

Council on Aging Board Meeting Minutes
Tuesday, May 1, 2012

PRESENT: A. Baranick, B. Hagan, E. Bouldry, M. Dilg, J. Gavrilles, C. Groman, J. Hemstreet,
B. Murphy, P. McChesney, L. Theodos

STAFF: J. Claypoole

GUEST: J. Melican, Selectmen; J. Panek

Meeting called to order at 11:05 a.m.

Secretary's Report

- B. Murphy suggested the following changes to the April 3, 2012 Board Meeting Minutes: Under Board Member Issues, second item, change docent to Elissa Landre, Sanctuary Director at Broadmoor; and third item, change the location of Joan and Dave Stapleton's talk about their recent trip from Netherlands to a Mail Boat along the coast of Finland. A motion to accept the amended April 3, 2012 Board Meeting Minutes was made by L. Theodos and seconded by A. Baranick. The motion passed unanimously.

Treasurer's Report

- A. Baranick presented the Treasurer's Report. The balance as of April 30, 2012 is \$10,431.19. A motion to accept the Treasurer's report was made by L. Theodos and seconded by J. Hemstreet. The motion passed unanimously.

Old Business

- **Senior Center Update: Report From Needs Assessment Committee** – M. Dilg reported work was progressing on the June "Senior Needs" luncheon. Information on the luncheon will be placed in the local newspapers, Dover Patch, Dover Cable TV and the COA's Newsletter. It was suggested to invite the Selectmen and local Dover clergy to the luncheon. Both State Rep. Denise Garlick and State Sen. Michael Rush have agreed to attend. Information will be provided on the need for Dover's seniors to have a wheel chair accessible van.
- **Van Update** – M. Dilg reported she and J. Claypoole met with J. Melican, D. Ramsay and G. Pugatch to discuss the information requested by J. Melican. All the information requested plus additional information was provided. J. Melican suggested that due to the amount of information provided it would be best to meet again at the end of May after Town Meeting and elections. The JFK Transportation contract is renewable on July 1, 2012. We will try to negotiate a six month contract which is renewable at the end of six months. Discussion also took place regarding the MBTA RIDE which is available to qualified disabled Dover residents. It was decided to place an article in the COA Newsletter notifying Dover residents of its availability.
- **Grant Update** – J. Claypoole reported that the service units on the yoga grant have been met. An application had been submitted to Bay Path Services to apply for this grant once again but Bay Path said, "No" due to lack of funds. The COA will use the formula grant and donations to continue the yoga program. The \$3,000.00 grant we received from Bay Path recommends the Volunteer Coordinator be hired as a consultant and not an employee. The Selectmen's office requires the Volunteer Coordinator be an employee due to IRS rules. J. Claypoole will post the position of Volunteer Coordinator today based on the pay rate given by the Selectmen's office. Bay Path has asked the Town of Dover to apply once again for this grant. The Art for Elders Program is also funded by a grant. Participants contribute \$5.00 for each session which pays for the instructor and paint supplies.

New Business

- **Time Change of Meeting** – B. Murphy requested the time of the COA Board meeting be changed from 11:00 a.m. to 10:00 a.m. A motion was made by B. Murphy and seconded by J. Hemstreet to change the time of the Board meeting to 10:00 a.m. Motion passed unanimously.
- **Wall for Administrative Area** – Due to the private nature of S. Sheridan’s responsibilities; the COA Board agreed to buy her a privacy screen for her workstation in the Fireside Room.

Ongoing Business

- **Chairman’s Report** – As part of the requirements of the Senior Center Needs Assessment Committee, B. Hagan was requested to meet with C. Abdullah at the library to discuss the possibility of the COA building a Senior Center addition to the library. Based on today’s current needs, additional space is not necessary at the library but they do need some private conference and staff space. This building addition to the library would be a shared space. At the present time, many of our programs overlap. It is believed that parking can be increased at the library. It was decided that B. Hagan and M. Dilg would request to be placed on the next Library Trustee’s agenda to begin a preliminary discussion by outlining the needs of our seniors and the various areas we see as potential sites for a Senior Center.
- **CMAC Report** – J. Hemstreet reported the CMAC will be asking for \$25,000 at the annual Town Meeting.
- **Travel Committee Report** -- J. Gavrilles reported on the May 9 Tour of Fenway Park, June 28 music concert at Shalin Liu Center in Rockport, Bourne Scallop Festival in September and a trip to the Peabody Essex Museum in October.
- **Director’s Report**
 - **Calls and Contacts** – In the month of April, the COA office received calls from 104 seniors/caregivers and 86 calls from health care professionals. Several of the calls were for wheel chair transportation or children calling because their parents needed assistance. A significant amount of time is taken up with support counseling.
 - **Donations** -- J. Claypoole reported the COA has received a donation of a baby grand piano. An anonymous donor paid the moving fee. The piano has been placed in the Caryl Community Center cafeteria. A lock will be bought for the keyboard and the piano will be tuned. Several Dover residents have volunteered to play at senior events. We continue to receive Blue Moon bagels every two weeks. A Dover family generously donated a case of Cape Cod Potato Chips. A Dover High School student is working with seniors to help them with yard work and other small jobs to obtain his community service hours.
 - **Programs** -- The Chi Gong class is going well. The Card Making class in April was attended by 16 residents. This class will return in the summer or fall. A walking group has started in April but will be discontinued in the summer due to the heat. Thirteen residents attend the Knitting class. They are currently knitting hats for premature babies. M. Dilg suggested this might be a good article for the local newspaper. Yarn donations have been requested. Thirty-seven people have signed up for the May luncheon with author Michael Tougias. The luncheon has been moved to the Caryl Community Center cafeteria. Twenty-seven people have signed up for the June “Senior Needs” luncheon.
 - The company that publishes the COA Newsletter has notified us they will begin charging \$2,400.00 a year if advertising space is not increased. Discussion took place on how to send the newsletter electronically. At the present time, the newsletter is available on the town website.

- The mold is once again building up in the COA Director's office. This is a serious health hazard not only to J. Claypoole but to residents who meet with her in her office. It was suggested that she move across the hall to a vacant office. J. Melican said that he would speak to K. Warnick.
- **Board Member Items**
 - B. Murphy asked if something should be said at the Board Meeting if attachments have been distributed. All attachments are kept in the COA Director's office. There will be a lawn party to be held at B. Murphy's home on June 22 for the Girl Scouts who participated in the Random Acts of Kindness and the award winners. We are looking for a date for the Powisset Farm Picnic sponsored by Dover and Sherborn.
 - C. Groman reported the Personnel Board is requesting \$45,000 to hire an outside company to review compensation and job descriptions. This was last done 8 years ago. If this passes Town Meeting, B. Hagan should write a letter to the Personnel Board requesting that the COA Director's position be reassessed and reevaluated.
 - A. Baranick suggested that the Senior Coffee should be recognized by being placed in the Town Report.
- **Friends of the COA** - J. Panek reported the Friends will be at Dover Days in September and will host a Jazz Brunch in October. They are looking for sponsors for the Jazz Brunch. They are also sponsoring the May Bird Walk at Broadmoor. At the end of the year, they will send out a town-wide membership application.
- **Citizen Comment** – J. Melican reminded the Board members that Town Meeting is Monday night and town elections will be held in two weeks.

A motion to adjourn was made by B. Murphy and seconded by P. McChesney at 12:50 p.m. The motion passed unanimously.

Respectfully submitted,

Maureen Dilg
Acting Secretary