

Harvard Council on Aging
Board of Directors Annual Planning Meeting
Thursday, August 3, 2017

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

Absent: Carol Lee Tonge

COA Director Debbie Thompson, recorder/alternate Connie Larrabee, Friends of the Council on Aging representative Sharon Briggs, selectmen liaison Lucy Wallace, Minuteman representative Pam Frederick, outreach coordinators Maria Holland and Charlotte Winchell

The meeting was convened at 9 a.m. at Hildreth House

Maria Holland and Charlotte Winchell gave a brief, impressive report about their outreach activities and new initiatives to help frail elders and their families. Several board members commented that the public should be made more aware of that crucial part of the COA's mission.

The minutes of the June 20 meeting were approved as corrected.

Treasurer's Report

The final FY2017 account balances are as follows:

Revolving Funds	\$ 8,215.99
MART	4,611.68
Payroll	1,192.51
Gift account	42,267.62
Formula grant	209.12

Director's Report

The COA will host a community program in September on geriatric care and other issues important to seniors. It will be a round-table presentation including an elder-law attorney, social workers, a financial planner, and more. The tentative date is Sunday afternoon, September 17.

At least four Bromfield students are doing their community service with the COA this year.

Debbie is planning to print new COA brochures with updated information about programs and activities. They will be included in Harvard Welcome packets being planned for distribution to new residents.

Reba Maisel and Barbara Cerva are planning another artisans event this year and have asked what the proceeds should be designated for. Last year's goal was to fund a new town van but board members agreed that idea is still mired in controversy over operation issues as far as town officials are concerned.

Goals 2017-2018

Board members reviewed the goals set at last year's planning meeting and agreed to continue working on some of them.

Buildings and grounds issues resolved this year include:

- Hookup to town water

- Replacement of rotted fascia boards above front steps

- Completion of Phase 1 renovations

Also, Catholic Heart work camp volunteers painted the director's office and the kitchen. And Marie Sobalvarro has informed Debbie that there is enough money left in the construction budget to replace the kitchen floor.

The board agreed on the following goals for the coming year:

1. Cleaning – Establish a thorough cleaning schedule and advocate for funding in the annual town operating budget

2. Increase COA's voice and visibility through education and outreach, including liaisons with town committees, advertising in the Press and social media, and working with the Friends of the Council on Aging
3. Continue to support Hildreth House staff through ongoing communication and active participation in events
4. Continue to document unmet needs
5. Keep Phase 2 moving forward

Phase 2

The board discussed the feasibility of substantial revision of the plan for Phase 2 renovations and expansion of Hildreth House. Several members expressed reluctance to push for Phase 2 funding in fiscal 2019, and a consensus emerged in favor of investigating the feasibility of a new design.

One possibility might be a one-story structure containing a combined dining/multipurpose room, a new kitchen, and bathrooms, either attached to Hildreth House or separated by a covered walkway. This would provide more space for dining, but would require added staff to move tables out of the way for exercise classes or other activities.

On a motion from Sue Guswa, seconded by Hank Fitek, the board voted unanimously to reconsider design alternatives for Phase 2 and request FY19 funding for architectural services to assist with a new design.

The board further agreed that it makes sense to request construction funding in FY2021, which would provide time for the board to settle on a design. The project is currently listed in the capital plan for 2021.

Lucy suggested that Marie Sobalvarro might be able to help determine what architectural services would cost.

Victoria and Connie will work with Debbie on the capital request application.

Housing@ Hildreth

Lucy reported that the selectmen will vote to surplus the property at their August 22 meeting. They have approved the Request for Proposals, which will go out August 22, and expect to have developers' proposals by the end of September.

When the project is brought to town meeting in the fall, the motion will say that the money will go to Phase 2.

The land is being appraised and can't be sold for less than its appraised value.

Committees and Liaisons

Outreach and education - Fran Maiore, Beth Williams, Sue Guswa

Housing – Sue Guswa, Hank Fitek

Buildings and Grounds – Bruce Dolimount, Hank Fitek

Programs – Carol Lee Tonge, Deb Thomson

Fiscal projects – Victoria Hayao

Liaisons keeping track of issues of interest to seniors:

Selectmen – Deb Thomson

School Committee – Victoria Hayao

Planning Board – Hank Fitek

Friends of the Council on Aging – Beth Williams

Parks and Recreation – Sue Guswa

New Officers

The board elected the following officers for the upcoming year:

Co-chairwomen – Sue Guswa and Beth Williams

Treasurer – Bruce Dolimount

Recorder – Connie Larrabee

New Members

Sue reminder the board that there is still one vacancy to fill.

She has invited Mary Maxwell to attend the September board meeting as a prospective new member, and urged other board

members to keep thinking about potential candidates for membership.

Pam Frederick will continue as Harvard's Minuteman Home Services representative

Meeting schedule: The board agreed to continue meeting on the third Tuesday of every month from 4 to 5:30 p.m.

The meeting was adjourned at 11:30 a.m.

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

Respectfully submitted, Connie Larrabee, recorder
