

Dover Council on Aging Board Minutes
Tuesday, October 12, 2021

Present: B. Cocks, M. Dilg, B. Hagan, C. Johnston, G. Wise
Staff: J. Claypoole
Guest: C. Conley, K. Conley, M. Spinale, J. Walsh

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

ACCEPTANCE OF MINUTES – A motion was made by B. Cocks and seconded by B. Hagan to approve the September 14, 2021 Minutes. All in favor.

TREASURER’S REPORT – As of October 8, 2021, the Fiscal Year 2022 Expense Control Report’s Total monthly expenses are \$2,413.74. The total operating expenses for the year is \$20,932.96. Expenses for the Fiscal Year 2022 Formula Grant are \$1,148.24. A motion to accept the October 8, 2021 Treasurer’s Report was made by B. Cocks and seconded by B. Hagan. All in favor.

DIRECTOR’S REPORT

Mask Mandate Update – The Board of Health requested that no food be served in Caryl Community Center at programs. They have concerns with the removal of masks. COA will continue outside with the Grab and Go meals. The mask mandate will continue inside the municipal buildings.

Staffing – Orientation for COA Program Coordinator has gone well. A. Tejani has connected with town hall employees and has reached out to community partners such as churches, library, schools, Dover Mothers’ Association and Girl and Boy Scouts. She also attends regional volunteer coordinators’ group meetings. She received training to post COA events on the town’s Facebook page, and promotes events on social media.

Programs – Programs are virtual as well as in person. COA staff assisted seniors with the flu clinic, because they were unable to register online. The Thanksgiving luncheon on November 16th will be in a Grab and Go format. Dover’s SHINE counselor, Suzanne Donahue, will be in the office for in person appointments. She also works out of Needham. Cooking at Powisset Farm classes continue and Let’s Paint classes begin in October. Farm stand produce will continue into mid-November. Other options will be offered with bread from Blue Moon, such as soups.

FY2023 COA BUDGET

J.Claypoole reported that the Town has restructured the budget process this year and staff received training last week on entry to Vadar and spreadsheets. Interim Finance Director, Carl Valente, created spreadsheets for reporting budget wage information. The Town is undertaking a compensation and classification wage study, which may affect wages for next year. The food line item in COA budget, which is currently \$11,500, will be adjusted due to a substantial increase in food costs. There may be rent and program space expenses due to office relocation. The Town Administrator asked to have this estimated out so that he may determine funding source. There are new deadlines for the budget: budget and narrative entered directly into the system by October 29; meet with Town Administrator in early November to review; and present to the Warrant Committee in December. B. Cocks mentioned the Formula Grant is being utilized for salaries. COA Board goal long term is to move salaries into the Town budget in order to use Formula Grant for programs, as per previous discussions with Warrant Committee liaisons. J. Claypoole stated that if the Board wants her to do this, she will. Both B. Cocks and C. Johnston agreed that the COA should continue with this process.

COMMUNITY CENTER BUILDING UPDATE

Relocation Plans: Office and Programs – J. Claypoole stated that she was to receive plans with COA office dimensions from the architect. To date, she has not received any plans. There is still time to make changes to COA space. Regarding location plans for programs, she has talked to the library and the Dover churches. She has met several times with M. Ghiloni from Park and Rec and K. Warnick, Superintendent of Buildings. The office space proposed at Town Garage (Highway Dept) was reviewed and it did not meet the needs of the COA. The space was too small and there was no means to have a private conversation. Other sites discussed were trailers or the possibility of renting the Bridgewater Credit Union building. K. Warnick was asked to provide options and prices. The churches are very welcoming to host COA programs with confidential space for Outreach Worker to meet with seniors. She has reached out to the Connors Center and American Legion, and will reach out to Elm Bank. Discussion took place on location and program space. M. Dilg requested that the COA receives a list of possible locations from K. Warnick, this list be sent to all Board members. She also requested that the Board members be informed when J. Claypoole visits recommended locations so that Board Members have the opportunity to evaluate these spaces. J. Claypoole agreed to do this. B. Hagan requested to be informed on the cost of renting trailers. J. Walsh stated that Town is behind schedule in relocating COA offices and seems to be more interested in storage space than staff space. He would be glad to assist and look at spaces. K. Conley stated the space situation and the trailer are a cost of doing business; a safe place is needed to do business. M. Spinale asked if money has been allocated for the transition? J. Claypoole stated there is \$85,000 in the Community Center budget for relocation. B. Cocks stated he hears the Board's concerns of relocation and how does the COA maximize programs in transition. The Selectmen will make decisions, including the possible use of free cash. There needs to be progress by next month. J. Claypoole will share the Board's concerns with the Town Administrator.

CHAIRPERSON'S REPORT –C. Johnston spoke with J. Kent-Uritam regarding her concerns of email communications and COA Board meeting dates changing as they then conflict with other on-going meetings. C. Johnston clarified they were changed due to the Jewish holiday, and she was away and there is no Vice Chair to run the meeting. The COA does not have a weekly e-newsletter update like Sherborn as there is not enough time, energy or people. C. Johnston noted a previous Board discussion to issue the COA newsletter two weeks earlier. J. Claypoole stated the challenge is planning programs and not knowing the location – inside or outside the building -- with mask mandate changes. Thank you to the Chicatabot Garden Club for their \$3,000.00 donation. C. Johnston announced that R. Townsend has resigned from the Council on Aging Board.

FRIENDS OF COA REPORT – G. Wise reported the Friends membership drive will begin in December. It would be nice to place a reminder in the January/February COA newsletter. M. Keleher has resigned from Lifetime Learning. D. Stein has agreed to step in next Spring. C. Perez, who is not on the Friends Board, will help her with Lifetime Learning. M. Keleher will help and support D. Stein and C. Perez. The Friends Board voted \$10,000 for the COA Director's discretionary fund.

BOARD MEMBER ANNOUNCEMENTS – None.

CITIZEN COMMENTS – None

ADJOURN -- Motion to adjourn made at 10:40 am by B. Cocks and seconded by B. Hagan. All in favor.

Respectfully submitted,
Maureen Dilg, Secretary