

Harvard Council on Aging
Board of Directors Meeting
Tuesday, November 21, 2017

Present: Bruce Dolimount, Hank Fitek, Sue Guswa, Victoria Hayao, Fran Maiore, Carl Sciple, Deb Thomson, Carol Lee Tonge, Beth Williams
COA Director Debbie Thompson, recorder/alternate Connie Larrabee, selectmen liaison Lucy Wallace, Minuteman Senior Services representative Pam Frederick

The meeting was convened at 4 p.m. at Hildreth House

The minutes of the October 17 board meeting were approved as submitted.

Treasurer's Report - Bruce Dolimount

The account balances are as follows:

Revolving Funds \$ 8,370.84

MART 25,502.55

Payroll 79,745.17

Gift account 42,812.13

Formula grant ----- Payment expected in January

The state Formula Grant is expected to be lower than last year, when it was \$10 per senior based on the 2010 census. This year the distribution will be \$9.70 per senior. Deb Thomson suggested that board members write letters of support for proposed increases in the Formula grant in FY2019 and 2020.

Director's Report

The outreach department worked with 29 clients in October, including a few new clients. Case management with these

clients can include bi-weekly, weekly, and sometimes daily contact.

The COA will be packing and delivering holiday meals to 12 homebound seniors. The turkey meals are being donated by Patricia Hurter and Walt Lunnsmann, and will be prepared by Roche Bros. grocery.

Debbie presented the COA's fiscal 2019 budget request to the selectmen this month. As requested, the budget was "level service," although she did ask that money be set aside for carpet cleaning in the town's building maintenance budget next year. Although Debbie's five-year request mentioned the need for more outreach, better custodial services, and a kitchen manager if Phase 2 of the Hildreth House expansion is built, board members agreed that Phase 2 itself would not require more staff except for custodial services unless new or expanded programs were added.

Debbie is preparing the COA entry for the Annual Town Report and asked for help editing (and shortening) the report. Victoria offered to edit Debbie's draft down to one page, if possible.

Administrative assistant/van dispatcher Cathy Walker is leaving at the end of the year. Six or seven viable applications have been received so far. Victoria volunteered to help Debbie and Marie Sobalvarro with job interviews, depending on the interview schedule.

Friends of the Council on Aging – Beth Williams

The FCOA is planning to hold a New Years Eve party from 8 p.m. to 12:30 a.m. at the Unitarian Church Fellowship Hall. The Friends have suggested holding a preview from 3 to 4 p.m. when people who don't want to drive late at night could come see the decorations and enjoy light refreshments. Sue, Connie, Fran, Beth, Carol Lee, Carl, and possibly Hank and Victoria volunteered to help with the afternoon event.

Housing@ Hildreth – Hank Fitek, Carl Sciple

Sue Guswa is stepping down as a COA representative on the Housing@Hildreth Committee and Carl Sciple has volunteered to take her place. Carl reported that he attended a preliminary meeting with members of the Harvard Firefighters Association and the fire chief. The purpose of the meeting was to determine what the Fire Department wants in regard to the Hildreth property. In the wake of the proposed senior housing plan's setback at Special Town Meeting this month, the Housing Committee hopes to come up with a new plan that will satisfy both the Fire Department's needs and the housing plan's viability requirements.

Program Committee – Deb Thomson, Carol Lee Tonge

The program committee is planning a panel discussion in January about what to look for in a nursing home. The goal is to provide residents and family members with basic knowledge when it comes to assessing skilled nursing facilities. Board members agreed that the program should be held at a time when working family members could attend.

Buildings and Grounds – Bruce Dolimount

Bruce reported that door chime on the front door needs new batteries. He and Hank will deal with it.

Debbie reported that Kathy Hewett is working with an Eagle Scout to get the raised beds filled with dirt and ready for planting in the spring. She's also anxious to get the peonies replanted before winter sets in.

Three new stainless steel carts have been purchased with funding from town meeting last year. They have replaced the vintage kitchen table and give the kitchen and pantry a clean new look.

Minuteman Senior Services – Pam Frederick

Minuteman Executive Director Kelly Magee Wright is available to present a program about the organization's services. Board members agreed they would like her to come give an overview of Minuteman programs. It probably won't be until after she returns from maternity leave in the spring.

Debbie reported that a Minuteman representative will be at Hildreth House on December 12 for a training for meal service volunteers.

MART van

During the selectmen's review of the COA budget, Kara Minar again raised the subject of getting a van from MART that would serve morning and evening commuters and be available for COA use during the day. After a brief discussion, the board reiterated its position that administering a commuter van is not a COA function. And while the COA could use an additional van - particularly a new one – the COA has no interest in tackling the logistical details of running a commuter service.

New Business

The third annual **Artisans Show and Sale** was a great success, thanks to the tireless efforts of its organizers, Barbara Cerva and Reba Maisel, and a crew of hardworking volunteers. The final figures haven't been determined yet, but it looks like the event's proceeds will be even higher than last year's.

The **Harvard Cultural Collaborative** has asked the COA for a letter of support for the proposed new accessible front entrance to the old library. The letter would be part of a grant application for financial support for the project. Deb Thomson volunteered to draft a letter, which she will send to the board for review.

The **DPW** has filled buckets of sand and salt to distribute to elders for the purpose of treating icy spots on walkways and driveways. Debbie took a picture of the DPW workers filling the buckets for publication in the Press.

Debbie will record the first senior spotlight for community access cable the last week in November and will let the board know when it will be broadcast.

Beth will be traveling in December and asked for a volunteer to attend the Dec.14 Friends of the Council on Aging meeting. Sue will fill in for Beth at the meeting.

Fran reminded the board that the **Parks and Recreation Commission** will consider the harbormaster's proposal to eliminate many of the storage racks for kayaks and canoes at the town beach, which would be a particular hardship for seniors. The meeting is scheduled for November 27.

The board meeting was adjourned at 5:15 p.m.

The next meeting of the COA Board of Directors is scheduled for Tuesday, December 19, 2017 at 4 p.m.

Respectfully submitted, Connie Larrabee, recorder
