

**Council on Aging Board Meeting Minutes
Tuesday, October 1, 2013**

PRESENT: A. Baranick, C. Groman, B. Hagan, M. Dilg, B. Murphy, L. Theodos
STAFF: J. Claypoole
GUESTS: J. Dawley, Selectman; MJ Law

Meeting called to order at 10:05 a.m.

Secretary's Report

- A motion to accept the September 12, 2013 minutes was made by B. Murphy and seconded by A. Baranick. All in favor.

Treasurer's Report

- A motion to accept the September, 2013 Treasurer's report was made by C. Groman and seconded by B. Murphy. All in favor.

M. Dilg requested the current amount of the Gift Fund. J. Claypoole reported the Gift Fund amount had not changed from the previous month.

M. Dilg requested the status of the report showing monthly expenses by line item. J. Claypoole reported that due to the extensive work involved in preparing for the previous night's Selectmen's meeting, this report would be delayed until November.

Old Business

- **Van for Seniors** – M. Dilg reported a meeting will be requested with the MWRTA to discuss training for van drivers as well as inconsistencies in information provided to both her and G. Pugatch. We are also waiting the determination by the highway department if they will provide 2 drivers for the van.
- **Capital Budget Items** – Extensive conversation took place with J. Dawley and the Board to discuss COA priorities as regards air conditioning, public restrooms, outside stairway, parking lot expansion and walkway in front of the CCC. The Board was asked to provide a master plan of the items that need to be fixed rather than replaced. Major dissatisfaction was conveyed with the bathrooms. J. Dawley will ask K. Warnick to meet with J. Claypoole to discuss the ongoing bathroom issues. One item that needs to be addressed is a window near the ceiling heating unit in the COA room whereby cold air enters during the winter time.

Following is the COA's prioritized list in order of importance:

- Air conditioning for COA room and Director's office
- Air conditioning for Blue Room
- Bathrooms
- Hand rail at back entrance
- Hand rail at front entrance

It was decided the parking lot did not need to be expanded but rather graded to make it level for people with mobility issues.

- **Gifts and Grants Policy**– J. Dawley provided an overview of the Gifts and Grants Policy. Selectmen must approve all tangible items as well as monetary items. Perishable items that we already receive do not need approval. All donated medical equipment must be approved. Discussion took place on where to store this medical equipment because it is presently located on the second floor in a room that is inaccessible as it requires a master key. J. Dawley suggested using a common sense approach when either purchasing or accepting donations of small items. The Friends of the COA may purchase items and then the gift application form will be submitted to the Selectmen for approval.

The following 2 forms were given to the Board members for their review: Town of Dover Gift/Grant Expenditure Board of Selectmen Authorization Form and Town of Dover Gift/rant Acceptance Boards & Departments – Board of Selectmen. After discussion the following motion was made: A motion was made by L. Theodos to give J. Claypoole the authority to sign the Town of Dover Gift/Grant Authorization and Acceptance Forms. The motion was seconded by A. Baranick and unanimously approved.

The Board discussed putting in place a revolving fund. At present, all funds received such as transportation, lunches, exercise classes, trips, etc. are deposited into the Gift Fund. These funds need to be separated from donations. We would need to seek town approval at a town meeting in order to set up a revolving fund. J. Dawley will speak to D. Ramsay to have this item placed on the warrant.

Open House – The Open House will be on November 14 from 10:00 a.m. to noon and with coffee and bagels with Selectman J. Dawley from 9:30 to 10:00 a.m.

New Business

- **Senior Property Tax Work Off Program** – J. Claypoole reported department heads were emailed applications for a tax work off position. Applications must be received by October 15. To date, we have received applications from Park and Rec and the Library. The town has 10 slots allotted. The COA will ask for 2 positions: website and telephone support. L. Theodos, J. Walsh and M. Dilg will be on the Review committee.
- **New Board Members** – J. Claypoole reported there are 3 open spots for Board membership. Both Bob Petit and Camille Johnson will be invited to our next meeting.
- **Selectmen’s Meeting Recap from September 30** – The Selectmen approved the state’s formula grant. The Volunteer Coordinator position was approved for 5 hours a week. J. Claypoole will meet with G. Pugatch monthly to discuss baseline information on how this position meets the needs of the COA.

Ongoing Business

- **Chairman’s Report** – No report.
- **Director’s Report** – J. Claypoole reported that S. Sheridan’s surgery might be put off due to medical issues. Both Bill Clark and Dave Ramsay will be available on Monday and Tuesday afternoons to answer the telephone in her absence. More volunteers are needed for our luncheons to help set up and clean up. Due to the IRS audit, both our exercise and yoga instructors must become town employees. The Chi Gong instructor’s status is being reviewed by the Town Accountant. It was decided

to have the Thanksgiving lunch at Kraft Hall. J. Claypoole will attend the MCOA Annual Conference this week.

- **CMAC Report** – No report.
- **Travel Committee Report** – J. Claypoole reported the Peabody Essex Museum trip was full and the Majestic Theatre trip is nearly full. A suggestion was made to visit the Commonwealth Museum.
- **BayPath Representative Report** – No report.
- **Board Member Items** – M. Dilg requested from the Gift Fund a \$50 gift certificate for the Dolphin Seafood Restaurant to be drawn at the December 27 Senior Coffee. After discussion, it was decided to ask the Friends of the COA to purchase the gift certificate.
- **Friends of the COA** – M. Dilg reported the October Jazz Brunch will take place on Sunday, October 27 at the Sherborn Inn. She asked the Board members to support the Friends by attending.
- **Citizen Comment** – MJ Law requested a small bulletin board be placed in the lower town hall level listing COA events. She also requested that exercise class continue in the upper town hall.

A motion to adjourn was made by L. Theodos at 11:50 a.m. and seconded by B. Murphy. All in favor.

Respectfully submitted,

Maureen Dilg, Acting Secretary