

Salem Council on Aging  
**Minutes**  
**Regular Meeting**  
**Salem Council on Aging**  
**Wednesday, September 20<sup>th</sup>, 2017 6:00 p.m.**

The Regular Meeting of the Salem Council on Aging held Wednesday, September 20<sup>th</sup>, 2017 6:00 p.m., at the Senior Center, 5 Broad Street, Salem, Massachusetts.

**Roll Call**

**Board of Directors Present:** Lynda Coffill (LCf, Chairperson), Elaine Herdeen (EH, Vice Chair) Alice Williams (AW, Treasurer), John Russell (JR), Julie Carver (JC, Secretary)

**Absent:** Alison Thibodeau (AT), Donna Clifford (DC), Rosanna Donahue (COA/Activities Director), Abigail Butt, Anthony “Tony” Schettino (TS).

**Also, Present:** Patricia O’Brien, (PO, Parks, Recreation, & Community Services Superintendent), Elaine Milo (EM, City Councilor advocate to the COA), Sharon Kearney, (SK, Secretary of Minutes). Visitor: Donna Chalupowski.

**I. Call to Order**

Open the regular meeting Wednesday, September 20<sup>th</sup>, 2017 6:00 p.m.

**II. Approval of June 21, 2017 Regular Meeting minutes**

**LCf:** Have you had a chance to review the minutes?

**LCF:** Were they sent out?

**SK:** They were sent to Meredith in June.

**LCF:** Ok, I’ll send a copy to Patricia and she will send them to everyone on the council. We’ll approved the June and September meeting minutes in October.

**PO:** Sharon, you will send the minutes to me after you type them up.

**SK:** Yes.

**III. Report/Update from the Board Chairperson – Lynda Coffill**

**LCf: Reminder:** Our annual meeting will be October 18<sup>th</sup>, 2017. We will do the annual meeting first and then we will do the October board meeting immediately following.

At the annual meeting, we do re-elect the officers. Looking for nominations for:

Vice President, Secretary, Treasurer

Floor is open for nominations.

**JR:** I would like to nominate the present board as it stands.

There is a nomination for the present board as it stands.

**LCf:** Is there a second for the nomination?

**EH:** Seconds the nomination.

**LCf:** Any discussion?

**Response:** No.

There is one vote for the slate

**LCf:** All those in favor?

**Response:** Unanimously in favor.

**LCf:** Opposed?

**Response:** None.

**LCf:** Abstentions?

**Response:** None.

**LCf:** We have Elaine Hereden returning as Vice Chair. Julie Carver returning as Secretary, and Alice Williams as Treasurer.

**LCF:** We are close to getting a new COA Director.

**PO:** We have been interviewing. John Russell has been on the committee. Lynda Coffill has continuously been informed about the candidates. And we have a candidate that was unanimous that we are excited about and it is being brought forward to the Mayor for a meeting tomorrow. And we are hoping to make a job offer this week. We will know hopefully next week.

**EH:** Did you raise the pay at all? What it was at was not very much.

**PO:** \$68,000. It jumped to \$68,000.

**LCf:** Can we add to the Director's report the shuttle service issue? I just want to know if it happened. And, what the budget development schedule is? Under Old Business, I would like to add the accessory apartment. Like to do a follow up on emergency housing. Were we able to get in touch with the Salem Housing Authority about the emergency housing? The other items I want to talk with The Friends about so I will save these.

#### **IV: Report from the Director - Patricia O'Brien - Parks, Recreation, & Community Services Superintendent**

Thank you for having me tonight. You haven't met since June. I just want to give you a few updates.

##### **1. Program Update -**

We had a busy summer. There were lots of parties and events. Great feedback from the seniors. We had the book swap the other day. We are moving forward into Halloween. Hopefully, the seniors who want to take advantage, will now have the advantage to have transportation to a lot more of the events. Rosanna is doing a great job with Kathy to coordinate all the events that we have. They numbers have been great. I have printed out reports that can be shared with you. The numbers have been excellent. And, not everybody signs into the My Senior Center system. That is something we want to encourage people to do. And, maybe with the new CLC we can find the best spot where the seniors walk in they will scan in. The numbers have been great and the feedback has been great so they are continuing to do an amazing job.

