

**Senior Center Needs Assessment Committee
November 30, 2012**

MEMBERS PRESENT: Maureen Dilg, Cara Groman, Jack Walsh
GUESTS: James Anderson, Matthew Schmid, Dave Stapleton

Meeting was called to order to 3:40 p.m.

Acceptance of Minutes

A motion was made and seconded to accept the November 9, 2012 minutes. The motion passed unanimously.

Senior Email Addresses

Cara Groman reported she has the list of streets located in all our caller neighborhoods. Matthew Schmidt offered to assist in compiling and printing all these neighborhoods. The calling lists will be given next week to the COA Board members who offered to make these calls. A script will also be given to all the callers. Callers will be asked to cross off their list any residents they know of who might have either moved or died. Discussion took place on whether the Town Clerk or Treasurer's office would know of individuals who had moved from Dover. A small notice will be placed in the January and February Bright Horizon newsletter asking, "Did We Miss You?"

Warrant Committee

Dave Stapleton suggested Jack Walsh contact Andy Waugh, Chair of the Warrant Committee, to determine which Warrant Committee representative has been assigned to the Council on Aging. The warrant closes on December 18, 2012. Jack Walsh will obtain from Janet Claypoole all relevant statistics as to the number of people attending COA classes and/or using COA services.

Publicity

The third senior center publicity article was printed in the Dover-Sherborn Hometown Weekly. Our second article was printed in the Dover-Sherborn Press. Maureen Dilg will begin writing the fourth article. The subject of the fourth article will be the current locations the COA uses within Dover and outside of Dover.

Senior Center Coffees

There was no discussion on this agenda item.

Potential Senior Center Locations within Dover

Maureen Dilg reported that the buildings at Whiting Road and Springdale Crossing are listed as historical. Discussion took place on donated land within Dover. It was decided to focus on the Heard property before looking at other locations within Dover.

Heard Property Survey

Jack Walsh will follow up with Craig Hughes as to when the Norfolk County Engineers will begin surveying the Heard property.

Focus Groups

Dave Stapleton suggested we speak informally to the Conservation Commission, Planning Board and Health Board as well as the Selectmen. We should also be speaking to local organizations such as the Dover Mothers' Association, garden clubs and churches. Matthew Schmid's presentation was tabled until our next meeting.

The next meeting will be held on Thursday, December 13, 2012 at 2:30 p.m. in the lower conference room. A motion to adjourn was made by Jack Walsh at 4:45 p.m. and seconded by Cara Groman. All in favor.

Respectfully submitted,

Maureen Dilg