

**Dover Council on Aging Board Minutes  
Tuesday, February 1, 2022**

Present: B. Cocks, M. Dilg, P. DiSanto B. Hagan, C. Johnston, G. Thisse, G. Wise

Staff: J. Claypoole

Guest: C. Dwelley, Town Administrator; J. MacAlpine; J. McDonnell; T. Terrell; J. Kent-Uritam

Meeting called to order at 9:30 a.m. via Zoom.

**ACCEPTANCE OF MINUTES**

A motion was made by B. Cocks and seconded by G. Thisse to approve the December 7, 2021 Minutes. All in favor.

**TREASURER'S REPORT**

The Fiscal Year 2022 Expense Control Report was distributed for November and December 2021 and January 2022. November's total monthly operating expenses were \$971.87, December's total monthly operating expenses were \$2,532.15 and January's total monthly operating expenses were \$753.50. The total operating expenses for the year are \$13,324.21. A motion to accept the Treasurer's Report was made by B. Cocks and seconded by G. Thisse. All in favor.

**DIRECTOR'S REPORT**

J. Claypoole reported she participated in a virtual roundtable with Congressman J. Auchincloss and other COA Directors. Some of the topics discussed were housing, real estate tax rates and increase in the Medicare rate. He also asked, "Are towns prepared for the increase in Alzheimer's and dementia patients and support for their families?" He received an emphatic "No" from all the people on the call. Also discussed was the need for a Universal Intake Form for all services such as food stamps, fuel assistance and federal or state benefits. Mass. Legislation has been filed to have this common application approved. They also spoke about the digital divide – the access to internet and technical support for seniors. This meeting was an opportunity to share similar senior issues with our federal legislator.

Last week's Talk with Chris Dwelley, Town Administrator went well, and he provided an update on town projects. COA is working with the Board of Health to distribute 2,000 rapid Covid-19 test kits to residents in the community. This will take place this Thursday at the Transfer Station. COA is working on an eNewsletter using a different format to send weekly updates. Planning Board Chair C. Lisbon asked seniors to share their vision for a village center by taking a survey located on the town's website. The FY2023 budget was presented to the Warrant Committee by C. Dwelley. The Warrant Committee asked very few questions, which J. Claypoole answered. As far as we know, the budget has been accepted.

Several COA trips have been planned for the upcoming year. April trips include April 1-concert at the BSO; April 6-virtual program with MFA's Art in Bloom. Dover will partner with the Westwood COA and Fox Tours for trips. In April, an overnight trip to New York City to see the

9/11 Museum as well as the Broadway show, "Come From Away." In June, a trip to Casablanca by the Sea in Portland, Maine with a boat tour of the Casco Bay area as well as lunch. In July, a trip to Nantucket. In August, a trip to Narragansett for a lighthouse tour. In September, a trip to the North Shore Music Theatre to see "Little Shop of Horrors". Fox Tours requires everyone to show their vaccination card and wear a mask while traveling on the bus.

### **GIFTS AND GRANTS POLICY**

J. Claypoole stated that she previously emailed the COA and Friends Boards the Gifts and Grants policy as well as the Mass. General Law regarding gifts sent to her by C. Dwelley. She had also requested questions be emailed to her to share with C. Dwelley regarding this policy.

C. Dwelley began by answering the questions that were sent to him.

1. The Friends presently provide \$10,000 a year for COA's discretionary fund. This money is to be used for meals, programs, coffee, produce from Powisset Farm and trips. Can we break this down into a quarterly gift of \$2,500.00 to be approved by the Selectmen?

*Yes, it can be done quarterly or given as an annual gift of \$10,000.00. This must be approved by the Selectmen. The Town has a template that departments use when presenting a gift or grant for acceptance.*

2. Presently, people stop by the COA office with either a check payable to the Friends or cash for membership. This money/check is placed in an envelope which is picked up weekly by the Friends Treasurer. Can this practice continue?

*There is no issue with this as long as COA staff are not directly soliciting funds for the Friends group.*

3. Before Covid-19, the Friends used the library's Community Room for Lifetime Learning classes. Since this is a municipal building, will the Friends need a permit?

