

**Dover Council on Aging Board Minutes**  
**Tuesday, June 6, 2023**

Present: B. Cocks, M. Dilg, B. Hagan, C. Holmes, A. Thompson, G. Wise  
Staff: J. Claypoole

Meeting called to order at 9:35 a.m.

**ACCEPTANCE OF MINUTES**

A motion was made by B. Hagan and seconded by G. Wise to accept the May 2, 2023 and May 30, 2023 Minutes. All in favor.

**TREASURER'S REPORT**

The Fiscal Year 2023 Expense Control Report ending May 31, 2023 was distributed. Payroll figures for May are not available. Total operating expenses for May was \$3,955.22. A motion was made by B. Hagan and seconded by G. Wise to approve only the operating expenses for the May 2023 Treasurer's Report. All in favor. As of the end of May, we have spent \$16,977.20 from the Formula Grant with a remaining balance of a little over \$1,200.00. Our Revolving fund balance as of May 17 was \$27,200.74.

**DIRECTOR'S REPORT**

J. Claypoole provided an update on her conversation with the Board of Health on their Public Health Nurse position. This position will not duplicate COA services but will replace VNA services. The Board of Health's Public Health Nurse will provide public health promotion, health assessment and maintenance, which will include vaccines, help prevent the spread of communicable diseases and help with public education and emergency planning. The position will assist the COA with blood pressure education and support, vaccine clinics and medication management.

Seniors have questioned the cost of the luncheons. They believe the cost of luncheons should be increased to \$5.00. A motion was made by B. Hagan and seconded by G. Wise to increase the cost of luncheons and Grab and Go meals to \$5.00 beginning July 2023. All in favor.

Personnel Changes – Sue Sheridan is retiring at the end of this month, and this position needs to change to meet the needs of the Department. With the new classification study, the pay rate starts at \$26.31 per hour for an Administrative Assistant position. The current employee's rate is \$30.92 for 10 hours a week. Additional costs to increase hours are as follows: at 12 hours per week is \$340.00; at 16 hours per week is \$5,800.00; at 18 hours per week is \$8,500.00, and at 20 hours per week is a little over \$11,000.00 but this also adds benefits. A. Thompson asked what number of hours is most beneficial to get things done. Discussion took place on changing this position to 16 hours a week. B. Cocks asked if the COA needed an Administrative Assistant at 16 hours or a different skill/position. J. Claypoole responded that the Department needs the skills of an Office Manager. Discussion took place on the duties of

an Administrative Assistant versus an Office Manager. B. Cocks recommended endorsing the title of Administrative Assistant with an increase to 16 hours a week.

Currently, Town Library will co-sponsor COA programs and promote them in their media but the COA may only reserve the Community Room two months ahead. The Library doesn't charge for the use of the Community Room and does not charge fees to users or attendees of programs. The Library offered cosponsorship of all programs, with speaker fees paid by The Friends of the Library and/or the Friends of the COA, with no charges for the program to users. Discussion was held on how this works for Lifetime Learning programs and should the COA be exempt from this policy. G. Wise stated this matter should be taken up with the Friends. B. Cocks stated the COA should push for an exemption to be able to charge for all our programs as the department does not have space for events until the Community Center renovation is completed. J. Claypoole will reach out to the Library Director regarding an exemption.

### **COMMUNITY CENTER BUILDING UPDATE**

#### **Special Town Election on Monday, June 12**

B. Cocks thanked everyone for coming to the Special Town Election. Please ask people to come out and vote on June 12.

### **TRAVEL REPORT**

J. Claypoole reported there is a trip to Beverly on Thursday to see Sedgwick Gardens. The trips are nearly all full.

### **CHAIRPERSON'S REPORT - None**

### **FRIENDS OF COA REPORT**

C. Holmes reported 126 people signed up for the Up in Smoke BBQ. M. Dilg reported the Board of Health's Health Agent is now requesting that organizations in town that serve food at an event must fill out a state mandated permit form. After a discussion Linda Pettit had with the Health Agent regarding this permit, he decided he would go back to the Board of Health to discuss how to communicate this new requirement to organizations in town.

### **BOARD MEMBER ANNOUNCEMENTS - None**

### **CITIZEN COMMENTS - None**

### **ADJOURN**

A motion was made by B. Hagan and seconded by G. Wise to adjourn the meeting at 10:35 a.m. All in favor.

Respectfully submitted,

Maureen Dilg, Secretary