

Dover Council on Aging Board Minutes
Tuesday, March 15, 2016

PRESENT: J. Connolly, M. Dilg, C. Johnston, G. Thisse
Staff: J. Claypoole
Guest: M. Schmidt

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

Secretary's Report

A motion to accept the amended November 6, 2015 Board Minutes was made by J. Connolly and seconded by C. Johnston. All in favor.

Treasurer's Report

The December 5, 2015 Treasurer's Report was distributed. The balance as of that date was \$20,136.84. Expenditures of \$5,000 were made in January and February of 2016. Of this \$5,000, \$2,000 was payable to JFK Transportation Services. Note: Due to a printer malfunction, the January and February 2016 Treasurer's Reports were not available for review. A motion to accept the December 5, 2015 Treasurer's Report was made by J. Connolly and seconded by G. Thisse. All in favor. J. Claypool reviewed the following reports: COA Revolving Fund-Activities/Transportation FY 2016 through March 9, 2016, FY16 Formula Grant and FY 2016 Revenue/Expense Control. The Revolving Fund cap was increased to \$28,000 from \$14,000. A letter to the Selectmen requesting this increase was provided to Board members.

Old Business

- COA Rep for CMAC Report – A motion to appointment M. Schmidt as the COA's representative to CMAC was made by G. Thisse and seconded by C. Johnston. All in favor. M. Schmidt reported he spoke to CMAC about the utilization of the space between the COA's Room 116 and the men's bathroom. The architect revisited the original plan and this area will be held in limbo until major renovations occur. There will be no alteration to J. Claypoole's office and the current building maintenance/supply area will become storage for the COA. The anticipated start date will be June 15 with major construction to occur during the summer. Discussion took place on not scheduling programs at the Caryl Community Center this summer due to construction concerns and a lack of air conditioning. Board members expressed their concern of the potential health problems that might not only impact staff but seniors. A meeting is scheduled between J. Claypoole, K. Warnick and D. Ramsay to discuss the proposed plan. J. Claypoole will report back to the Board on the outcome of this meeting prior to the April Board meeting.

- COA Senior Bus – J. Claypoole reported Mike Mitchell has been hired for the bus driver’s position. He is presently undergoing training. It is anticipated the start date for the operation of the bus will be the beginning of April. The bus schedule will shift to Tuesdays and Thursdays. Seniors will have access to the bus for all senior activities. The rides will be booked directly through the MWRTA requiring 2 days prior notice. It is possible that the bus will be available for short trips.
- COA Budget FY 2017 – J. Claypoole distributed the COA Budget and Narrative for FY 2017. This budget had been previously approved by the Board and was subsequently approved by the Selectmen and Warrant Committee.

New Business

- Article for Town Warrant – J. Claypoole reported that at the Annual Town meeting, Article 9 will request voters to amend the Town’s Bylaws for the rotation of the full 3-year members to the Council on Aging by deleting “three or four members each year” and replace with “two or three members each year.”

Ongoing Business

- Director’s Report – J. Claypoole reported the Outreach Worker was hired on November 10. The Volunteer Coordinator resigned as of February 29. This position has been posted and resumes have been requested by April 1. New Board members are needed. Coffee with Senator Mike Rush will be this Thursday. Bocce will begin mid-April. The day and time for Tea and blood pressure have been shifted due to the Town offices closing at 1:00 p.m. on Fridays. A Meditation class has been added.
- Travel Committee Report – C. Johnston reported the visit to the World War II museum has been changed to April 19. We are partnering with Westwood on a trip to Foxwoods to see a show. The August cruise to Maine is nearly full. In September, a 2 night overnight trip is planned to Montreal. A trip to the Peabody Essex Museum combined with a visit to the Hawthorn House is a possibility.
- Board Member Items – There were no Board member items.
- Friends of COA – M. Dilg requested the rug in Room 108 be replaced due to food and drink stains as well as severe staining around the outside entrance door. At present, Lifetime Learning classes are utilizing this room and the condition of this rug does a disservice to the COA as well as the town. Discussion took place on the type of carpet to be purchased. A motion to allocate funds up to \$5,000 from the COA’s Gift Fund to replace the carpet in Room 108 was made by M. Dilg and seconded by C. Johnston. All in favor. J. Claypoole will notify K. Warnick as well as submit a request to the Selectmen as this falls under the town’s Gifts policy. Discussion then took place on upgrading My

Senior Center Software by utilizing the funds of the Friends of the Dover Council on Aging. Also discussed, was asking the Friends for an additional \$2,500 to be used to offset the costs of bus rentals for COA trips. M. Dilg agreed to present these requests to the Friend's Board at their next meeting.

- Citizen Comments – There were no citizen comments.

Adjourn

A motion to adjourn was made by G. Thisse at 12:00 p.m. and seconded by C. Johnston. All in favor.

Respectfully submitted,

Maureen Dilg
Secretary