

Council on Aging Board Meeting Minutes  
Tuesday, July 1, 2008

PRESENT: B. Connors, A. Baranick, E. Bouldry, J. Gavrilles, B. Hagan, J. Hemstreet, J. Walsh, P. McChesney, B. Murphy, A. Baranick, R. Walenduk  
STAFF: J. Claypoole

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Meeting called to order at 11:00 AM. Minutes of June 1<sup>st</sup> were accepted. Motion to accept by A. Baranick and seconded by P. McChesney. The motion passed unanimously.

The Treasurer's report was distributed and reviewed. J. Gavrilles made a motion to accept the report. The motion was seconded by E. Bouldry. The motion passed unanimously.

Old Business

**Building Committee Report:** J. Hemstreet reported that meetings were ongoing with the various committees. The Building Committee is considering requesting proposals to utilize the Caryl School for businesses, room rentals and other purposes. Discussion was held by Board members on types of businesses that could utilize the space at Caryl School. It was suggested that the kitchen be updated so programs and tenants could utilize that space. J. Hemstreet will continue to attend meetings and represent COA.

New Business

The authorized signature form was submitted by the Accounting Dept for completion by the COA of Board members and staff that can sign on financial documents. B. Hagan made a motion that J. Claypoole as COA Director be added as approved signature on financial documents for the COA. The motion was seconded by P McChesney and approved unanimously.

J. Walsh discussed the feedback from seniors on the need for affordable housing in Dover. This information was shared with the Dover Housing Partnership. The Board recommended that a survey be mailed to the seniors in Dover, in collaboration with the Dover Housing Partnership, gathering information on future housing options and relocation preferences. J. Walsh will work with J. Claypoole on this project.

Ongoing Business

**Travel Committee:** The Travel Committee reported that the next trip scheduled is to Tanglewood on Sunday, July 13<sup>th</sup>. There are 38 seniors attending from Dover and Sherborn. The Committee will meet and review trip options for the Fall.

**Director's Report:** J. Claypoole distributed the log sheets for this fiscal year's activities and will expand next FY's log sheet to include bridge, arts, and crafts. Sign in sheets will be implemented for these programs to document attendance.

J. Claypoole reported that the Administrative Assistant requested additional hours for FY2009. The Board discussed this issue and as budgets were submitted last Fall

2007, reviewed with the Warrant Committee in January 2008, and finalized at Town Meeting in May 2008, the Board stated that no changes can be made in staff hours at this time.

J. Claypoole submitted the Formula Grant application for FY2009 with budgets reflecting a possible increase in reimbursement per elder. The Formula grant will fund the Administrative Assistant position as well as a small portion of the fees for Fitness Instructor and Yoga Instructor. She is working on the Annual Report for the EOEA.

BayPath Elder Services will meet with the COA later this month to audit their Title III D Grant for the Yoga program.

She reported that next week's COA luncheon will feature John Root, entertainer, who is funded through cultural council grant.

Meeting adjourned at 12:10PM. The motion to adjourn was made by B. Hagan and seconded by P. McChesney and passed unanimously.

Respectfully Submitted,

R. Walenduk  
Acting Secretary