

Harvard Council on Aging  
Board of Directors Meeting  
Tuesday, December 20, 2016

Present: Deb Thomson, Hank Fitek, Sue Guswa, Beth Williams,  
Victoria Hayao, Katie Petrossi, Bruce Dolimount, Fran Maiore  
COA Director Debbie Thompson, recorder Connie Larrabee  
Sharon Briggs (Friends of the COA)

The meeting was convened at 4:05 p.m. in the old library  
(temporary senior center)

The minutes of the November 15, 2016 meeting were  
approved as submitted

**Treasurer's Report**

The account balances as of Dec.1 are as follows:

Revolving funds	\$8,148.98
MART	\$24,589.65
Payroll	\$73,471.79
Gift account	\$40,067.59
Formula Grant	\$ 8,088.61

**Director's Report**

MART (Montachusett Regional Transit Authority):

The Capital Planning and Investment Committee will not recommend the purchase of a new COA van in FY2018. According to Selectwoman Alice von Loesecke, CPIC's liaison to the COA, the capital committee ranked the van lowest of this year's capital requests, mainly because MART recently provided a newer van and the drivers are currently having no problems with it. The COA request will be considered again in the FY2019 budget cycle.

The recent Artisans show and sale raised \$2,700 toward the purchase of a new COA van. Reba Maisel and Barbara Cerva, the event organizers, have requested that last year's sale proceeds be used for this purpose as well, which would bring the total amount to about \$5,000.

The town is considering a proposal to start a shuttle service to train stations in Ayer or Littleton for the commute to and from Boston every weekday. Debbie attended a recent meeting to discuss the proposal with Planning Board Chairwoman Kara Minar, Mo Kahn from MART, and a representative of the Montachusett Regional Planning Commission. It would cost about \$30,000 less for the COA van to be used, rather than bringing a special van from Fitchburg, but the board agreed that the administrative burden should not fall on the COA. A survey will be conducted, presumably by town planners, to determine how many people would use the proposed shuttle.

#### **Friends of the Council on Aging Update – Sharon Briggs**

The FCOA annual appeal has brought in \$7,000 so far.

New FCOA board members are Heidi Siegrist and Nancy Meyer.

A joint COA-FCOA meeting will be held Tuesday, January 17.

#### **Survey – Katie Petrossi**

There have been 256 responses so far, and 78 percent indicated that they would support the proposed Phase 2 renovation project. The majority of those responding have lived in town more than 20 years, and the greatest response was in the 70-79 age bracket. Katie plans to do some targeted calling in other age brackets to get closer to 300 responses, and hopes to report the results to the selectmen in January.

#### **Housing @Hildreth House Committee – Sue Guswa**

The selectmen's Housing @ Hildreth House Committee has received a \$30,000 grant from the Municipal Affordable Housing Trust to prepare a site plan showing a proposed layout for senior housing on the Hildreth property. The plan would show access roads, the number of units the site would allow, and proposed common areas. The committee is preparing a request for proposals for the site plan, and plans to report to the selectmen on February 4.

### **Building Project Update – Connie Larrabee**

Community Preservation Request: After a brief discussion, the board voted unanimously to withdraw its request for \$700 in CPC funds in FY2018. The request was to cover painting the porch trim at Hildreth House, but the funds could only be used for restoration, not for maintenance, such as replacing peeling paint. Board members agreed that no further restoration work is expected to occur in the near future, so the requested funds would not be used.

Construction: The completion date is now set for January 17, with occupancy by the end of January or early February. Some minor finish work will take place in February but should not interfere with COA operations.

The last coat of paving will be applied in the spring so parking spaces – with the exception of handicap spaces - will not be marked until then.

The architects and contractors are working to address last-minute issues, such as the possibility of getting a more attractive and functional sink, while still meeting code requirements.

Debbie will ask Marie Sobalvarro if the building project budget will cover the cost of moving back to Hildreth House.

**Five-Year Plan**

Former Planning Board member Joe Hutchinson has suggested that the COA should develop a five-year-plan. Board members agreed and voted to invite Joe to the January board meeting to discuss his ideas.

The next meeting of the Board of Directors is scheduled for Tuesday, January 17, 2017 at 4 p.m. This will be a joint meeting with the FCOA.

The meeting was adjourned at 5:12 p.m.

Respectfully submitted, Connie Larrabee