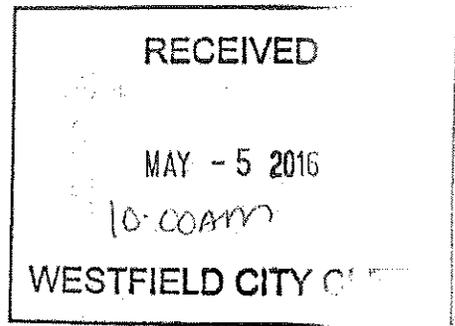


City of Westfield  
Council On Aging  
Monthly Meeting  
April 11, 2016

City Hall, Room 201

59 Court Street, Westfield, MA



I. The meeting was called to order by Chair, John Leary, at 1:00 p.m.

All Board Members were present: Cynthia Lee Andersen, Elizabeth Boucher, Alice Dawicki, John Leary, James V. Liptak, Barbara Sokolowski and Barbara Taylor. Also present were Tina Gorman, our Executive Director and Councilman, Ralph Figy.

II. Upon Motion duly made by Elizabeth Boucher and seconded by Barbara Taylor, it was unanimously:

VOTED: to approve the minutes of the March 14, 2016 Board Meeting.

III. There was no Public Participation.

IV. Items for Discussion/Information:

- A. Mr. Liptak gave an update regarding the HVES (Highland Valley Elder Services). The HVES Board Meeting which was to be held at our Senior Center on Monday, April 4, 2-16 was cancelled due to a snowstorm. Mr. Liptak will email HVES in the meanwhile to get an update. Ms. Gorman noted that we did offer to let HVES hold the meeting anyway even though the Senior Center was technically closed but many of the HVES Board members are from outlying areas and there was a concern regarding the traveling conditions due to the storm.
- B. The next item on the Agenda was setting a policy for the closure of the Senior Center in the case of inclement weather. Upon Motion duly made by James V. Liptak and seconded by Elizabeth Boucher, it was unanimously:

VOTED: That the Executive Director after consultation with appropriate sources make the determination to either close or have a delayed opening of the Senior Center due to inclement weather.

Ms. Gorman reported that the current policy had been that if the school were closed then the Senior Center was closed. That policy did not cover the situation where we had bad weather during school vacation. Regarding issuing a delay, the issue is the parking lot. The DPW does our parking lot at no charge. Schools usually have a 2-hour delay. Currently we are open if there is a school delay. Ms. Gorman does not recommend issuing a "2-hour delay" notification because people don't know when we actually open. It would be best to list an opening time. Ms. Gorman did ask Dave Phillips at the DPW when he felt the parking lot would definitely be done. She wanted to keep the time consistent so our seniors would know what to expect. Mr. Phillips said 11 a.m. because the parking lot is not the only concern, the roads to the Senior Center also need to be cleared. Ms. Gorman felt that opening at 11 a.m. would still work, we could still serve lunch and hold our afternoon programs. Ms. Gorman stated that she is also concerned about sidewalks because some of the seniors walk to the Senior Center. When asked if she has any problems when the Center is closed due to weather concerns, Ms. Gorman replied that some people do not check the cancelations although they are posted in numerous places. People still showed up Monday when the Center was closed due to the snow storm. Mr. Leary asked if policies that are adopted are dated and Ms. Gorman replied "yes".

- C. Elizabeth Boucher, the Chair of the Senior Center Smoking Committee, then gave the Committee's report, see attached. The following Motion was duly made by Elizabeth Boucher and seconded by Barbara Taylor:

The Council On Aging Board of Directors to ban smoking anywhere on the Senior Center premises.

