

Harvard Council on Aging  
Board of Directors Meeting  
Tuesday, December 15, 2020  
Via Zoom Conference

Present: Beth Williams, Chet Hooper, Fran Maiore, Guy Oliva, Carl Sciple,  
Kim Schwarz, Cathy Walker, COA Director Debbie Thompson,  
recorder/alternate Connie Larrabee  
FCOA members Sharon Briggs, Barbara Cerva  
Absent: Lynne Musto-Pesa, Nancy Webber

The meeting was convened at 4:02 p.m.

The minutes of the November 17, 2020 board meeting were approved  
as written.

### **Treasurer's Report**

Account balances as of 12/02/2020 – per MUNIS report

COA Salary	\$106,073	(Annual Budget: \$161,432)
COA Expense	9,821	(Annual Budget: 10,547)
MART Salary	25,299	(Annual Budget: 35,108)
MART Expense	719	(Annual Budget 1,000)
Gift account	87,627	(\$7,000 reserved for kitchen)
Formula Grant	(2,814)*	
Revolving Funds	7,245	

\* The new Formula grant amount is expected to be level-funded at \$13,368. \$ 2,814 has been spent in anticipation of receiving funds in the new year.

Due to COVID-19 restrictions, spending continues to be much lower than normal. Five months into the fiscal year, about 42% of the annual allocation should be spent. The usage figures above range from about 5% to 34%.

### **Director's Report – Debbie Thompson**

#### **Outreach:**

In November the Outreach Department supported and contacted 77 residents, either by phone, email, or home visits. Home visits have now been suspended due to cold weather, which makes outdoor meetings untenable. We hope such in-person visits will resume when warmer weather returns. There have been a number of ambulance calls involving seniors, some simply for lift-assists, but others for hospital care.

### **Programs**

The Cooking with Kim program went very well and people have asked for more cooking-type shows. Debbie and Jen are working on it.

Successful program offerings so far include educational, performance, and art programs.

The Bolton COA has invited Harvard to join a Zumba class there.

### **Emergency Rental and Mortgage Assistance**

Debbie and Director of Community and Economic Development Chris Ryan are finalizing the application for the emergency assistance program, which is intended to help residents who need financial help due to loss of income during the pandemic. The application will be posted on the town website. Applications for assistance are due Feb.1, 2021.

### **Budget**

The COA's fiscal 2022 budget request was submitted well before the Dec. 1 deadline. So far, there have been no questions about the request. The town asked departments to submit two versions: a level-funded budget and a budget showing a 5% decrease in spending.

### **Town Report**

Debbie will begin drafting the COA submission for the 2020 Town Report and will distribute the draft to board members for their input.

### **COMING EVENTS** (On Zoom unless otherwise noted)

Wed., Dec. 16 Chef Paul Grab & Go holiday meal 1 p.m.

Wed., Dec 16 Holiday sing-along (pre-recorded) 3 p.m.

Wed., Jan.6 Free stress-reduction yoga class 4 p.m.

### **Buildings and Grounds**

- Beth got cost estimates to purchase tent side panels for the Hildreth House porch to block wind and rain, thereby expanding seasonal use of the porch for outdoor activities. It would cost about \$1,000 for materials to enclose the porch from the front door to the stairs on the east side of the building. This assumes installation would be done by volunteers. Possible funding sources include the COA gift account, expense account, or even the state Formula Grant. After a brief discussion, board members agreed that a decision could wait until spring.
- The Department of Public Works will be doing the shoveling at Hildreth House from now on, as well as plowing the driveway. Given the DPW's road-clearing responsibilities during a snowstorm, shoveling might be delayed at times.
- COVID precautions: The COA has purchased an air purifier for the outreach office to keep the air quality as high as possible, and Tim Bragan has ordered two more air purifiers for the building. Hildreth House is disinfected regularly and all staff members wear masks unless they are alone in their office.

### **Phase 2**

There was no discussion of Phase 2, and no further developments regarding the COA's request for funding in FY2023. Carl said he is still optimistic about the potential for raising funds from Devens businesses, but had no new information on that effort.

### **FCOA**

Sharon Briggs reported that the Friends group plans to do a town-wide mailing in January, which typically brings in \$12,000 to \$13,000 in donations.

### **New Business**

The second Planning Board survey about housing preferences, including senior housing, is currently open. A third survey is planned for January, after which the Planning Board will resume work on a senior housing bylaw to be presented at Town Meeting.

The COA will close at 1 p.m. on Dec.24 and will be closed on Christmas day. It will also be closed on New Year's day, Jan.1.

The meeting was adjourned at 4:37 p.m.

The next COA Board meeting is scheduled for Tuesday, January 19 at 4 p.m.

Respectfully submitted, Connie Larrabee, recorder

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