**LCf:** The Heritage Days week activities were wonderful. It was packed. The ice cream social was packed. The barbeque was packed. The pizza party with an international theme was very good.

**PO:** The Health Fair was wonderful. It was very popular.

**JR:** The pizza party with an international theme went very well. As well as the Father's Day barbeque, sponsored by The Friends, at Winter Island went very well. Bob and I did the cooking and we also bought the food.

**JR:** On the sign-ins, The Friends gave money for the scanners? So, we can go around the building to scan in people.

**PO:** Yes, Meredith, did mention it. I talked with Fred and he did figure out we did order them. So, he and I are going to figure them out. And, there are scanners for transportation as well.

**JR:** It was \$3,000 given for the scanners. That will also build the numbers.

**PO:** Yes, exactly. It is approved and we want them. Thank you, we appreciate the donation, that will make things more accurate. It will make everything easier, grant writing and any reporting systems we do.

**EM:** How does it work? Like a handheld scanner at the grocery store?

**PO:** Yes. It scans into the My Senior Center then reports can be generated from My Senior Center database.

**JR:** They can use the scanners on the vans for transportation. They can use is off sight and scan at the barbeques. The seniors need to have their cards.

**PO:** The counts of the number of seniors using the vans for transportation was a missing link. The scanners will help with this.

## **2. Transportation Update –**

The Tufts Grant of the \$30,000 for the intercity shuttle. Fred Norton went to the meeting and is going to temporarily, if not permanently, sub in for Meredith. Fred supplied a lot of the information. It was great for him to go and meet with the people who are on the committee. And, a lot of the information he has provided they are taking into consideration.

The expanded hours have been good. It is not great, yet. It takes a little time for change. Certain nights are certainly more popular, expanding on Thursdays. Thursday evenings there has been a lot of use, up to 7:00pm. 6:30pm is probably the last ride. Weekends have been popular. They currently are by appointment. It is an educational process. I talked with Kathy and Fred about polling the seniors to ask them where they want to go in terms of their expanded transportation. It is currently just habit; the seniors are so use to the transportation being shut off early. It is about educating the seniors and the doctors' offices that they can make an appointment at 2:30 pm and still get a ride home. It is about spreading the word to our seniors and continuously to as many agencies we can about our expanded transportation.

**LCf:** Is it in the Senior Power?

**PO:** Yes. We did a whole section on it. It's word of mouth as well. It will take a little while to catch on. The trips, the weekends, and Thursday nights are already catching on for sure.

**EH:** What are the hours on the weekend?

**PO:** We go four hours Saturday and Sunday, 10am to 2pm. We have a person that is taking the calls and driving.

**EH:** The COA building is not open on the weekend, is it?

**PO:** No, unless there is an event the building isn't open on the weekend. But, we still have the dispatch communication. The transportation department is also doing extended trips to Walmart and possible to Trader Joe's.

**PO:** We want to ask what the seniors want for transportation. We have expanded for special events. But, it gives us more options to do more events at night as well. It's going well but continued communication of spreading the word about it.

**EM:** How does it work? They should make an appointment ahead of time? Is it two days, they should make the appointment? Is there someone that answers the phone when a senior is ready for pickup?

**PO:** Yes, it is still by appointment for the expanded hours. We are doing Tuesday, Wednesday and Thursday. To be guaranteed a ride a 24-hour notice is needed. It is 24 hours on paper, and we accommodate if we have any openings. There is an estimated time of when someone may need to be picked up. But, it changes doctor's offices may run late. It's constant communication throughout the day. Most of the time a person is ready to be picked up and dispatch will communicate out, that this person is, ready to be picked up at doctor's office at such and such place. The drivers that are out will radio in and whoever is closest will do the pickup. It may not be the same driver that had dropped the person off.

**LCf:** That's different from the shuttle service.

**PO:** The set shuttle is still in the study. It is part of the intercity shuttle service study. We got the grant and it was mentioned let's study this altogether.

**AW:** Does Fred have to man transportation on Saturdays and Sundays too?

**PO:** Fred mentioned at the beginning he will have the walkie/talkie at home. But we have hired a few more drivers and one of them has bus and dispatching experience. So, eventually they will be able to handle the 8 hours on the weekends.

