

**Salem Council on Aging**  
**Minutes**  
**Regular Meeting**  
**Salem Council on Aging**  
**Monday, September 14, 2015 6:00 p.m.**

The Regular Meeting of the Salem Council on Aging held Monday September 14th, 2015, 6:00 p.m., at the Senior Center, 5 Broad Street, Salem, Massachusetts.

**ROLL CALL**

**Board of Directors Present:** Lynda Coffill (LCf, Chairperson), Alice Williams (AW, Treasurer), John Russell, (JR), Elaine Milo, (EM, City Councilor advocate to the COA), Julie Carver (JC, Secretary), Abigail Butt, (AB), Donna Clifford (DC), Anthony “Tony” Schettino (TS)

**Absent:** Elaine Heredeen (EH, Vice Chair),

**Also Present:** Karen Partanen, (KP, Director of Parks, Recreation and Community Service), Sharon Kearney, (Secretary of Minutes).

**I. CALL TO ORDER**

**LCf:** Open the regular meeting Monday September 14th, 2015, 6:00p.m.

**II. MINUTES OF PREVIOUS MEETING** – Vote will be taken to waive the reading of (or read) and accept (or amend) the minutes of the previous meeting held on Wednesday June 17<sup>th</sup>, 2015 6:00 p.m.

**LCf:** Open the meeting September 14th, 2015, 6:00 pm. Does anyone need to review the minutes?

**VOTE:** Unanimously approved from members no time needed to review the minutes.

**LCf:** Motion to approve the minutes?

**JR:** Motion to accept the minutes of the previous meeting.

**AW:** Second the motion.

**LCf:** All in favor. None opposed. **VOTE:** Unanimously approved.

**III: Chairperson, Lynda Coffill Comments**

Annual meeting is next month, October. The annual meeting is the time to elect new officers.

**Current Officers:**

Lynda Coffill – Chairperson

Elaine Heredeen - Vice Chair

Julie Carver – Secretary

Alice Williams –Treasurer

**Current Members:**

John Russell

Abigail Butt

Donna Clifford

Anthony “Tony” Schettino

**Conclusion of Terms**

4/25/2016

3/1/2018

3/1/2017

11/12/2015

11/12/2015

3/1/2017

2/1/2016

3/1/2018

**Question:** Are the current officers and members willing to continue in their roles? If they are, we do not need nominating committee. If they are not willing to continue in their roles, we need a nominating committee.

**Majority:** Yes, current officers and members are willing to continue in their roles.

The annual meeting will be at 6:00pm and the regular meeting will follow at 6:15pm. There are two people coming up in November for their terms to conclude: Alice and John.

Alice agreed she would like to be reappointed as Treasure and John would like to continue as a member.

Donna's term concludes in February.

**Question:** How long is a term?

Terms are three years. John and Tony are replacements for members that left the board, they were reappointed.

Thank you letters were not sent out to anybody,(Waters & Brown, Essex County, Elaine Milo, John Russell, Abigail Butt or anybody), that worked so hard to refresh the building. Should the letters come from the COA? Or, Should they come from Parks, Recreation and Community Services?

Karen Partanen agreed they can come from Parks, Recreation and Community Services department and the city. It does need to be done.

**Requests:** Thank you letters to go out to Sheriff Frank Cousins and Shaun Clarke of Waters & Brown.

The planters were not set up because the materials were not available. The place in which the flowers were coming from had to have a corporate check of \$150.00. And, there was no petty cash. Plan earlier next year to set up the planter.

September's 2015, Senior Power, newsletter is advertising, on Thursday, October 1, 2015, the Haunted Happenings Salem Haunted Parade, theme "World Peace". If anyone is interested in participating in the trolley ride in the parade. They need to register with Rosanna. It is Free and the time is at 5:00pm. Seniors on the trolley are welcome to wear costumes.

**Question:** Would we like to walk in front of the trolley as the board of the COA?

Parade route is from Shetland Park to the common about 2 miles.

A banner for the trolley is being worked. It will have something about the Salem seniors and other things. Also, thinking about candy which is usually thrown from the parading participants.

It would be nice to have a group.

**Question:** Who is interested?

Donna, Abby and Linda. Possibly Julie and Elaine

We would have to meet at 5:00pm at Shetland Park. The parade is at 6:00pm. Costumes are welcome otherwise dress smart casual. We would need a banner with the Salem Council on Aging.

**Question:** Are there any senior T-shirts?

#### **IV: Report of the Director - Karen Partanen, Direct of Parks and Recreation**

##### **1) Program Updates**

###### **Update on the activities:**

All activities were very well attended for **Senior Week**.

**Ice Cream Social** – Thank you to Paul Tucker for donating the ice cream. Well attended.

**Health and Wellness Fair** – the attendance was very significant. Not sure if we can hold it here again because of the number of people that attended.

**Dinner Dance at the Moose** – The Moose provided pasta, salad and bread. There were raffles and dancing. Very well attended.

