

Harvard Council on Aging
Board of Directors Meeting
Tuesday, September 13, 2016

Present: Deb Thomson, Pam Frederick, Hank Fitek, Sue Guswa, Beth Williams, Victoria Hayao, Katie Petrossi, Fran Maiore, Bruce Dolimount, COA Director Debbie Thompson, recorder Connie Larrabee

The meeting was convened at 4 p.m. in the Hapgood Room of the old library (temporary senior center)

The minutes of the August 23, 2016 planning meeting were approved as submitted.

Treasurer's Report

Bruce reported that without a town finance director, it has been difficult making sure that postings are done accurately at Town Hall. Kathy is helping Debbie keep track of account postings.

Director's Report

Debbie submitted copies of her annual report to the Executive Office of Elder Affairs. Board members reviewed and discussed the growth in COA activities this year, particularly the growth in outreach as a result of having an additional part-time outreach coordinator.

Joan Goddard has given notice that she will resign in early October to pursue hospice work. Debbie will start looking for a replacement as soon as possible.

A number of scams have been reported recently, including a case of identity theft that was resolved through pressure from the outreach office to the attorney general's office in another state. The board urged continuing efforts to inform seniors about the threat of these scams.

CPC and CPIC Applications

The board reviewed drafts of the COA's Community Preservation application for funding to paint window and porch trim and the revised Capital Planning and Investment Committee capital funding request. After some discussion, the board voted unanimously to authorize Katie and Victoria to submit the applications when they are complete. The deadline for both submittals is September 29.

Meanwhile Connie is seeking the Community Preservation Committee's approval to use existing CPC funding to paint the window trim. If the CPC agrees to that, the COA will still seek new funding for the porch trim.

COA Survey

Board members reviewed the draft of a survey to gauge opinions about COA programs and services. Katie explained the rationale for some questions and outlined the process for conducting the survey. It will be distributed in several forms, including by attachment to the electronic COA newsletter and by personal

contact at COA activities. Computer lab volunteers could be recruited to help seniors complete the survey online.

There would have to be at least 300 responses for the board to feel comfortable with the result. As an incentive to complete the survey, the project could include a raffle. A separate, more informal survey of former residents could also be conducted to determine their reasons for relocating.

When the survey results are tabulated, they will be sent to the selectmen, along with data from Debbie on program participation at Hildreth House. The selectmen have requested the survey to help them determine the need for more senior center space.

The board voted unanimously to support the survey and to proceed with suggested revisions.

Hildreth Land Zoning Overlay

After some discussion, board members voted to support the Planning Board's efforts to make zoning changes to allow senior housing on the Hildreth property. The final wording of the new zoning bylaw is not yet decided. Board members were urged to attend the September 19 Planning Board public hearing. A town vote on the proposed overlay bylaw is expected at a Special Town Meeting on Monday, October 24.

COA Subcommittees

Katie suggested that there should be a subcommittee focusing on each of the COA's goals for the year. The board agreed on the following subcommittees:

1. Building and Grounds – Hank Fitek and Bruce Dolimount
2. Community Relations – all committee liaisons :
 - Hank – Lions Club
 - Debbie – Police, Fire, Ambulance, and Scouts
 - Victoria – School Committee
 - Lucy – Municipal Affordable Housing Trust
 - Deb – Board of Selectmen
 - Sue and Hank – Selectmen's committee for senior housing
 - Beth – Friends of the Council on AgingHank volunteered to check the town website regularly for meeting notices of interest.
3. Senior Housing – Sue, Katie, Hank
4. Programs – Defer until January after HH renovations are complete

Katie and Victoria will track the CPIC and CPC applications as needed.

October 24 Special Town Meeting

Deb will contact the town administrator's office about submitting a warrant article authorizing the COA to have alternate members who could vote in the absence of a quorum. The deadline for submitting warrant articles is Thursday, September 22 at noon.

Board Vacancy

Pam Frederick plans to resign from the board at the end of October, but said she would be willing to continue as the town's Minuteman Senior Services representative. Board members were urged to think about good candidates to fill the board vacancy.

The next meeting of the Board of Directors is scheduled for Tuesday, October 18, 2016 at 4 p.m.

The meeting was adjourned at 5:50 p.m.

Respectfully submitted, Connie Larrabee