**PO:** We got grant, The Black Cat Grant, for another bus for \$55,000. The city must contribute \$13,000. It will include a lift for wheel chairs as well. We are in discussions with Fred about any extras he might want with the new van. It's amazing with the city driving how fast the vans are considered out of commission.

**EM:** How many vans do we have? And how many are working?

**PO:** Currently, there are 2 out of commission. One is very temporarily out of commission and one we maybe we will see in a couple of weeks. When we get this up to full speed we will be up to seven vans in all working order.

**LCf:** It's not here yet?

**PO:** No, we just got notified that we were approved for it.

**LCf:** We met with the Mayor in June. I requested that all the buses have Community Services on the sides of them, not Park and Recreation and Community Services. Just Community Services which than represents Park and Recreation and Council on Aging. That sends out the message it's all in one.

**PO:** Ok, I'll follow up with her when we order it.

### **3. Halloween Parade – RSVP**

**PO:** Rosanna asked to get an RSVP from everybody. Discussion about candy, not to be throwing the candy while the bus is moving. They will have bags and when the bus stops the candy can be handed out.

**LCf:** Who wants to walk? And do you still have your t-shirt? And, does anyone know where the COA banner is?

**Questions:** When is it? What time is it?

**LCf:** It is Thursday, October 5<sup>th</sup>. If you meet at the COA building and park the car then you can get on the trolley and ride down to Shetland Park.

**LCf:** Try to be at the COA building by 5:30pm. The parade supposed to start off at 6:00pm.

**PO:** Do you want me to send out an email to have people to RSVP if they are interested?

**LCf:** Please. There are three of us already doing it.

**PO:** Who are the three? And, do you want me to send the email to The Friends and the Board?

**LCf:** No, Just to the COA Board. The three are Julie Carver, John Russell and Lynda Coffill. We need to find out if Abigail Butt, Donna Clifford and Alison Thibodeau are interested in participating. Tony Schettino has resigned from the board.

**PO:** I gave you the Haunted Happenings Schedule. It doesn't say what time you have to be there. The parade starts at 6:30pm.

**LCf:** They usually want you there by 5:30pm to walk around. If the trolley doesn't leave here until 6:00pm it will get us down there in time so we don't have to be standing around for an hour. And people should let Patricia O'Brien know if they want to go on the trolley.

### **4. Salem for All Ages Update –**

**PO:** We did apply for a \$50,000 grant from the AARP for benches at the bus stops that do not have benches or upgrading the benches that are there. We were targeting the areas that really needed benches, at MBT and throughout the city. We were a little disappointed that we did not receive the grant. It doesn't mean that we are not going to do that. It will just take a little longer to raise the money. The grant was a nationwide application which may rotate around. So, hopefully next time we apply we will receive it. Fred Norton will continue to be involved in the transportation side and I'm involved in the communication side.

**PO:** There was question of budget development schedule?

**LCf:** Yes, when do you start putting together the budget?

**PO:** Not until spring. January, we will start discussions if there are any needs. January and February, it goes to council then around April/May.

**LCf:** We want to talk about a couple of needs that we see. One of which is social work. And, because we are going to be very close to moving into a new building.

**PO:** Yes. There have been conversations, with the Mayor, about the need for an additional social worker. There is a grant, that is currently being considered, that would be specifically helpful with more social work assistance as well. We do have an intern who just started with Sharon Felton and Lynne Barrett. He is from Salem State and worked in Veteran's for a semester if not longer. He will be at the COA of the entire year. He is a veteran and is very invested. Lynn and Sharon are going to be giving him a lot of responsibility to help them out. He has a passion for seniors.

**PO:** We missed you, Lynda at the ground-breaking ceremony. You were recognized. It was a great ceremony very exciting.

**Question:** When is the new Community Life Center supposed to be finished?

**Response:** One year from the date of the ground breaking. July 2018. Ribbon cutting will be around September 7, 2018.

**LCf:** On the budget development, let's make sure we start talking about this in January.

**JR Question:** Did we also want to discuss in budget development the volunteer coordinator?

**LCf:** Yes.

**LCf:** Anything else?

**PO:** No.

## **V. Old Business**

**LCf:** Thank you to John Russell for stepping up and stepping in for doing everything the last couple of weeks. I appreciate it. And, thank you to Julie who made a valiant effort to try as well.