A discussion was held regarding the Motion as proposed and whether it could be enforced by the City. To get the City to enforce the ban the City would have to change the Ordinance regarding smoking on the Senior Center premises. Councilman Figy explained that we need to send the request to the Mayor who then sends it to the City Council. It would then go to the Legislation and Ordinance Committee. Changing the ordinance is the only way to get the City to enforce the ban. Ms. Gorman pointed out that our mission statement specifically states that one of our goals is to promote health so the Ordinance would assist with that goal. Since we do not have a full time custodian he does

not have the time to clean up after smokers. Ms. Boucher asked Councilman Figy if he saw any problem with our getting the Ordinance banning smoking at the Senior Center including the grounds. He pointed out that the Law Department for the City has to write the language of the suggested Ordinance so there is a process that has to be followed. Ms. Gorman was asked about the current policy of no smoking in the building. There is signage but the sidewalks are not covered by the no smoking policy. When asked about how the current policy is enforced she stated that the no smoking policy is enforced by verbal reminder. Ms. Boucher commented that it appears that recommendation number 3 from the Committee's report would be better suited to our situation. Ms. Boucher then asked that her Motion be withdrawn. Upon Motion duly made by Elizabeth Boucher and seconded by Barbara Taylor, it was unanimously

VOTED: The Council On Aging Board of Directors to ban smoking anywhere on the Senior Center premises and that a request be made to the Mayor and City Council to change the Ordinances for the Senior Center regarding smoking.

- D. Ms. Gorman then gave an update regarding the CDBG and Sarah Gillett grant applications. The CDBG application was submitted last month. The Sarah Gillett grant was submitted last week and was presented to their Board by Ms. Gorman and Fran Aguda. Peter Martin told her that he was impressed with the presentation and the material provided. Proceeds from both grants are used for Ms. Aguda's Companionship Program. In order to qualify for a grant each year, they have to expand the program. This year in conjunction with the Senior Safe Grant from the Fire Department the goal of the program is to get the house numbers visible for the seniors. The Boards loved the tie in with the Fire Department. We should hear from Sarah Gillett in June. We usually hear from CDBG in June or July.
- E. Ms. Gorman then gave an update regarding the Senior Center Gift Shop. The shop is being run through the Friend's Group. There are still details that need to be worked out. The Donor walls displaying the names of the donors has been given priority. A volunteer will be helping with the Gift Shop. The Friend's Group has not purchased the furniture yet. They have toured some other shops. Mr. Liptak asked what would be sold in the shop. Ms. Gorman explained that she had her previous intern call senior centers all over the state to find out how they ran their shops. The

consensus was that it is best to have your Friend's Group run the gift shop that way there would not be the necessity of going through the Purchasing Department of the City. The types of items they have decided to sell are:

1. Snacks and drinks but not much. They don't want to compete with the meal program.
2. Novelty items such as cards and small gifts. Someone has donated some cases of Black Squirrel mugs.
3. Handmade items from Senior Center people. Ms. Gorman made it clear that the items have to be donated that we would not be doing consignment. The items would be displayed for a period of time and then if they are not sold they would be returned.

Ms. Gorman has met with the woman who runs the gift shop at Baystate Noble Hospital several times. She has been helping them. Ms. Gorman is also working with the Tech Center regarding a cash register. They talked with the other senior centers executive directors and others centers have used everything from a shoe box to a computer. Mr. Leary asked who sponsored the gift shop and if they had any concerns regarding the gift shop not being open yet. Ms. Gorman stated that Peoples Bank sponsored the Gift Shop and she has kept them aware of the status.

#### **V. Items for Action.**

A. Ms. Gorman reminded that Board that the election of Officers of the Board takes place at the May meeting so it was an appropriate time to form a Nominating Committee. The Chair, John Leary, requested that Elizabeth Boucher and Barbara Taylor serve on the Nominating Committee and they accepted the nomination. Alice Dawicki declined the nomination. Mr. Leary reminded the Committee members that he did not intend to continue on as an officer.

