

**Approved at the Dartmouth Council On Aging Meeting on 2/24/2014**

**DARTMOUTH RECEIVED**  
**COUNCIL ON AGING**  
**MINUTES – BOARD MEETING AM 10 22**  
**628 Dartmouth Street - Dartmouth, MA**  
**November 25, 2013**  
**DARTMOUTH TOWN CLERK**

**A meeting of the Dartmouth Council on Aging Board of Directors was called to order at 3:00 P.M. November 25, 2013 by Chairperson, Edward F. Iacaponi, held in the Doris Simpkin Room at the Dartmouth Council on Aging, 628 Dartmouth Street, Dartmouth, MA.**

**Board members present:** Margaret Anderson (Peg), Maria Connor, Elaine C. Lancaster, Susan Mandra Thompson Esq., Cynthia A. Marland Ed.D, Wayne F. Whalley, Eleanor J. White, Robert W. Carney, Edward F. Iacaponi and Cynthia G. Morris

**Absent:** Joan Foster

**Staff members present:** Debra Raymond, Director; Angela Botelho, Principal Clerk.

**Staff members absent:** Ana Lopez, Adult Social Day Care Director.

**Pledge of Allegiance**

**MOVED** and duly seconded: **Minutes dated September 23, 2013**

The chair called for questions and/or comments regarding the minutes of September 23, 2013.

***Motion made by Robert W. Carney, seconded by Wayne F. Whalley and unanimously voted to approve the Council on Aging Board Minutes of September 23, 2013.***

**MOVED** and duly seconded: **Treasurers report by Debra Raymond.**

The Director reported that both the September and October expenditures reports matched with Town. Debra Raymond stated that there were not many changes since they were only 4 months in to the fiscal year. Debra explained that the Coastline grant was late in payment and still owes \$284.00 for the month of September.

Mrs. Raymond submitted AWAR grant requesting \$14,014.00 for 2 drivers at 10 and 12 hours a week and Outreach worker \$10,000.00 at 15 hours a week. CESI will be decreasing the line item Activity Coordinator by 7% which even further than they had predicted.

***Motion made by Wayne F. Whalley, seconded by Susan Mandra Thompson, and unanimously voted to accept the Treasurers Report.***

**MOVED** and duly seconded: **Corresponding Secretary report by Susan Mandra Thompson.**

Susan Mandra Thompson had nothing new to report.

***Motion made by Wayne F. Whalley, seconded by Robert W. Carney and unanimously voted to accept the Corresponding Secretary's Report.***

**MOVED** and duly seconded: **Council on Aging report by Debra Raymond.**

- Ana Lopez has requested that the aides for Social Day that are paid through the grant increase to \$10.00 an hour.
- On October 17, 2013, Debra Raymond and Ana Lopez met with David Cressman, Greg Barnes and the new personnel person, Melissa Medeiros. Ana presented the amount needed so this shouldn't hit retained and Debra has been asked to submit a letter of recommendation to the Select Board. Mr. Cressman will meet with them again and get a temporary approval and then it will be on the town warrant for spring.
- The Council on Aging had a flu clinic in which 135 people attended and \$125.00 was donated.
- In order to get a Certificate of Inspection, an architect is needed to go over the building. There are no records of building certificates for the new rooms. Debra has supplied all the documents that she has regarding the building.
- Currently the food bank is full and there are donations coming in daily.
- There were 21 Thanksgiving baskets donated which was made possible by the Dartmouth Police which donated fresh produce and Stackhouse which donated the frozen turkeys.
- The Council on Aging will be open for Thanksgiving and teaming up with CESI Nutrition Department and serving a home cooked meal.
- In the month of November the Council on Aging had a Veterans breakfast and Christmas Bazaar. Both events were very successful.
- They tried a new breakfast program on November 15, 2013 that would allow seniors to have a complete breakfast to take home. There were only 2 people who signed up and they didn't show so the program was unsuccessful
- Debra was asked by Ed Pimental to come up with a new job description for a Civil Preparedness Worker. Debra read the job description and explained the requirements of the proposed job. The board discussed the job and how it could be for more than one person.