**JR:** My pleasure.

**LCf:** Accessory Apartment Update?

**EM:** Accessory Apartment, I've been after Councilor Dibble to schedule a meeting. I'm going to have John try. So, something should be happening soon.

**JR:** He had said that it should be quick. It hasn't happened quickly.

**LCf:** The problem is I haven't seen anything from Beth Renard. That maybe the hang up. She was supposed to craft together the ordinance and send it out to all of us.

**JR:** I've had a couple of communications via email with her asking for clarification on some of the things we've done. She is probably deep into it. If Councilor Dibble scheduled a meeting, (public hearing), the ordinance will be crafted.

**LCf:** The ordinance has to be crafted prior to that. Doesn't it have to be out there for a certain amount of time?

Comment [SK1]:

**JR:** I think that is the way a lot of these things work. It's once you schedule a meeting the ordinance will be crafted very quickly.

**EM:** No, what we can do is, schedule a public hearing on accessory, in-law, apartments. And, at the hearing we can have the draft ordinance there. Or, we can post it as part of public hearing notice. There are all different ways. But, we don't have to have it done before we schedule a public hearing. One drives the other.

**LCf:** So, after the hearing you have two weeks, right? Is that how it goes to pass or not pass it?

**EM:** No, hopefully, after the hearing it is going to get scheduled. Hopefully, the public hearing is scheduled and the subcommittee meeting to talk about it and recommend will almost be done simultaneously. You could have a hearing on Tuesday, you could have the subcommittee on Thursday. And, it could go to council the next Thursday. Once it gets going it could happen quickly.

**LCf:** The only concern is if we start this in October. It is an issue.

**EM:** In terms of?

**LCf:** Getting there. Getting anywhere in downtown Salem to park your car in October.

**Question:** Could we do it at the CAO building?

**EM:** We will try to do it as quickly as possible. If we try to do a public hearing outside the chamber we have to bring it to the council.

**Question:** Are you talking about apartments that are being built?

**Response:** We are talking about in-law apartments. We are trying to have in-law apartments legally in Salem.

We are looking to legitimize ones that are there, grandfather them in. We want to make sure we address the parking issues, want to make sure we cover the concerns of people that are concerned that our neighborhoods are going to turn into Zone 2 neighborhoods. It can be as specific as we need to make it. We would like it as broad as we can but we want to make sure it is a little specific to make sure everybody is happy and comfortable.

**LCf:** We started this discussion well before the Salem for All Ages. It fits in because we are talking about aging in place. So, for example, a senior can be in their house and their college age grandson can be in the apartment so they can take care of their grandparents. Or married children can have an apartment for a senior parent to be close by to take care of their aging parent. People don't want to leave their houses.

**LCf:** Last June we talked about the Salem Housing Authority having emergency apartments available. Because occasionally, there is somebody who is getting evicted There was an example of someone being released from the hospital but had nowhere to go. Or, there might be a domestic abuse situation.

**EM:** I'll check with the housing authority. I know it was discussed but I don't know if they took any action on it.

**AW:** Couldn't the hospital have something like that, that is temporary?

**LCf:** They do for families, for example single mothers and their babies. They will house them at the hospital temporarily over night or two nights until they can get them into a shelter. But I never heard it for an elderly person.

## **VI. New Business**

**PO:** Anthony "Tony" Schettino let me know that he resigned. He is just not into meetings. I don't know what the process is.

**Questions:** Does he send an official letter to the Mayor's office? Do you give suggestions? How does it work?

**LCf Response:** I'll have to talk to him. Yes, he will have to send a letter of resignation. But, in the past if anyone is interested in participating on any type of board you go on the website. You fill out the forms of what you are interested in doing. The Mayor's staff goes through it and send down the information.

**LCf:** There was another man that followed the process and he was interested in participating but he missed the interview. He asked for Roselia and he was told she did not work at the COA anymore and he left. I'll try to find his information and see if he is still interested in

participating. Or, I'll ask the Mayor to go through the web page for people interested in being part of the government.

**PO:** You'll ask Tony for his resignation letter?

**LCf:** Yes, I will. Anything else?

**PO:** No.

**Question:** Will there be a flu clinic?

**Response:** There definitely will be. I'm not sure if it has been scheduled for September.

**LCf:** The advisory board roster is outdated. Can we pass it around and everyone check your information and correct it if necessary?