#### **VI. Ms. Gorman, then presented the Director's Report, copy attached:**

##### **Review of Programs:**

"Piecemakers" Quilting Group meets on Friday afternoons. They have 15 people and they are loving it. They received an ironing board and iron from the Friend's Group. Mr. Figy reported that WTA will be building wooden stretchers for them. Mr. Liptak said they will be tying in the quilting with math lessons at WTA.

We had a program about a week ago on COPD. We had about a dozen people take part. Mary Lou from Baystate Noble coordinated it and it went very well.

The Boys and Girls Club Cultural Arts Club presented their program "Musicville" at the Senior Center. It was an opportunity for multigenerational programming. We had over 100 people in attendance. The program ran from 6:30 to 7:45 p.m. We had very positive feedback from the seniors who attended (approximately 30 to 40). Many families and the Boys and Girls Club staff visited the new Senior Center for the first time.

#### **Upcoming Programs:**

We are partnering with business students at WTA to provide 2 computer sessions free of charge to the seniors. The sessions will be at WTA and will be 1 on 1. We have about 11 seniors signed up for sessions to learn Word and 7 - 8 people signed up to learn Excel. We have received lots of promotion from Patrick Barry at the Westfield News. Stefan Czapowski, the Principal from WTA, is very excited by the collaboration.

Computer support tutorials will be held at the Senior Center Mondays beginning April 25, 2016 from 10 a.m. to noon. David LaBrecque, a retired Financial Analyst with Digital, is our volunteer offering half hour one on one sessions. You must sign up in advance and let him know your topic so he will be prepared.

Reiki for Relaxation will be held on Friday, April 22, 2016 from 1 p.m. to 2:30 p.m. in the Fitness Room. It is open to 6 participants and we already have 4 signed up. There will be a guided meditation and then a brief reiki session for each participant. You must sign up in advance.

There will be a presentation by the Mass Senior Action Council on Thursday, April 28, 2016 at 12:45 p.m. at the Senior Center. Among other topics to be discussed is the proposed PVTA cuts to the dial-a-ride (van) program.

The Senior Options this year will be held at the Senior Center April 21, 2016 from 10 a.m. to 2 p.m. We will utilize the entire building. Marketing is already in full swing and Ms. Gorman has given each of the City Council members a flyer. We are finalizing our vendor list; we have 37 vendors so far. At the request of the seniors and with the help of Representative Velis, the Massachusetts Department of Transportation will be on site to distribute applications and E-Z Pass Transponders in the Gift Shop. We will close and lock the building after the event

at 2 p.m. to set up for Friday's programs. Part of the challenge is that we have never done the Options at the Senior Center before so everything is new. More volunteers would be more than welcome. Barbara Taylor asked if lunch will be served that day. Ms. Gorman explained that there will be a lunch available anytime between 11 to 1 p.m. The lunch can be eaten at the Center or taken as a bag lunch. Ms. Gorman explained that she did put some ads in the Westfield News. We are given a discount. She felt it was important because they give us so much free press throughout the year that it is only fair to pay for ads twice a year. The Travel Club will be in the Great Room rather than in their office for the Options event.

The Community Connections Legislative Luncheon hosted by Representative John Velis will be held at the Senior Center on Monday, May 16, 2016. The special guest is Representative Denise Garlick, Chair, Joint Committee on Elder Affairs. This is a ticketed event with tickets at \$3. Tickets must be purchased in advance. Ms. Gorman had a chance to meet Ms. Garlick previously. She is only visiting certain centers. Ms. Gorman is hoping we have 100 people attending and she would like as many Board members to attend as possible.

VII. Chair John Leary reminded us that our next meeting is Monday, May 9, 2016, at 1:00 p.m., City Hall, in Room 201.

VIII. There being no further business to come before the Board, upon Motion duly made by James V. Liptak and seconded by Elizabeth Boucher, it was unanimously

VOTED: to adjourn at 1:50 p.m.

A true record.

List of Exhibits:

1. Agenda
2. Smoking Committee's Report
3. Director's Report

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Cynthia Lee Andersen-Secretary