*No, as long as they follow the library's protocols as regards renting out or using rooms.*

4. If I give Janet \$25 in cash or check and ask her to go grab coffee for staff, can she take the money and not report it? If there are events where the Friends are there and they want to treat staff to coffee, can we treat staff for coffee?

*No, this does not have to be reported. If this is a practice the Friends wish to do on a weekly basis, then I recommend that you might want to consider following the protocol that was described in the first question, which was allocating a certain amount of money to the COA's discretionary fund in advance for the year.*

5. Does how you give the money make a difference? Does the amount of donation make a difference? Does the finality of the gift make a difference?

*No. But if there is a physical donation of supplies, then those should be reported. Same for cash in advance. The exception being that if the Friends group happens to be at an event or program and says why don't we go grab the staff some lunch for their hard work or go grab coffee for their hard work, that is ok to do without reporting.*

At this point, C. Dwelley asked if there were any other questions. G. Wise asked about the Friends credit card. C. Dwelley thought the COA should have a credit card and identify the amount of funds that were available for the COA to use if they were to use that card and go through the proper procedure for the use of that grant or gift. Per Town policy, the COA may accept gifts within 30 days and then notify the Selectmen “as soon as practically possible.”

A question was asked concerning Lifetime Learning classes. C. Dwelley stated if this is a Friends organized and sponsored event, then the Friends would be responsible for all the accounting and bills payable. The Friends would be responsible for the hiring of the instructors and paying all the expenses directly. All registrations would have to go directly to the Friends.

As this is a complex issue, C. Dwelley requested a follow up meeting with J. Claypoole to discuss further to determine the best path forward.

## **COMMUNITY CENTER BUILDING UPDATE**

### **Relocation Plans: Office and Programs**

J. Claypoole reported she received confirmation from K. Warnick that the move date is March 1. On February 28, all telephones and computers will be moved. Office is relocating to the Fireside Room on the lower level and a small office that sits in the hallway. A wall has been put in place between the Fireside Room and the kitchen to provide privacy. A table will be put in place in the kitchen for town employees to use for lunch. COA is in the process of packing and purging items if appropriate. The town is securing a trailer for COA to store items to access during construction and long term. Items will then be shifted to Whiting Road once this is updated for storage for COA and Parks & Rec. In Town Hall, a closet in the hallway is being cleared to place the COA refrigerator in. Medical equipment will be stored in the trailer. Fitness kits are being distributed with equipment to people who take COA fitness classes virtually. Staff has reached out to other community agencies to relocate programs. Mah Jongg will be relocated to the Library in March. Most Precious Blood Church has agreed that COA may use their parking lot for April’s Grab and Go as well as Blue Moon bread distribution. COA may hold gatherings outside in the Spring.

## **CHAIRPERSON’S REPORT**

C. Johnston welcomed G. Wise as a full member of the Board rather than an Associate Member. The Selectmen will need to make this appointment. Due to the move, the March Board meeting has been changed tentatively to Wednesday, March 9 at 9:30 a.m.

## **FRIENDS OF COA REPORT**

G. Wise reported the Friends will not be holding a St. Patrick’s Day brunch. The Annual Meeting is planned for April. We need to decide on the location of our BBQ. The American Legion is a possibility. J. Claypoole stated Powisset Farm has offered their site for events.

## **BOARD MEMBER ANNOUNCEMENTS – None.**

**CITIZEN COMMENTS** – J. Kent-Uritam shared the following information with the COA Board: The BOH has obtained the services of a Rural Water Information group and attended their meeting, which shared information on how to maintain your private wells as well as legislation pertaining to irrigation systems. A proposed lawn irrigation bylaw was sent to Mass. Rivers Alliance for comment. The Dover Church Council is now in charge of providing permission to hold meetings at their church. The Wellesley library allows non-residents to sign up for computer courses. The Needham COA has an exercise room that can be used by non-residents for a fee. The Wellesley COA has a speaker on Winter in Iceland and the Northern Lights which was in person.

J. McDonnell mentioned that she is using the Natick Community Center and The Center at Medfield which has many activities.

**ADJOURN** -- Motion to adjourn made at 10:35 a.m. by B. Cocks and seconded by P. DiSanto. All in favor.

Respectfully submitted,  
Maureen Dilg, Secretary