**Barbeque at Winter Island** - about 100 seniors attended.

**Senior Day** trips offered – The seniors took advantage of several day trips and took advantage of the transportation vans to go to some of the senior activities at night. The vans brought the seniors to the Band Concerts at the Willows on Tuesday nights. Also took them to the Seafood Festival, Country Festival, Newburyport and the Museum of Fine Arts.

**Fitness classes**, at the center, are going and are very well attended. The participation waiver is being updated. It is an explanation of what the classes are the expectation and levels of the classes. The waiver will state the COA recommends that all participants speak with their Doctor prior to participating. Also, the COA asks the participant to provide emergency contact information. We want to be sure participants don't push themselves too far during the classes.

###### **New/Upcoming Programs**

**Taste of Salem** – Each month small groups will be taking out for dinner to a different Salem restaurant each time.

###### **Topsfield Fair** –

**Questions:** Do the seniors get discounted tickets? Where do seniors buy tickets for the Topsfield Fair?

They can get them October 5<sup>th</sup> price is \$8.00 at the COA contact Rosanna. Limit 12 tickets.

**Question:** If you have more than 12 people that want to go, can you go more than one day?

It may have to do with transportation.

**Haunted Happenings Parade** – seniors riding in the trolley.

**Thanksgiving Dinner** for seniors – The COA is working with the Knight of Columbus and Mizoich Catering.

**Request to elaborate on Thanksgiving dinner** – Cathy is collaborating with the Knight of Columbus and Mizoich Catering. There are several things for Thanksgiving dinners. There is a dinner at the high school by the performing arts program. On Thanksgiving Day the COA deliver meals. And, there is another dinner. There are 3 organized Thanksgiving dinners for seniors.

They used to do Thanksgiving dinners at the Moose and the COA provided the transportation. The one at the high school has the Golden Tones singers, the instrumental ensembles play, and the national honor society serves the dinner. Food is good.

**Art/Paint Classes** – COA is looking for an art instructor for art/painting classes. If anyone knows of an instructor send their name to Karen Partanen. Abigail mentioned she knew an instructor.

## 2) **Transportation Policy**

**Update** – There were two Transportation policies in the packet. One was the current policy on and the second the updated version.

The changes that were made are ride specifics.

The new hours are from 8:00 to 3:00. They were 8:00 to 3:30.

The wording for the bags was changed from two bag minimum to two bags maximum.

**Questions:** The COA board was questioning whether the age was for 60 years or older for seniors? Or 50 years or older for disabled? There were also questions about medical transportation for disabled vs. disabled being able to use transportation for everything?

**Response:** Abby Butt spoke with Beverly COA. The understanding is the state guidelines is disabled riders can use any of the transportation. They are not just limited to medical transport and can be at any age. They just have to have a note from a doctor stating they have a medical need for transportation. Beverly's policy is that medical transport at any age take precedence. Then it is on first come first serve for all of their truck.

The transportation policy should read 60 years of age or older or disabled at any age with a qualifying note from a health care professional.

**LC:** Does the COA board want to accept changes of the Transportation Policy?

**JR:** Motion to approve the Transportation Policy with changes.

**AB:** Second the motion.

**LC:** All in favor?

**VOTE:** Unanimously approved by members.

**Question:** Are drivers doing curb to curb or door to door?

Tony Schettino spoke with the Peabody COA and they do door to door transportation.

An issue of a member of the Friends to the COA was dropped off and left at the wrong destination by the transportation service was revisited. This was mentioned in a prior transportation meeting in the spring.

**Suggestion:** Have someone follow up with that member of the Friends to the COA to find out what happened.

John Russell volunteered to follow up and check with the member.

The Transportation policy is curb to curb. There are times when the driver will turn off the van and take the keys with them to assist the seniors. The drivers go above and beyond for the seniors.

### 3) Community Life Center Update –

This is still in the Planning Board process. They are reviewing the project on Thursday, September 17<sup>th</sup>, 2015. at 7p.m.

It's also with the Design Review Board. There is a small working group that was put together to meet in between Design Review Board meeting to work on addressing concerns. They are planning to meet September 23<sup>rd</sup>, 2015 at 6p.m.

The Mayor met with the abutters to the property on Thursday, September 10<sup>th</sup>, 2015. There is no update at this time about the abutters meeting.

In early October there will be small neighborhood meetings hosted by residents of Federal Street and Gallows Hill neighborhood.

The DEP conducted a site visit related to the neighbor's appeal of the Conservation Commission decision.

Many actions are being done behind the scenes as to what is required and to make sure once the process is started it cannot be stopped.

John Russell mentioned at the request of the Mayor there was a meeting the prior week between the interior and exterior committee. There has been a smaller group put together to expedite the process. There was a meeting and a discussion about the neighborhoods. A question was when are the neighborhoods going to be told what is going to happen? Another question asked was how to get the support for the Community Life for were it is now? This probably is not the location of choice but it is what is available. If the community doesn't back this location, there may not be another location available for another ten years.

**Question:** How are the people in the neighborhoods hearing about these meetings?

Ward 4 Gallows Hill city committee meets at the AOH on the 2<sup>nd</sup> Tuesday of the month. Chuck Barton and Pat Margartti are the two Co-Chairs for ward 4 council.

