

**Dover Council on Aging Board Minutes**  
**Tuesday, June 9, 2020**

Present: B. Cocks, J. Connolly, M. Dilg, P. DiSanto, C. Johnston, G. Thisse, G. Wise  
Staff: J. Claypoole

Meeting called to order at 9:40 a.m. via Zoom.

**Acceptance of Minutes**

A motion was made by J. Connolly and seconded by G. Wise to approve the following minutes:

Amended February 4, 2020 COA Board Minutes  
Amended March 13, 2020 COA Board Minutes  
May 5, 2020 COA Board Minutes

All in favor.

**Treasurer's Report** – The June 3, 2020 Treasurer's Report, June 5, 2020 Formula Grant Report and May 19, 2020 Revolving Fund Report were distributed. The June 3, 2020 Treasurer's Report shows expenses of \$12,441.65 and a balance of \$15,611.77. Items outlined in blue are Covid-19 related and will be submitted for CARES Act reimbursement. The Formula grant balance is \$1,294.35. Grant is presently funded at \$12.00 per elder. MCOA alerted COAs to expect a cut in the elder reimbursement for FY2021 because of decrease in state revenues due to Covid-19. The Revolving Fund has received \$25,566.05 in deposits and we spent \$10,612.25. Our balance is \$14,953.80. A motion to accept the June 3, 2020 Treasurer's Report was made by J. Connolly and seconded by B. Cocks. All in favor.

COA is reviewing either a reserve fund transfer or a transfer of funds from operating funds to salaries category of COA budget. This is partly due to the increase in J. Claypoole's wages from hourly to salary. Extra hours for Covid-19 work is exceeding budget limits for part-time workers in salaries. Both A. Thompson, Volunteer Coordinator, and N. Vaida, Outreach Worker, work over budgeted hours to address Covid related services as needed. J. Claypoole is waiting for confirmation from the Town Accountant to finalize the transfer amount, determine type, and then present to the Board of Selectmen and Warrant Committee for approval.

**Director's Report**

**Covid-19 Update** -- J. Claypoole reported that she attends weekly Town Covid Task Force meetings, weekly Dover/Sherborn Boards of Health and COAs meetings, and biweekly MCOA Regional Director meetings.

**Virtual Programs** -- COA offers several virtual classes on Zoom -- cooking, ukulele, and three fitness classes. There are yoga chair and mat classes recorded and broadcast on DS Cable TV.

COA had a small group attend “12 Tips for Boosting Immunity” in May on Zoom, but this program is now being broadcast on cable TV. Sen. Garlick’s aide reached out regarding holding a Virtual Coffee Hour for seniors.

Other programs and services continue to be offered by COA. Volunteers and staff are continuing their phone calls to seniors for support. Some seniors have indicated they no longer need meals delivered or bread and bagels. Through grant funds, COA will again offer fresh vegetables from Powisset Farm, but this will start as curbside pickup in the next few weeks. J. Connolly mentioned the unusual vegetables that were given last year and it would be helpful if Powisset Farm provided a description of these unusual vegetables. J. Claypoole and A. Thompson submitted a list to Powisset Farm of vegetables that were requested last year for pick up. Discussion took place on the delivery of vegetables to our seniors. We are planning on delivering a care package to 50 homes. Weekly meal delivery to 70+ seniors ended on May 29. Staff re-assessed seniors that were receiving a meal and the need to continue as state restrictions are lifting. Tomorrow COA will deliver meals to 15 people in 11 households. Deliveries will now be on Wednesdays.

All outreach data is being entered into My Senior Center. Due to suspension of Senior Property Tax Work Off program, this reduced six workers at COA. Currently we are behind in entering this data. Reports currently reflect from March 1 through June 7, we have connected with 307 unduplicated people and 1,000+ duplicated. COA has connected with 750 people this fiscal year. The bulk of the outreach work has been done in the past 3 months – mainly people aged 75 - 85. My Senior Center is expanding services and trying to duplicate the Zoom feature within the system. The town is re-thinking setting up a Covid-19 Resource Center due to receipt of more emails than calls. Due to COA’s heavy workload, we must step back from this project.

Re-Open Plans – J. Claypoole spoke to Office Gallery regarding the work station partitions ordered. We will be on their delivery schedule in the next few weeks. Fortunately, we ordered very high partitions with glass on the top as this will meet Covid-19 requirements for re-opening. The electrician will come in for new wiring before installation of the partitions. J. Connolly asked if we can use Room 108 for programs or meetings. J. Claypoole responded that there is an airflow issue in the Caryl Community Center. The building’s air re-circulates and fresh air does not enter. The COA a/c units only re-circulate air. There is specific criteria to meet for fall re-opening. It is difficult to re-open safely and is a challenge. People are hesitant to re-connect with one another due to concern about exposure to virus and becoming ill.

### **Old Business**

COA Budget FY2021 – J. Claypoole stated that C. Dwelley, Town Administrator, has revised the FY2021 budget due to COVID-19 impact. New hires will not begin work until January 2021. Our requested additional Outreach Worker and Volunteer Coordinator hours remain in the budget. J. Connolly mentioned that all communications sent out by the town indicate that if a resident has a problem, they should call the COA. This must change as three people cannot answer all resident telephone calls. Somehow this must be stressed to C. Dwelley. Any time there is an emergency, the COA is called on to fill the void.

J. Claypoole informed the members that the Annual Town Meeting will have an 18-person quorum. The Annual Town Meeting has tentatively been rescheduled to June 19 at 11:00 a.m. at the DSHS football field. C. Dwelley has distributed an email on the protocol for this meeting; J. Claypoole will forward this email to all Board members.

### **New Business**

**Dover Benefit Fund** – The Dover Benefit Fund approached the Friends of the Dover Council on Aging regarding raising money for people in Dover. The Wellesley Boutique has agreed to give 15% of the retail price, for a one week period, on items purchased by Dover residents to the Friends. These funds would then be given to the COA. A question was raised concerning these funds as the money from the Friends can only be used for Dover’s seniors as per their Mission Statement.

### **Chairperson’s Report**

C. Johnston thanked J. Claypoole, A. Thompson and N. Vaida for their work during this time of the Covid-19 pandemic. She asked if we should hold a Board Meeting in July and August. M. Dilg thought we needed some form of communication because of Covid-19. It was decided that J. Claypoole will send out an email every three weeks to the Board with an update.

**Friends of COA Report** – There was no report.

### **Citizens Comments**

G. Thisse mentioned that he had sent to all Board members the Nursing Home Ballot Petition. He explained the outlines of the petition. The petition requires 15,000 signatures which will allow the Ballot Petition Question to be on the November ballot.

### **Board Member Items**

J. Connolly updated the Senior-to-Senior Card Project and stated that the project has been modified. It is now focused on messages from senior citizens to DSHS seniors with Dover and Sherborn COAs reaching out to senior citizens to write graduation messages. J. Connolly is working with A. Thompson on this project.

### **Adjourn**

A motion to adjourn was made by C. Johnston at 10:55 a.m. and seconded by J. Connolly. All in favor.

Respectfully submitted,

Maureen Dilg  
Secretary