

Council on Aging Board Meeting Minutes
Thursday, September 12, 2013

PRESENT: A. Baranick, C. Groman, B. Hagan, M. Dilg, B. Murphy, G. Thisse
STAFF: J. Claypoole
GUESTS: J. Hemstreet, J. Gavrilles

Meeting called to order at 10:015 a.m.

Secretary's Report

- A motion to accept the July 2, 2013 minutes was made by C. Groman and seconded by B. Murphy. All in favor.

Treasurer's Report

- A motion to accept the July and August 2013 Treasurer's report was made by M. Dilg and seconded by B. Murphy. All in favor.

J. Claypoole presented the following financial reports:

- FY 2014 Budget
- Current Revenue /Expense Control Report for Staff Wages
- Current Revenue/Expense Control Report for Expenses
- Current Revenue/Expense Control Report for BayPath Grant
- Current Revenue/Expense Control Report for State Formula Grant
- Current Revenue/Expense Control Report for Gift Fund

The deposits to the Gift Fund total \$2071 to date this Fiscal Year. These deposits are derived from luncheons, chi gong, pottery class, trip fees, and exercise classes. A deposit of \$1029.50 was made to BayPath Grant for the Volunteer Coordinator Grant.

Due to the IRS audit, the status of some contractors (Fitness and Yoga) will need to be changed to employee status.

It was requested that J. Claypoole provide an additional report showing monthly expenses by line item.

Old Business

- **Van for Seniors** – M. Dilg reported met with Dave Ramsay and asked that a meeting be set up between herself, J. Claypoole, G. Pugatch and D. Ramsay to discuss the status of the contract negotiations between the town and the Union representing the Highway Department and the options going forward in order for the COA to obtain a wheelchair accessible van.
- **Senior Center Update** –C. Groman reported the emphasis this year will be on documenting the safety issues of seniors utilizing the COA facilities at the Caryl Community Center. The process will also begin to identify and notify seniors by obtaining their email addresses. Email addresses will be requested in the COA's Newsletter. G. Thisse requested that we ask the Selectmen for a Feasibility Study to be placed in the town warrant on a location for a Senior Center. We must increase the awareness of senior issues in town -- both met and unmet needs.

- **Update of Move to Caryl Community Center** – J. Claypoole reported there are still issues with the bathrooms. Our biggest challenge is parking and accessibility. There are many safety concerns regarding the back steps. The Director’s office needs a new door with a window so that the room can be monitored. The current door sticks and then cannot be opened easily. A shelf unit was bought for the closet. A small refrigerator is needed for the room. Our new space is very positive with a good energy feel.

New Business

- **Open House** – It was decided to have an Open House on November 14 from 10:00 a.m. to noon with coffee and bagels with one of the Selectmen from 9:30 to 10:00 a.m.
- **Annual Election of Officers** – G. Thisse moved to nominate and elect B. Hagan for Chairperson; seconded by A. Baranick. B. Murphy moved to nominate and elect L. Theodos for Vice Chair; seconded by C. Groman. B. Murphy moved to nominate and elect A. Baranick for Treasurer; seconded by C. Groman. All in favor.
- **Gifts and Grants Policy** – J. Claypoole distributed the Acceptance of Gifts and Grants policy. She asked all members to read this policy. Due to this new policy, if Dover is part of a multi-town grant which we have applied for in the past with Sherborn and Holliston, Dover will be withdrawn from the grant even though the grant money is given to another town.

The COA Formula Grant must be approved by the Selectmen. This Grant provides funds for funding of a Volunteer Coordinator. This is a critical position especially at this time of year due to the need to network with DSHS students, set up fall and winter events which provide volunteers the COA vitally needs. The COA was on the agenda for the Selectmen’s August 22 and September 11 Board meetings to ask for approval for the formula grant. Extensive material was provided to the Selectmen’s office in August. Our presentation for both of these meetings was postponed due to the Selectmen requesting additional information. The COA has requested this item be on the Sept 30th Board of Selectmen agenda.

- **Capital Budget Items** – The Capital Budget Committee’s Fiscal Year 2015 Capital Budget Requests was distributed. G. Thisse requested the following items be placed in the Capital Budget request: Air conditioning for the COA’s Blue Room; air conditioning for the former Art Room and air conditioning for the COA Director’s office. G. Thisse stated the back door is a safety hazard particularly at night when you are unable to see the large step down. The back stairs are a safety hazard and need new treads. At the present time, the Board does not know if these items fall under the Selectmen’s budget or the CMAC budget. A request will be made to meet with James Dawley before the next Board meeting.

Ongoing Business

- **Chairman’s Report** – B. Hagan stated that she was disappointed to learn that we were not on the September 11 Selectmen’s Board Agenda at this crucial time as we are trying to pull everything together. For the past 11 months, we have had only one Selectman attend a Board meeting.

We need signage in the corridor so seniors know of our events. Of critical importance, is the need of volunteers to man the office during the day.

- **Director's Report** – J. Claypoole reported she will be attending the MCOA Conference from October 2 through October 4. The fall clean-up of senior's yards, was set to take place on October 26 by the DSHS football team. But without a Volunteer Coordinator this might not take place. S. Sheridan is having a medical procedure and will be out for 4-6 weeks starting in October. After meeting with Mark Ghiloni, Assistant Director of Park and Recreation, they will begin a Zumba Gold class in November and will have an Archery program in the CCC gym beginning on October 19. There is a concern with the mobility issue of seniors using the stairs to go down to the gym. A Core Fitness program will begin in January. Discussion took place on the gym being available for seniors to use as a walking track or play volley ball and badminton. Mah jongg starts today. The COA will be applying for a Cultural Council grant.
- **CMAC Report** – No report.
- **Travel Committee Report** – J. Claypoole reported there is a trip to the Peabody Essex Museum on September 20th which is full. On November 21, there is a trip to the Majestic Theatre to see the musical revue "In the Mood".
- **BayPath Representative Report** – G. Thisse reported BayPath has come out with an area plan. All the towns, with the exception of Dover, are in Middlesex County.
- **Board Member Items** – J. Claypoole reported September's Tea is "Hello Again".
- **Friends of the COA** – M. Dilg reported the Friends are beginning their Life Time Learning Classes. The Friends will have a booth at the Dover Days Fair and will have their Third Annual October Jazz Brunch on October 27.
- **Citizen Comment** – There were no citizen comments.

A motion to adjourn was made by B. Murphy at 11:55 a.m. and seconded by J. Gavrilles. All in favor.

Respectfully submitted,

Maureen Dilg, Acting Secretary