

Council on Aging Board Meeting Minutes Tuesday, December 2, 2008

PRESENT: A. Baranick, E. Bouldry, P. Campanis J. Gavrilles, B. Hagan, J. Hemstreet, P. McChesney, B. Murphy, L. Theodos, R. Walenduk, J. Walsh

STAFF: J. Claypoole

GUESTS: L. Crane, C. Haddleton

Meeting called to order at 11:00 AM.

Minutes of November meeting were reviewed and amended. Motion to accept amended minutes by J. Walsh; seconded by P. McChesney. The motion passed unanimously.

The Treasurer's report was distributed and reviewed. R. Walenduk made a motion to accept the report. Seconded by J. Hemstreet. Motion passed unanimously.

Old Business

- **Building Committee Report:** J. Hemstreet reported that the RFP was issued for the Caryl School renovations. J. Claypoole reported that Kathy Weld had emailed the COA requesting input on senior programs and space requirements as programs expand. Discussion was held on need for functioning kitchen at Caryl as well as upgraded equipment for COA staff and classes and future need of van for transportation. J. Claypoole will speak with K. Weld today to review needs of COA to share at Building Committee meeting.

- **Senior Property Tax work Off Report:** J. Claypoole reported that all appropriate forms were submitted to the Assessor. Discussion was held on need for increased positions for senior tax work off workers. J. Claypoole will check with other town departments to see if there is a need for additional positions.

New Business

- **COA Fiscal Year 2010 Budget:** J. Claypoole reported that FY2010 Budgets are due to Warrant Committee and Town Accountant on December 18th. The COA continues to develop new programs and maintain existing programs. Contacts have increased as caregivers have contacted the COA requesting assistance in caring for their frail senior relative in Dover, outreach visits to homebound seniors have increased, and overall information calls have increased as well. In order to meet the needs of the existing programs and continue outreach to the seniors of Dover, the COA is recommending an increase in staff hours. It is requested that the Director be increased to full-time hours, the Outreach Worker increase by 2 hours per week to 18 hours, and the Administrative Assistant be increased by 2 hours/week to 7 hours per week funded by the Town. P. Campanis commended the COA staff for all the work they do and emphasized the importance of availability of support and programs for seniors in their own community. Discussion was held on FY2010 Budget and the Board recommended increasing personnel hours as requested to meet existing and anticipated needs of the seniors. The Board directed J. Claypoole to work with C.

White, Warrant Committee representative, and COA Board Treasurer on final version of budget for submission to Warrant Committee.

- **Luncheon Cost:** J. Walsh requested that the increase in price of monthly lunches be revisited as he was not present at last month's meeting for this vote. Discussion was held on increasing costs of food and the impact this has on seniors and COA.
- **Salvation Army Bell Ringers:** J. Walsh circulated final sign up sheets for Bell Ringers who will be at Dover Market on December 22nd, 23rd, and 24th.

Ongoing Business

- **Chairperson:** B. Hagan reported that there is an All Chairs meeting on January 29th and she will attend to represent the COA Board. J. Hemstreet will also attend.
- **Travel Committee:** Next trip is on December 13th to The Revels at the Sanders Theatre at Harvard. Other trips planned are a February trip to the Providence Flower show and to the Tall Ships in Boston in July. A trip to Block Island is being considered.

Director's Report:

J. Claypoole reported on:

- COA will consult with K. Weld of Community Center Building Committee to provide feedback on senior center site needs.
- The Fitness Room at the Police Station is used 3 days/week for 4-6 seniors.
- Tax Work Off Program is completed for FY2009. J. Claypoole met with Town Account, Treasurer and Assessors office to verify process and completion.
- Police Brunch on Dec 6th as 77 people signed up. Gift baskets have been donated.
- Legion Dinner has 68 signed up and centerpieces donated by Brownies.
- Notables are performing on Dec 10th and 21 have signed up.
- Boxwood Trees workshop was yesterday with 10 participants. Last year only had 4.
- Town Report is due in January.
- COA consults regularly with Erika Lert, Fuel Assistance Coordinator for Dover, re: seniors in crisis.
- SHINE Counselor has monthly meetings in Dover and her schedule is full. Seniors are now being referred to Framingham for consults. S. Sheridan provides some consults at COA regarding Part D.

P. Campanis reported "A Place to Turn" in Natick will assist Dover residents in need of food with a referral.

Meeting adjourned at 12:45PM. Motion; L. Theodos, second; B. Murphy. Motion passed unanimously.

Respectfully submitted;

Eleanor Bouldry
Acting Secretary