

Harvard Council on Aging  
Board of Directors Meeting  
Tuesday, May 16, 2017

Present: Deb Thomson, Hank Fitek, Beth Williams, Victoria Hayao, Bruce Dolimount, Sue Guswa, Fran Maiore, Katie Petrossi

Absent: Carol Lee Tonge

COA Director Debbie Thompson, Minuteman representative Pam Frederick, recorder/alternate Connie Larrabee, Friends of the Council on Aging representative Sharon Briggs

The meeting was convened at 4:03 p.m. at Hildreth House

The minutes of the April 18, 2017 meeting were approved as submitted.

### **Treasurer's Report**

The account balances are as follows:

Revolving Funds	\$ 8,233.40
MART	11,871.51
Payroll	25,816.84
Gift account	40,648.75
Formula grant	5,366.93

The Lions Club has awarded the COA \$2,000 (\$1,500 for food and \$500 to assist seniors in need of services, such as cleaning). This award has not yet been posted so is not included in the above summary.

Debbie reported that the new finance director is trying to streamline purchasing in bulk for all non-school town departments.

### **Director's Report**

The outreach department is continuing to work on a number of difficult situations. The monthly drop-in bereavement and loss group has been a big success and has led to participation in lunches as well.

A small group of seniors visited a long-time Harvard resident at Manor on the Hill in Leominster and had a nice lunch.

MART: Town Administrator Tim Bragan has requested a meeting with MART to discuss monthly invoices that MART has not paid in full. The disputed amounts are reimbursements for the time the director spends on MART management.

Open House: The board tentatively agreed on Sunday, June 25 as the date for the Hildreth House open house, when town residents will be invited to see the renovations. By that time, the last unfinished items should be done and there could be a preliminary site plan for senior housing on the Hildreth property ready for display.

The staff has agreed to come in on a Sunday to help show visitors around. The open house would run from noon to 3 p.m.

### **Phase 2 cost estimate**

After a brief discussion, the board voted to table any action on a proposed COA warrant article for the June 13 Special Town Meeting. At its April meeting, the board had voted to submit an article asking for up to \$15,000 for a revised cost estimate for Phase 2 renovations. But Town Administrator Tim Bragan and Assistant Town Administrator Marie Sobalvarro advised against it on the grounds that the request is premature, given uncertainty about the effect proposed senior housing might have on the project.

### **Housing@Hildreth House Update**

Hank and Sue reported that the committee is nearing completion of a preliminary site plan for up to 17 housing units, and there is a subcommittee working on a request for proposals from developers. The committee will meet with the Planning Board June 19. The goal is to seek approval for the sale of the property at a Special Town Meeting in the fall.

### **New COA board members**

One vacancy remains to be filled to bring the board to full strength. Tom Keaney of Ayer Road was suggested as a potential candidate and Beth agreed to ask him if he is interested.

### **Minuteman Update**– Pam Frederick

Pam reported that the Bateman catering kitchen is closing and Minuteman will be using a new updated kitchen at Devens to provide Meals on Wheels and food for regular lunches. Minuteman is striving to improve the quality of these meals. Each month a different town reports on its programs, and last month it was Littleton's turn. The Littleton COA sponsors a weekly intergenerational program wherein senior citizens go to the high school and students help them with cell phone and other technology issues.

### **Annual Planning Meeting**

Board members agreed on Thursday, August 10<sup>th</sup> from 9 a.m. to noon as the date and time for the Annual planning meeting. There will be no regular COA board meeting in July.

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

The next meeting of the COA Board of Directors is scheduled for Tuesday, June 20, 2017 at 4 p.m.

Respectfully submitted, Connie Larrabee

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