

Harvard Council on Aging  
Board of Directors Meeting  
Tuesday, June 19, 2018

Present: Bruce Dolimount, Fran Maiore, Carl Sciple, Cathy Walker, Beth Williams

COA Director Debbie Thompson, alternate/recorder Connie Larrabee, Minuteman representative Pam Frederick, prospective board member Guy Oliva

Absent: Victoria Hayao, Hank Fitek, Deb Thomson, Carol Lee Tongue

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

The minutes of the May 15, 2018 board meeting were approved as submitted.

**Treasurer's Report - Bruce Dolimount**

The account balances are as follows:

Revolving Funds \$ 8,240.85

MART 4,530.50

Payroll 8,566.90

Gift account 60,678.75

Formula grant 3,558.00

Kitchen carts 1,052.66 \*

- Town meeting last year appropriated \$2,000 for kitchen carts. Debbie has purchased several rolling carts and recently bought one more. She expects there will be about \$500 left at the end of the fiscal year, June 30, which will revert back to the general fund.

**Director's Report**

The outreach department has been dealing with a number of difficult cases, each of which takes multiple contacts. With so

much time spent on each case, the annual report won't truly reflect how much outreach work is done.

Catholic Heart Work Camp students will be at Hildreth House Monday through Thursday, June 25-28. They will be cleaning the house, repainting a floor, and painting the kitchen ceiling. They will also assist seniors with projects at home, and will serve lunch to the regular lunch crowd on Thursday.

MART has come up with a new template for submitting invoices, but has still not approved the requested amount for the dispatch position.

Doug Lee has been helping keep track of how much money is left as the fiscal year draws to a close and is setting up a better tracking system for the coming year.

Debbie has received permission to use some of the surplus Formula Grant funds to buy a new copy machine and refinish the hardwood floors in the living and dining rooms. The latter work was approved as a safety measure because rugs are a tripping hazard. But the work must be started before the fiscal year ends June 30, which might not be possible. Whatever remains unspent will roll over in the town account and be deducted from next year's grant.

Maria, Charlotte, Debbie, and Fran Maiore completed a CPR refresher course at Hildreth House in May.

### **Friends of the Council on Aging** - Beth Williams

The FCOA is still looking for board members. Hank Fitek and Mina Femino have both agreed to join the FCOA board. The Friends are starting to plan for First Night but don't meet again until September.

### **Housing @ Hildreth** – Carl Sciple

The Housing@Hildreth Committee is ready to move forward with getting approval for the required water and sewer connection. Paul Green, who has sponsored a citizen petition

requiring that 25 percent of the proposed units be affordable, said his calculations show it will be very difficult to attract a developer for the project as currently planned.

### **Buildings and Grounds – Bruce Dolimount**

The DPW has been mowing and trimming the grounds but is more urgently occupied with keeping the playing fields in good shape until school ends.

A group of seniors has been potting and planting flowers on Tuesdays at Hildreth House, facilitated by program coordinator Pete Dumont.

Eagle Scouts laid paving stones between the raised beds beside the porch, both to beautify the area and eliminate the need for grass trimming there.

### **Minuteman Senior Services – Pam Frederick**

The June Minuteman meeting was mostly concerned with funding, part of which comes from member towns. Harvard's contribution of roughly \$1,100 a year is part of the Board of Health budget.

### **Phase 2 Progress – Carl Sciple**

Carl presented the Phase 2 Scope of Services list for the board's review. Board members had no questions about the document, which will be part of the town's request for proposals for architectural services.

After a brief discussion about the feasibility of an accelerated timeline for the project, the subject was dropped for now.

Minutes of the Phase 2 subcommittee's June 8 meeting could not be approved for lack of a quorum of subcommittee members.

### **New Business**

Guy Oliva, a Lions Club member who recently retired after a career in information technology, attended the meeting as a prospective board member. Several members (and fellow Lions) know Guy and recommended him wholeheartedly. After he briefly described his background, the board voted unanimously in favor of Guy's appointment. Beth will notify the Select Board of the COA board's recommendation.

### **Annual Planning Meeting**

Beth asked board members to submit agenda items for the annual planning meeting on Tuesday, August 21, and to think about how they might want to contribute to the COA's work going forward. The minutes of last year's planning meeting will be sent to every board member for review.

The board meeting was adjourned at 5:10 p.m.

The next meeting of the COA Board of Directors is scheduled for **Tuesday, August 21, 2018 from 9 a.m. to noon at Hildreth House**. This is the board's annual planning meeting and election of officers. No meeting is scheduled for July.

Respectfully submitted, Connie Larrabee, recorder

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