

Harvard Council on Aging
Board of Directors Meeting
Monday, May 18, 2015

Present: Susan Guswa, Connie Larrabee, Suzanne Roberts, Hank Fitek, Carlene Phillips, Fran Nickerson, Pam Frederick, COA Director Debbie Thompson.

Absent: Katie Petrossi, Bruce Nickerson

Guests: Lucy Wallace, selectmen; FCOA board member, Claudia Jarratt, Beth Williams and Deb Thompson

The minutes of the April 27, 2015 meeting were approved.

The treasurer's report was corrected and will be approved at the next meeting.

COMMITTEE REPORTS:

Hildreth House building committee

At the last selectmen's meeting the board directed Town Administrator Tim Bragan to move ahead with negotiating a contract with Vertex to be the owners project manager for the Hildreth House building project. When that's done, Vertex will go out to bid for architectural services for the design development phase, which is expected to begin in July.

The Town Hall Construction Committee (THCC) appears willing to take on the Hildreth House project as well, with the addition of representatives from the Council on Aging and Hildreth House Improvement Committee. At our last COA meeting Hank Fitek and Sue Guswa said they are willing to represent the COA, and since then Fran Nickerson has expressed interest as well (Fran could also represent the HHIC and the Planning Board). Laura Andrews is already on the THCC (and on the HHIC) and Pat Jennings has said she would serve, too.

The plan now is to wait until June when a number of committee members are back from their travels and hold a joint meeting of the COA, HHIC, and THCC to decide on the building committee's composition and how it will work.

Window replacement

The Hildreth House Improvement Committee and Wade Holtzman met May 7 to finish revising the window specifications, and the notice to bidders was advertised this week in the newspapers (Legal notice, page 18 in the Press) and central register. There will be a mandatory pre-bid site inspection Tuesday, June 2 and bids are due June 11. Dave Vannicola from the HHIC will be there for the site visit to answer questions.

Wade has agreed to make sure the window measurements are accurate before the windows are ordered. When they arrive they will be stored in the attic (upstairs windows) and the basement (downstairs windows) until installation.

Sewer connection - No bids last time so the job will go out for bids again.

Program Committee:

Pam and Carlene reported that the next event will be a TED talk and discussion at Noon, Friday, May 29, 2015. Bring a bag lunch. Drinks and dessert will be provided.

Minuteman Senior Services:

Hank said at the Minuteman meeting, a budget was approved for all the towns. Hank explained Naturally Occuring Retirement Communities (NORC's) and there is more info from Hank attached to these minutes. Deb Thompson will also get info from the Beacon Hill NORC for us, if needed.

DIRECTOR'S REPORT:

CABLE ACCESS CHANNEL:

I heard from Robert Fernandez today that some of our shows have been played on the cable channel, and we are getting as many as possible filmed and will continue to get them put on cable so look for them. In the last month we have had a program on home care, one on downsizing and just this past week we had one on fire safety by our Harvard Fire Department. All these have been filmed, and some have been on already on our local access channel.

OUTREACH:

We have the Catholic Heart Work Camp coming up in June. This group of students from all over the country will offer community service to our low-moderate income elderly clients. This year the requirements are a little stricter – they will help and support seniors who are not only able to do the work themselves, but are not in a financial position to be able to hire someone to do it. They can do projects like paint houses inside and out, build wheelchair ramps, clean out garages, and even clean windows. If there is a building project that needs a permit, the homeowner is required to get the permit before they get here. We will have a list of 8-10 seniors who will be on the list help this year, in addition to having them work up here at Hildreth House cleaning and protecting the wood floors.

STAFF CHANGES COMING UP:

There are four good candidates who have applied for the Administrative Assistant job and two of them are volunteers for the COA so we know them already. I will work with Suzanne to interview them.

The 19 hour outreach position which was approved will be posted in June.

UPCOMING EVENTS:

- Wednesday, May 27 – 4pm, Ice Cream Social YOU WON'T WANT TO MISS THIS
- Friday, May 29- TED Talks, first in a series offered by the Friends
- Monday, June 8 - Beauty makeover day at Nashoba Tech, followed by lunch 10-2
- Tuesday, June 9 - Accessorizing your wardrobe for summer 12:30 during lunch
- Week of June 22-June 25 Catholic Heart Work Camp will be working on Hildreth House. We will have lunch on Tuesday with the students serving the seniors, but no other lunches served.

Marna's last day here is Thursday, June 4. She does not want a big party send-off so we will celebrate at the regular Thursday lunch that day and have Eddie come and eat lunch with us. (The staff will take her to dinner to celebrate). If any of you want to say goodbye

and wish her well, just stop in some time during the day. I'm sure she will appreciate it. Her regular hours are Monday 8-12, Tuesday 8-2, Wednesday, 8-11, Thursday 8-2
I will be taking a couple of days off this week, Thursday, and Friday, May 21 and 22. The regular staff will be in on Thursday, and Marna will cover on Friday. I need to take some time before Marna goes!

OLD BUSINESS

Connie and Carlene will be going off the board this year.

VOTE: The board voted to recommend Connie as an alternate member of COA board, and Connie will submit paperwork to the selectmen.

Beth Williams and Deb Thompson have filed applications for the COA board to the selectmen.

VOTE: A motion was made and seconded to recommend Beth and Deb to the selectmen for the COA Board. A unanimous vote approved the motion.

The Selectmen's meeting on June 16 is the time for COA board members to speak for Beth and Deb and the Selectmen will vote on their appointment.

Attic ceiling repair: John Sliwa from Apex Painting looked at the ceiling work and estimated \$1,000.

FCOA Report: Claudia Jarrat reported several changes made by the FCOA Board:

1. FCOA will no longer send a representative to the COA board meetings, but Claudia will continue to be the official liaison. She requested the FCOA board to be copied on all COA board minutes and COA Director reports.
2. The FCOA board decided not to be involved with COA outreach through the cable committee.
3. Another change is the way monies raised by the FCOA are used. Instead of using money as 'free cash' for the COA board and Director's requests, we will ask the COA board for a proposed budget due by the FCOA's June meeting each year. Debbie has provided FCOA with a proposed budget for fiscal year 2015 - 2016. They will also request a budget from the COA program committee. Quoted by Claudia, "While it is our intent to continue to fund the COA newsletter and postage costs and the like, we are rethinking how we budget. We see our current focus to be conserving the funds we have and focusing future fundraising for additional improvement or expansion needs of Hildreth House."

NEW BUSINESS

The Annual planning meeting will be Friday, August 28, 2015 from 9:00 - Noon.

The next COA board meeting: June 15, 2015

Pam Frederick, recorder