Elaine Milo suggested if someone wanted to get on an email list for city committee meetings she could forward information to be placed on the lists.

**Suggestion 1 from COA members:** To get a vote of approval for the location for the new COA building, can there be a partition place in the current COA building requesting people to sign if they are looking forward to the new location.

**Suggestion 2 from COA members:** To educate the people about the new building for they may not sign in the petition in favor of the location of the new building. We need to get their cooperation.

Karen Partanen, Director stated as a city employee she does not want to become involved in petitions.

There was a discussion about the people who are opposed to the new COA. They are not opposed to the stand alone center. They are opposed to the building. The tax right offs (?) from the building will help fund the center. It is a clever tactic. The excuses from the opposing groups are using are the second floor, design of the building, safety, and flooding issues.

**Question:** The Federal St. meeting already happened? And, is there a sense as to how the meeting went?

The abutters meeting happened last Thursday. There is no information as to how it went.

The Federal Street and Gallows Hill meetings are planned for October.

Updates on current building not on the agenda - there have been many improvements to the current building. The roof was repaired waiting for a rainstorm to test it. Now the ceilings can be scrapped and painted. A door was added to the janitor area. A folding door will block off the packing area. Also, an electrician will be looking at the wiring. Thank you to John for all the painting. There's a new television. The curtains need to go up. The windows are fragile so they have not been cleaned.

**Question:** Can anyone go to the Planning Board meeting on September 17<sup>th</sup> at 7:00p.m.

John Russell and Tony Schettino will make an attempt to go to the meeting.

Thank you to those that were at the Planning Board meeting in July.

#### **4) Hiring of COA Director Status.**

Rosalia has left. They are in the process of interviewing candidates for the New COA Director. There have been 5 interviewed there is a 6<sup>th</sup> interview Tuesday. Then the committee will meet to plan the next step. We'll select two or three candidates have a second interview and possibly meet with the Mayor. It is not an appointed position.

**Questions:** What is the planned hiring date? Who's on the hiring committee?

The end of the month, September.

The interview/hiring committee consists of Lynda Coffill COA Chairperson, Karen Partanen, Director, Jason from the Mayor's office, Dominick Pangallo from the Mayor's office and Lisa Cammarratta the director of Human Resources.

The Director to the COA is the same position as the other managers. There can't be two directors but by council ordinance the title is Director to COA who reports to the Director to Parks, Recreation and Community Services.

A new part time Meals on Wheels/Nutrition Scheduler Coordinator has been hired. She is doing fantastic job. Her hours have been increased a little to pickup some of the things the Director to the COA was doing for example tallying the meals to order for the next day.

**Question:** At the June COA meeting there was discussion about having Bridgewell deliver the Meals on Wheels. Is Bridgewell delivering the meals? Yes, they are and they are working out well. They are doing exactly what we ask them to do.

## **V: OLD/NEW BUSINESS**

Setting goals for the board for next six months will be postponed until the next meeting after the annual meeting.

**Request:** To send a list of old goals to the COA members to review and plan for the next meeting.

Yes, the previous goals list can be sent out.

**Friends Spaghetti Supper** – had a great turn out. Everything was delicious. A total of \$800.00 was raised with just the advertising placemats which is a new addition to the event. They were printed by the inmates at the jail, Sheriff's Department. Some advertisements were \$25.00 some donated up to \$250.00. There was a total of approximately \$3000.00 for placemats. The goal is to have a slight increase on the cost of the raffle tickets. Also, suggested to have different types of fund raisers for example a Dinner Theater at Ames Hall when the kids are doing their plays. Find someone to cater the food. Move in some tables for about 100 people sell tickets for \$50.00 donation. Ames Hall is beautiful facility. There has been some discussion with the Direct of the YMCA about holding this event.

Also, the COA could partner with the high school drama productions to have a dinner/theater with them as well.

**Suggestion:** Try to partner with other agencies.

**Question:** Do we need to let anyone know about the COA participating in the Haunted Happenings parade?

Director of Parks and Recreation will let Ellen know.

Due to the hiring of the COA Director, Karen Partanen, Director of Parks and Recreation, is unable to meet on Wednesday evenings. It is expected to have a new COA director hired by October 21<sup>st</sup> or the next meeting. And Karen and would like to join the new COA Director at their first meeting with the COA board.

Board in agreement to Monday evening meetings.

Mention of the passing of Councilor Joseph O'Keefe Sr. This is a huge loss for the city.

## **VI: VISITOR COMMENTS:**

No visitors

## **VII: NEXT BOARD MEETING:**

Next annual board meeting scheduled for Monday, October 19, 2015 at time 6:00 p.m.

Regular board meeting is scheduled to follow at the conclusion of the annual meeting at 6:15p.m.

## **VIII. VOTE TO ADJOURN:**

Requests to make a motion to adjourn the meeting.

**LCf:** Makes a motion to adjourn the meeting.

**JR:** Seconds motion.

Unanimously approved.

Regular meeting adjourns at 6:01 p.m.

*Minutes respectfully submitted by Sharon Kearney*