**Response:** Yes.

**PO:** I'll make a copy of it and email it to everyone. And, forward it to our CBT.

**LCf:** Any other new business?

**JR:** The Friends. The Father's Day Barbeque was a big success. The Friends donated \$3500 for the scanners for the COA. The Pasta Dinner in June was a great success. It was a lot of fun. We raised more money than we ever raised. Hope to do even better next year.

**JR:** We are going to try to do another Halloween booth this year. We are looking for volunteers to help man it. Last year I did it one day by myself and I had to break everything down. Last year we raised about four to five hundred dollars in one day. We are going to try and do it more. I will send something out to see if someone has some time, couple of hours. The only thing we are going to sell is pie, apple and pumpkin, and whip cream. We charged \$3.00 a slice. We did well and it was pouring rain that day. We only did it one day. We would like to do it Saturdays and Sundays for three weekends. We may stay away from the last weekend because it is just to chaotic. We did it early in the day. If we do it a night we might make more money per slice. We want to see if we can keep the popup set up overnight so we don't have to take everything down.

**LCf:** Do you have a permit and location?

**JR:** They are assigned. The applications have not been sent out for the non-profits, yet. But, last year we were right in front of CVS on Essex St. it was a great location.

**LCf:** Yes, set something up, please. And we will extend an invitation for The Friends to me with us because we have a number of things we would like to discuss with them. First, we want to thank them very much for doing what they do.

**LCf:** Did everybody check the roster for any corrections needed?

**Response:** Yes.

**VII: Visitor Comments: Opportunity for visitors to speak – Donna Chalupowski, (DC, visitor)**

**DC:** This was very interesting. This is the first time attending the meeting. I saw it in the Senior Power. I want to inform people and I think people are becoming more aware of the whole targeting of the elderly across the country. Nationwide, rich or poor there are thorough investigations are being done into it because they are becoming more aware of the degree of theft. Hopefully we all age gracefully. But, if somebody is going to do an

evaluation and deem somebody mentally incapacitated when they are a perfect person, God could have made. It takes time to get to know people. That's the beginning of the end for that person. They lose their rights, they lose their voice. From what I understood there are supposed to be yearly accounts submitted to the court with what is being done with the elderly's money.

**LCf:** Are you talking about conservatorship?

**DC:** Yes, Both guardianship and conservatorship. They go hand and hand.

**DC:** They are highly paid professional people. Another guardianship nightmare example this woman us to go dancing. It is beyond comprehension unless you lived it. You don't realize what that person is getting into. Even an entire family can object to that appointment because there are family members that want to care for that person. As you were talking tonight about in-law apartments and how family members will take care of their elderly. It doesn't matter, a judge will over ride them as to what the right thing is to do. It is wrong. It is the greatest redistribution of theft occurring across the United States of America. I've been protesting a lot trying to make people aware of it. If you google AAAPG.net it will give all other links of other organizations that are trying to make a difference. It has been going on for such a long time, now they are really starting to investigating/realize this is happening. We are talking large amounts of money. It took an honest living, 40yrs., to build up the nest egg. It could happen to anyone sitting here today.

**LCf:** We hear about the famous people and they get taken advantage of some. It goes down. It trickles down economically.

**Why We Do What We Do?**

**EM:** At the Heritage Days, the spaghetti supper or the Thursday night function. A few days before the function I had an ice cream social up at 40R Highland which is another place where there are a number of elderly people. Rosanna came up to recruit people and she got 4 or 5 people that day to sign up to come down to the COA. At the dinner a gentleman who was at the ice cream social earlier that week came up to me. And, he said I just want to thank you and Rosanna you changed my life introducing me to the Senior Center and the activities. There was a lot of crying. We are doing good work.

**LCf:** Anything else?

**Response:** None

**LCf:** See you in October.

**VII: NEXT BOARD MEETING:**

The Annual Meeting will be followed by Regular board meeting scheduled for Wednesday, October 18<sup>th</sup>, 2017 at time 6:00 p.m. The Friends to the COA are invited to the regular meeting, as well.

**IX: VOTE TO ADJOURN:**

**LCf:** Requests to make a motion to adjourn the meeting.

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

**EH:** Seconds the motion.

Regular meeting adjourns at 6:51 p.m.

*Minutes respectfully submitted by Sharon Kearney*

DRAFT