

Harvard Council on Aging
Board of Directors Meeting
Tuesday, October 18, 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
Fran Nickerson, Sharon Briggs

The meeting was convened at 4:06 p.m. in the old library
(temporary senior center)

The minutes of the September 13, 2016 meeting were
approved as submitted.

Treasurer's Report

Bruce reported that account postings are still not being done in
a timely manner at Town Hall. The balances are as follows:
Revolving funds – Not entered (\$11,000 at the end of FY16)

MART \$29,998.35

Payroll 116,457

Gift account 39,473.09

The gift account includes a recent anonymous \$20,000 gift

Director's Report

Nine applications have been received for the outreach
coordinator position and at least four or five of them seem to
be viable applicants. Marie Sobalvarro and Beth Williams will
help with the interview process, which will start in early
November. Debbie hopes to have a new coordinator on board
by the beginning of December.

MART: The COA is proposing an agreement whereby
Harvard would buy a new van and MART would maintain it

and cover payroll, which would have to be negotiated between the selectmen and the MART board. MART has not had this type of arrangement with a member community before. Last year MART reimbursements totaled \$35,000 for payroll alone, not counting insurance and maintenance.

Debbie urged board members to come to as many events as possible so seniors get to know them. The staff will need help with the turkey dinner scheduled for November 17 at noon. As many as 60 people might sign up for this popular event.

The Friends of the Nashoba Valley Medical Center has donated \$500 to build new raised beds at Hildreth House next spring. The Garden Club will be consulted about the best location for the beds.

CPIC and CPC Applications

The Community Preservation Committee has agreed that the existing CPC grant can be used to paint the trim around all the Hildreth House windows. The COA has submitted a new grant application for \$700 to paint the porch trim. Connie and Bruce will attend the Oct. 21 CPC meeting to explain the request.

The selectmen will review the COA capital requests for a new van(\$65,000) and to move the Phase 2 building project to FY2019. Debbie and Katie will explain the requests at the selectmen's October 20 meeting. After a brief discussion, the board voted unanimously to support the van request; it had endorsed the Phase 2 application at a previous meeting.

Survey

Board members will begin taking copies of the needs survey to various town events. The survey will also be available electronically, which would make tabulating the results easier. Katie hopes to compile the results and have a report for the selectmen by early December.

The board agreed it would be a good idea to have fliers at Special Town Meeting urging people to take the survey at home. Pam volunteered to help pass out the fliers. The goal is to get a 20 percent response rate, or roughly 300 completed surveys.

Hildreth Land Zoning Overlay

Sue Guswa and Hank Fitek were delegated to represent the COA at the Planning Board's public hearing on the overlay district bylaw, which was held at the same time as the selectmen's review of the COA capital requests. Town Counsel Mark Lanza is expected to attend the hearing to resolve several legal questions pertaining to age-restricted housing. The bylaw will be presented at the October 24 Special Town Meeting.

COA Subcommittees

The board briefly discussed whether COA subcommittees should have written plans for their goals this year to make it easier to track progress. Board members agreed that monthly updates from the subcommittees are a means of tracking progress and that subcommittee reports should be on the agenda for every board meeting.

Board Vacancy

The board expressed its appreciation to Pam Frederick for her many years of dedicated service on the board. Pam will continue as the town's Minuteman Senior Services representative and said she would report to the board on a regular basis. Board members were urged to think about good candidates to fill the vacancy.

New Business

The proposed new COA bylaw that will be voted at Special Town Meeting prompted a short discussion about whether the

COA needs additional bylaws, rather than the policies and procedures the board approved a year or so ago. Board members agreed it would be good to clarify the difference between written policies and bylaws.

FCOA Update

The t nowFCOA yard sale will be held Saturday, November 5 from 9am to noon at Claudia Jarrett's house, 20 Under Pin Hill Road.

The annual fundraising appeal will go out with the November COA newsletter, which will be mailed to every household in town.

The FCOA board is looking for new members, especially someone with experience in marketing, graphic design, or event planning.

The next meeting of the Board of Directors is scheduled for Tuesday, November 15, 2016 at 4 p.m.

The meeting was adjourned at 5:40 p.m.

Respectfully submitted, Connie Larrabee