head hunter. Interviews should take place in about one month.
TRANSITION PLAN UPDATE

- **Primary Location** – We are hopeful that Ballardvale United Church will be the location for most programs and congregate lunch. The bid process is underway and we expect them to bid. Bids will be opened on November 8. The parking is good, it is handicapped accessible with an elevator.
- **Senior Connections** – we have signed the lease with Dundee park
- **Other Locations** – Staff offices for most of the staff will be at Town Hall. There will be some staff at the other locations as well. We are still using Stone Hill, Atria, Bridges, Enterprise Bank and The Savings Bank as community partners for some of the programs.
- **Two newsletters in coming weeks** – There will be two newsletters mailed in the next few weeks. The first newsletter will include everything we know through the end of October. The second newsletter will be ready to be transmitted on November 8 after bids are opened. That newsletter will include all information on the church, parking and where programs are moved to. The kitchen will be moved at a later date after the church has time to renovation it’s kitchen. The last day here and final celebration is on Friday, November 22 and refreshments will be served. The Center will be closed the week of Thanksgiving and moving will take place on November 25, 26, 27.
- **MVRTA** – Jemma met with MVRTA and bus route will be changed to add a stop at the church.
- **Plans meeting yesterday** – Jemma sent the plans to professional estimators for a sense of where we are with the budget. Jemma discussed add alternate items – window replacement and AV systems. The assisted hearing system will be done – monitors and televisions may be purchased locally instead of industrial grade to save money.

Judy complimented Jemma on the transition. Jemma is happy that we are able to preserve the sense of community by having most programs and lunch in one location. Jemma also informed the Council of how hard the staff is working to make this happen.

MCOA CONFERENCE TAKEAWAYS
There was discussion and those that attended the MCOA conference shared information regarding trips, how far people will travel to a senior center, virtual trips, educational/financial programming, hearing, dementia, therapeutic art, hoarding. Jemma was just talking to Kathy, Shawna and Chris about reviving our trips yesterday – very easy to use a tour company to plan these. Jemma does not agree with planning gambling trips. If any board members want to help plan trips, please reach out to Jemma.

SUBCOMMITTEE REPORTS

- **Publicity** – Tana reported that we were on the front page of Townsmen with an article about fundraising.
Minutes of Town of Andover Council on Aging Board Advisory Board Senior Center at Punchard October 10, 2019 at 8:30 am

- Programming – Paul informed the Council that Ken cannot chair this subcommittee, and asked Jeff if he would. Jeff and Joan will co-chair the Programming subcommittee.
- Restaurant of Mistaken Orders – They met and there is enthusiasm of doing something similar. This is a long term effort and will wait until after the move and staff to be settled.
- Time Banking – has not met
- Men’s Activities – no progress

DIRECTOR’S REPORT
Jemma presented the Director’s Report for September 2019 and the following statistics:
- Meals – 497 congregate meals served; 1,587 home delivered meals and $1,235 in donations
- Transportation – 657 rides per month
- Senior Connections - 165 units open 20 days average 8 income $4856
- Walk in traffic – average of 184

Paul offered to share a book from the conference from an architect. He marked some interesting pages and discussed congregate tailing off and cafes increasing.

Judy discussed Alzheimer’s Disease research and offered a one hour dementia friend training to the board, staff and volunteers.

Molly distributed supportive care expert pins.

ADJOURNMENT
ADJOURN: Kim made a motion to adjourn at 10:00 am; Molly seconded the motion; motion carried unanimously.

Next regular meeting of the COA Advisory Board is scheduled for Thursday, November 14, 2019. Meeting was adjourned at 10:00 am

Respectfully submitted,
Christine M. Marshall, Office Assistant