

**DOVER COUNCIL ON AGING BOARD MINUTES  
TUESDAY, SEPTEMBER 15, 2020**

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

GUESTS: D. Fennick, J. Richardson -- Fennick McCredie Architecture; F. Spalding, Community Center Building Committee; D. Sullivan; J. Kent-Uritam

STAFF: J. Claypoole

Meeting called to order at 10:00 a.m. via Zoom video conferencing.

**COMMUNITY CENTER BUILDING COMMITTEE PRESENTATION**

**GUESTS: F. SPALDING, CHAIR AND COMMITTEE MEMBERS**

C. Johnston welcomed Mr. Richardson and asked him what he thought of the building in general. He responded that architecturally the older parts have classical architecture, but in talking to other people, the systems don't work. At a minimum, it needs a strong renovation in terms of systems. C. Johnston then asked are the size of the classrooms a plus or minus? He responded, the classrooms have high ceilings and large windows which provide a lot of light.

F. Spalding outlined the feasibility stage and invited all to attend a community forum on September 29 on Zoom to share input on What do you think the community will need over the next 20 years in terms of programs and space?

J. Richardson recapped the overall process and approach to design as renovate, new, and a combination of renovate with new areas. Today's presentation focuses on the type of activities the COA desires and how best to accommodate those activities. He presented a diagram of the current COA rooms and discussed their current activities and usage. Circles on the diagram represent programs and their usage. J. Claypoole stated that this data was gathered in 2018. The COA has increased its activities since that time. J. Connolly stated the office space does not accurately reflect all the activities. J. Richardson responded these circles represent program activities and not non-programming activities.

COA Office Space -- Discussion took place on the COA office space. J. Connolly stated the COA needs more space for socializing. J. Claypoole stated the social space should be separate from the office space. All participants agreed. J. Richardson asked do we want the offices separate or as people pass through have a check-in area? Should these offices be close? J. Claypoole suggested a volunteer receptionist at entry that directs people to where they want to go within the building.

Personal Care Room -- F. Spalding asked if the COA needed a Personal Care Room for activities such as blood pressure checks? J. Connolly responded we currently have a private room for this use. J. Claypoole responded a new room would require space for 3-5 people meeting with COA staff. We also need a room for Board meetings which can be a shared space. J.

Richardson responded that the COA needs a small meeting room besides the large shared Board meeting room. This smaller meeting room should be part of the COA suite.

The Positives and Negatives of the COA Space -- J. Richardson reviewed the positives and negatives of the COA space. Are there other positives and negatives? M. Dilg stated her concern was the water pipes breaking and leaking. An example would be the leak that occurred in J. Claypoole's office and the COA office. B. Cocks stated a positive is the amount of space available in the building. COA utilizes a gym that might not be offered in a new or hybrid building. J. Connolly spoke about socializing through lunches. COA needs an on-site kitchen that works. Cooking classes are desirable. J. Richardson asked what is the largest size group that we would serve if we have a working kitchen? J. Claypoole responded monthly lunch programs are 15 to 40-50 depending on speaker and entertainment utilizing meals with caterers. A full functional kitchen is needed for cooking programs and to offer a meals on wheels delivery program. Volunteer luncheon has 75 attendees. Larger events take place at Kraft Hall at Dover Church.

Technology needs were discussed with J. Richardson noting need for standardized technology in more than one location, including flatscreens, digital projectors, and sound systems. M. Dilg suggested reviewing lighting needs for rooms, including blinds or window coverings in rooms utilizing audiovisual equipment.

B. Cocks stated that people who are buying homes in Dover are doing so to get to a less dense population area. People do not want to move into assisted living due to Covid-19. Demographics show people are moving to Dover, staying in Dover and aging in Dover. Parents are coming to live with their children. Discussion took place on the need for a place to shelter residents during an emergency. J. Richardson stated we cannot afford to make this an emergency center as it would require a large investment in structure. The Town can make the building a cooling or heating center to help support residents during a power loss.

Parking - Discussion took place on parking. J. Richardson asked if we have a van pick up program? J. Claypoole responded COA uses JFK Transportation or larger buses for trips. An entrance with a semi-circle drive was requested where a bus can pick up people. More parking near an accessible entrance is needed.

Café – J. Richardson asked what do you consider as a café which would be distinct from a kitchen? B. Cocks responded the concept of café is a place in a community center where teens and other people could come together. J. Connolly suggested it would be nice if the café had access to the outdoors.

Specific Needs for Groups that are Using the Community Center – J. Richardson mentioned a game room, lecture room and arts and crafts room. Are there other specialized activities that you envision? Claypoole responded that most of these are covered on the list of activities. F. Spalding suggested a strong crafts room for art, knitting and ceramics. Also suggested was a room for music that has special acoustics that can also be used by other groups. M. Dilg

suggested a tool workshop for men working with wood. J. Connolly suggested a pool table would also attract men.

Outdoor Activities – Discussion took place of the following activities: outdoor garden, patio, bocce court, pickle ball court, badminton court, basketball court and walking path.

Storage Needs – J. Claypoole stated there are different levels of storage for COA supplies, file cabinets, medical equipment, tables and chairs, etc. It would be terrific to have an area for the medical equipment alone. We have an assortment of needs for storage. M. Dilg mentioned the Medfield Center has run out of storage space even though it is a new building. J. Claypoole stated we need to think about long term storage space as we increase our programs. B. Cocks mentioned using a storage room as a food pantry. Should we consider this? Currently, there is not a food pantry in town. This would be a dry storage room.

Any Other Activities - M. Dilg suggested considering a fitness room with exercise equipment. F. Spalding suggested equipment such as a stationary bike, treadmill and weight lifting equipment. B. Cocks suggested a flex space for the schools to use. J. Richardson stated there should be more than one space using audio technology support and it should be standardized.

### **BOARD MEMBER ITEMS**

J. Claypoole stated the Town has hired a ventilation consultant to assess the air flow within the Caryl Community Center. The report is due this week. It will tell us address the next steps needed to make the building safe for use. The Board of Health will allow no one over the age of 60 to enter the building. J. Connolly asked if windows in the COA space are operable? J. Claypoole stated yes but they are difficult to open and cannot be reached by staff. The opening of the CDC Preschool is on hold as awaiting ventilation assessment. COA staff will work remotely through November 6 if they choose per Town procedures. Outside programs behind Caryl started last week. COA held Tea with Friends, Grab and Go Meal Pick-up, Farm Stand and Blue Moon Bread pick-up.

### **CITIZEN'S COMMENTS**

There were no citizen's comments.

### **ADJOURN**

A motion to adjourn was made 11:55 a.m. by B. Cocks and seconded by J. Connolly.

Respectfully submitted,

Maureen Dilg  
Secretary