

**Dover Council on Aging Board Minutes**  
**Tuesday, October 3, 2023**

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

Meeting called to order at 9:31 a.m.

**ACCEPTANCE OF MINUTES**

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

**TREASURER'S REPORT**

The Fiscal Year 2023 Expense Control Report ending September 30, 2023 was distributed. Total operating expenses were \$1,940.42. A motion was made by B. Hagan and seconded by P. DiSanto to approve the September 30, 2023 Treasurer's Report subject to the reconciliation of the salary numbers. All in favor.

**DIRECTOR'S REPORT**

Personnel Update - J. Claypoole met with the Town Administrator and Human Resource Director regarding our open Administrative Assistant position. The Town Administrator approved the proposed wages for FY 2024 and FY 2025 for this position. The Budget Proposal for the Administrative Assistant position was distributed. Our budget can sustain these wages. The position is for 16 hours per week. The Town Administrator also approved the posting of this position. Next year we will ask to increase this position to 18 hours per week. Two people have expressed interest in this position. Formula Grant hours will continue to be moved to the General Fund.

Program/Services Update – Lifetime Learning programs began in September. We had our Talk with the Town program with our Town Administrator. Twenty people attended Hale Education at the library. Tom McGill prepared breakfast for the Senior Coffee at the Legion. In October, we have a Medicare Information program, a retired author talking about teaching in Thailand and a Lifetime Learning Music Appreciation program. Our trips during September, October and November are all full. We are planning a lunch trip in November and a visit to Eustice Estate in December. A New England Historian is returning, and the Plymouth/Patuxent Museum will give a talk on Waunpanaug history. A Dover resident will perform a Diwali dance. The Dover-Sherborn High School Community Service Club will have a Tech Support Day in November.

Our SHINE representative will give a presentation to the Board in November to discuss their services. The flu clinic is on Friday, October 13<sup>th</sup>. J. Claypoole will be attending a MCOA conference in Danvers next week. She is in process of writing the November/December newsletter.

**COMMUNITY CENTER BUILDING UPDATE**

J. Claypoole reported the contractor has begun taking down the Community Center building. Additional asbestos was found in the building.

**INPUT ON BOARD OF SELECTMEN’S ROLES AND RESPONSIBILITIES**

The Selectmen’s Roles and Responsibilities was reviewed by the Board. The only comment was to ask if this is in conformity with guidelines from the state.

**COA BOARD APPOINTMENTS**

Discussion took place on who will fill the Associate Member’s position. Several names were mentioned. J. Claypoole will contact these potential candidates.

**CHAIRPERSON’S REPORT** – Will defer until next month.

**FRIENDS OF COA REPORT**

C. Holmes reported the Friends the looking for interesting classes for Lifetime Learning. We are preparing for our Membership drive. Memberships for 2024 can be accepted beginning November 2023.

**BOARD MEMBER ANNOUNCEMENTS** -- None

**CITIZEN COMMENT** -- None

**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