***Motion made by Eleanor J. White, seconded by Robert W. Carney, and unanimously voted to accept the COA report.***

**MOVED** and duly seconded: **Senior Social Day report by Debra Raymond in Ana Lopez's absence.**

**Participants:** 57 attended program, 3 new clients, 2 suspended

**Billing:**

September Summary: ARAW \$2,440.00  
Coastline Elderly \$16,710.00  
Private Pay \$5,160.00  
The Family Caregiver Program @ 30 units

Total amount billed: \$24,310.00

- Mrs. Raymond reported that Social Day lost two of their Senior Aides from CESI. Ana Lopez and Pamela LeBlanc have been covering the pm bus Monday thru Friday.

- The budget matched the Town for September
- Social Day will be having their Christmas party at the Century House on December 11, 2013.
- Mrs. Raymond briefly referenced the \$10.00 increase for aides that she previously covered in her report.
- The 2005 Chevy is at Bob's because of a gas leak on Thursday November 21, 2013. The vehicle lost about a gallon of gasoline which was reported to David Hickox. It was towed to Correira's Auto Body and they are waiting for an estimate to be faxed. The vehicle had been serviced recently at Bob's for fuel related parts.

\* Social Day Program Budget & Expenditures for September. \* Originals of the above correspondence can be viewed at the DCOA Clerk's Office on file in the Minutes Binder.

***Motion made by Wayne F. Whalley, seconded by Margaret Anderson, and unanimously voted to accept the Senior Social Day report.***

**MOVED** and duly seconded: **Coastline Board of Directors Report by Margaret Anderson.**

- Mrs. Anderson briefly discussed the possibility that Coastline will be proposing use of Council on Aging transportation to pick up Serta routes.
- Coastline has a new logo design and name that still needs approval. The new name is approved will be Coastline Caring for the Community.
- Coastline Holiday Events: Sunday, December 8<sup>th</sup> – Holiday breakfast, Tuesday, December 17<sup>th</sup> – Holiday luncheon, Wednesday, December 18<sup>th</sup> – Cookie exchange and Thursday, December 19<sup>th</sup> – Ornament exchange.

***Motion made by Wayne F. Whalley, seconded by Robert W. Carney, and unanimously voted to accept the Coastline Board of Directors report.***

**MOVED** and duly seconded: **Friends of the Elderly report by Maria L. Connor.**

Mrs. Connor reported that the garages are really coming along. She also discussed that the Holiday Bazaar was a great success and everyone was pleased. She also proposed some type of cameras to be placed on the garage to deter vandalism.

- December 17, 2013 is the lighting of the tree
- April 6, 2014 there will be a wine tasting that is still being coordinated

***Motion made by Susan Mandra Thompson, seconded by Eleanor J. White, and unanimously voted to accept the Friends of the Elderly report.***

**MOVED** and duly accepted: **Outreach report by Debra Raymond.**

July/August/September/October: 20 home visits (7-SD 12-ND 1-NB), 86 telephone consultations, 61 office visits, ARAW – 24 consults

Referrals: 113

Ms. DiPietro contacted the Dartmouth Police and the Stackhouse for donations for the Thanksgiving baskets. Fresh produce and frozen turkeys were donated and given in addition to canned goods and boxed dinner items. Amy prepared 21 baskets and delivered some and the rest were picked up at the Council on

Aging.

*Motion made by Wayne F. Whalley seconded by Sue Mandra Thompson, and unanimously voted to accept the Outreach report.*

**MOVED** and duly accepted: **Personnel Advisory Committee (PAC) report by Susan Mandra Thompson.**

Ms. Thompson had nothing to report at this time.

*Motion made by Elaine C. Lancaster, seconded by Wayne F. Whalley and unanimously voted to accept the Personnel Advisory Committee report.*

**MOVED** and duly seconded:

The Chairperson noted that the next meeting will be held on Monday, February 24, 2014 at 3:00 P.M. in the Doris Simpkin room located at the Council on Aging, 628 Dartmouth Street, Dartmouth, Massachusetts.

*Motion made by Wayne F. Whalley, seconded by Susan Mandra Thompson and unanimously voted to adjourn at 4:20p.m.*

For the  
Council on Aging

Respectfully Submitted,  
Angela Botelho  
Principal Clerk

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Edward F. Iacaponi  
Chairperson

Attachments: Budget Reports for DCOA and Social Day  
Formula Allocation Budget FY2014

Audio tape: A, # 0 to ? on file in DCOA Clerk's Office

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