

**Dover Council on Aging Board Minutes**  
**Tuesday, September 5, 2023**

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

Staff: J. Claypoole

Guest: Justine Kent-Uritan

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

**ACCEPTANCE OF MINUTES**

A motion was made by B. Hagan and seconded by M. Dilg to accept the September 5, 2023 Minutes. All in favor.

**TREASURER'S REPORT**

The Fiscal Year 2023 Expense Control Report ending August 31, 2023 was distributed. Total operating expenses were \$5,258.00 . A motion was made by B. Hagan and seconded by G. Wise to approve the August 2023 Treasurer's Report subject to the reconciliation of the salary numbers. All in favor.

FY 2023 Formula Grant monies were spent in their entirety. For FY 2024, the state approved an increase from \$12.00 to \$14.00 per elder for the Formula Grant. The Formula Grant will be based on the 2020 census. Operating costs at the end of the year were \$47,880.16 leaving an unexpended balance of \$169.84. The Revolving Fund had a \$22,871.00 balance at the end of the fiscal year. From the Friends, we received \$3,000.00, which was spent in its entirety, and \$5,000.00 for the Gift Fund. We have spent \$2,045.00 of the \$5,000.00. Our upcoming expenses which will be paid from the Friends money, is for a cooking class, farm produce, nutrition program and funding for the buses for our trips. We will ask the Friends for another \$5,000.00 to cover our expenses through November.

**DIRECTOR'S REPORT**

Personnel Update – The Interim Town Administrator suggested putting out the Administrative Assistant job position in August so that we can pull people in September. The budget numbers will be discussed with the Town Administrator as to whether the position should be 16 or 18 hours a week. The position should be posted this week. The Formula Grant could fund between 16 and 18 hours a week. The Administrative Assistant duties are currently being undertaken by staff and tax write off people. We have heard from some candidates who are interested in this position.

Program/Services Update – We have seen an increase this summer in issues with elders at risk. Wheelchair transportation has been a difficult issue. Many of the smaller providers stopped providing this service after Covid. We received \$50 farmers market coupons from Springwell for low-income families. The library has agreed to exempt the Lifetime Learning and COA programs held in their Community Room from not charging a fee. Program locations have shifted from the American Legion to Kraft Hall due to flooding and construction. Fitness classes

have moved from the American Legion to Chickering School. They continue to be hybrid. Most trips are sold out.

The Springwell Executive Director will be invited to a Board meeting to discuss resources at Springwell, services, facilities, placement issues as well as transportation issues. We could ask them to come in more than once a year to educate the Board and provide input. We will continue this discussion at the next Board meeting. It was suggested to invite the SHINE person to a Board meeting.

#### **COMMUNITY CENTER BUILDING UPDATE**

J. Claypoole reported the contractor is working on the inside of the building. Updates on the construction can be found in the town's newsletter.

#### **COA BOARD APPOINTMENTS**

Camille Johnston has moved and has stepped down from the Board. The process is to ask an Associate member to take her place. Cindy Holmes has agreed to become a full time Board member. Discussion took place on possible people to become an Associate Member. A motion was made by B. Hagan and seconded by G. Thisse to move Cindy Holmes from an Associate Member position to a full time Member position. All in favor.

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

#### **FRIENDS OF COA REPORT**

C. Holmes reported the Friends are not going to hold a Harvest Brunch but instead would do something in January. At Dover Days, we will be selling mums and beanie babies.

#### **BOARD MEMBER ANNOUNCEMENTS**

B. Hagan mentioned the Pulte Bros. housing proposal and the potential 40b development in the Trout Brook area. Discussion took place on these potential developments.

#### **CITIZEN COMMENT**

J. Kent-Uritan reported the main topic of the Open Space committee's meeting this evening will be the Hale Reservation. The Planning Board has hired a new Town Planner. Framingham University is offering six lifetime learning courses that are free of charge. She suggested placing a link in our COA newsletter. The Wellesley COA has a Health Fair on October 11<sup>th</sup>. The Water Committee is no longer operational but J. Kent-Uritan has offered to be a member if the committee is to start up again next year.

#### **ADJOURN**

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

Respectfully submitted,

Maureen Dilg, Secretary