

Dover Council on Aging Board Minutes
Tuesday, January 3, 2017

Present: R. Cocks, J. Connolly, M. Dilg, P. DiSanto, B. Hagan, C. Johnston, G. Thisse, G. Wise
Staff: J. Claypoole
Guest: M. Schmid, J. Kent-Uritam

Meeting called to order at 10:00 a.m.

Secretary's Report

A motion was made R. Cocks and seconded by C. Johnston to approve the amended November 1, 2016 and December 6, 2016 minutes. All in favor.

Treasurer's Report

- The January 3, 2017 Treasurer's Report was distributed. The balance was \$21,309.15. The FY 17 Formula Grant and COA Revolving Fund – Activities/Transportation FY 2017 reports were distributed. The Revolving Fund balance was \$4,895.69 and the Formula Grant balance was \$7,240.69. P. DiSanto raised a concern regarding the increased cost for the Thanksgiving lunch. He suggested finding sponsors to sponsor either the entire or a portion of the lunches. A motion to accept the January 3, 2017 Treasurer's Report was made by J. Connolly and seconded by R. Cocks. All in favor.

New Business -- There was no new business.

Old Business

- Caryl Renovations – J. Claypool informed the Board that the estimated move date to return to the Caryl Community Center is January 11, 2017. COA programs have been moved back to the CCC in January. At present, the COA Director's office and closet do not have flooring. She is awaiting an update from K. Warnick regarding the installation of the rug in Room 108. She asked K. Warnick about the replacement of the lights and ceiling tiles in Room 108 and was told this must be part of the Capital Budget.
- FY 2018 COA Budget – J. Claypoole received information from both the Selectman's office as well as the Warrant Committee regarding our request for municipal hours for Volunteer Coordinator as well as hours for a new position, Program Coordinator. She was informed that any requests for personnel changes must be discussed before budget are submitted in Fall. The COA must follow the same procedures which are required by all town departments in order to obtain additional municipal hours. The additional hours for positions require details of the need, documentation of tasks and time required and information on demographics of people served and demand for service. Formula Grant money cannot be used unless the use is documented. M. Dilg responded that this was the same information provided to the Board at this time last year when we

enquired about additional hours for the COA. It will be necessary for J. Claypoole to work with B. Clark to obtain information for the data required to document the need. IT is a few months behind in inputting information into the My Senior Center software as well as issuing key cards to seniors. J. Claypoole stated that B. Clark was out on medical leave for 6 weeks. She will talk with B. Clark on reworking data entry to ensure timely input and streamline tracking of data in the automated program. After discussion, B. Cocks offered to attend administration meetings with J. Claypoole.

- Intergenerational Programs – J. Claypoole reported that the COA will present at the afterschool Make a Difference Club in January held at the Town Library. For other programs, see Dover Cable Program.
- COA Strategic Plan – Discussion took place on the Strategic Plan. P. DiSanto stated that seniors are in denial that they are seniors. G. Wise suggested doing community outreach. We should look at intergenerational programs. B. Cocks stated that the COA needs a robust strategic plan. Marketing is only one segment. We need to understand what the need is, what we should be doing and what to focus on. We need to find a facilitator. M. Schmid recommended holding a full day retreat for the Board which must be an open meeting. R. Cocks and M. Dilg offered to find a facilitator.
- Dover Cable Program – J. Connolly discussed the poor quality of Dover-Sherborn Cable TV. Discussion took place on whether we should ask Dover-Sherborn Cable TV to record our January 26th ukulele session with the Friends of the COA Ukulele group and the Chickering School children's ukulele group. It was decided not to record this session. J. Kent-Uritam offered to contact them to find out the recording cost as well as if they have volunteers to operate the equipment.

Ongoing Business

- Chairperson's Report – There was no Chairperson's report.
- Director's Report – J. Claypoole discussed her telephone call with the MWRTA regarding the Dial-A-Ride program. At a September meeting with the MWRTA, the MWRTA stated that Dover seniors would receive the Dial-A-Ride program once the van has been returned. When she spoke to the MWRTA, they told her that at this time The Ride program (medical documented needs) exists in Dover but not the Dial-A-Ride program. C. Hughes, Dover's MWRTA Advisory Board member, has contacted the MWRTA regarding why this program has been delayed and when it will start. As of today, C. Hughes has not received a reply from the MWRTA. Board members requested that C. Hughes attend our February Board meeting so that he can better inform us of the outcome of his anticipated discussion with the MWRTA.

There was a decline in attendance at the American Legion Holiday dinner. The COA will do a survey at our lunches to find out the reason. COA is exploring grant funding to enable seniors to attend Memorial Day services, such as providing transport and coordinate a Veterans Breakfast at the American Legion. J. Claypoole spoke with Needham Bank and they are interested in sponsoring these programs. She will

reconnect with them on how to request funding. The Town Report is due in 2 weeks. The Sand Bucket program sponsored by the Dover Church and the Friends of the Dover COA has started. A Cultural Council Grant was awarded for a Rainbow Eating and Health Eating program. On January 11, the Chickering School program, "Make a Difference Club" will be meeting with 4 or 5 seniors.

Discussion took place on finding more volunteers for the COA. At the moment, we are looking for volunteers to help seniors during snowstorms. J. Connolly suggested contacting churches and high school students who need community hours. We should expand our reach to professionals in town to help our seniors. Is there a system in place to find more volunteers? This effort needs more focus.

- CMAC – There was no CMAC report.
- Travel Committee Report – C. Johnston reported 22 people attended the Festival Trees at Elm Bank and 13 went to lunch afterward at the Wellesley Club. Thirteen people enjoyed lunch at the Colonel Blackinton Inn. Twelve people have signed up for the lunch at the Lafayette House in Foxboro. On January 26, there will be a trip to the Isabelle Stewart Gardner Museum and lunch in their café. The Travel Committee will meet on January 12 to discuss longer travel plans. Under discussion are the following trips: Salem Cross Inn and Tower Hill Botanical Gardens in February, Worcester Art Museum, DeCordova Museum, lunch at the Gibbet Hill Grill in Groton, Lebanese Restaurant in Norwood and dinner at the Coach Grill. Also, being discussed are overnight trips to the Hudson River Valley, Brandywine in Delaware, and Ottawa Tulip Festival.
- Bay Path Report – There was no Bay Path report.
- Board Member Items – There were no Board member items.
- Friends of COA – G. Wise reported the membership campaign is ongoing as is the development of the Spring Lifetime Learning programs.
- Citizen Comments – J. Kent-Uritam mentioned that Lynn Brown would be available to give a course on the Federal Reserve Bank. Lifetime Learning will be presenting four classes on water conservation.

Adjourn

A motion to adjourn was made by G. Thisse at 11:50 a.m. and seconded by C. Johnston. All in favor.

Respectfully submitted,

Maureen Dilg
Secretary