

**Harvard Council on Aging**  
Board of Directors Meeting  
December 19, 2011

Present: Lucy Wallace, Fran Nickerson, Katie Petrossi, Bonnie Sweeney, Pam Frederick, Connie Larrabee, Carlene Phillips, Sharon Briggs, Debbie Thompson  
Absent: Mike Peters

Call to order: 4: 10 p.m. at the Town Hall meeting room due to lack of heat at Hildreth House.

The minutes of the November 21, 2011 Board of Directors meeting were approved as submitted.

There was no treasurer's report. Sharon reported that some transition issues are still unresolved.

**Fiscal 2013 Budget**

Debbie reviewed progress on the proposed COA budget for fiscal 2013. She and Lucy met with Finance Committee liaison Alice VonLoesecke, who suggested compiling information about how other towns use their MART dispatchers and creating a job description for the position we hope to establish at Hildreth House. The board agreed that we need to document the time it takes to do monthly MART reports and other required record-keeping to make a case to the Finance Committee for moving the position and its funding from the Finance Department at Town Hall to the COA at Hildreth House.

In regard to its requested 5-year projection, the Finance Committee wants just projections for current staff COLA and routine step increases. It apparently does not want to consider what it would cost to provide adequate services in line with the projected growth in elderly residents over that period.

**Municipal Buildings Update**

Lucy reported on the December 14 public hearing about alternative conceptual plans for Hildreth House, and on the building committee meeting afterward. A new glitch has arisen in regard to the town sewer in that the planned capacity is based on usage in 2009 when just one weekly meal was served at Hildreth House and there was only a part-time director. The board agreed that this issue must be resolved before there can be coherent planning for an addition. The next public forum is scheduled for January 19.

**Director's Report**

John Lee and Julio Valladares have been trained as MART van drivers, bringing the total number of drivers to 6. Debbie has revised the drivers' manual to clarify drivers' roles, responsibilities, and restrictions in regard to assisting clients..

The Hildreth House holiday party went well, with Debbie's band, No Conflict, providing musical entertainment. Sharon suggested that email reminders be sent to encourage board members to attend special functions like this. In addition, Debbie has redesigned the newsletter to include a calendar, which should also help.

Work on the 2012 tax work-off program is underway and Debbie is talking with Tim Bragan about instituting income limits.

The Friends of the Council on Aging needs new recruits, and board members continued to mull strategies for attracting them. The group agreed on the importance of finding someone willing to take a leadership role. Debbie will put a notice in the December newsletter asking for volunteers, and Lucy will try to get a list of people who have expressed interest in the past.

Debbie's surgery is set for December 28<sup>th</sup>; if all goes well, she expects to be back at work on January 17<sup>th</sup>.

The next COA board meeting is scheduled for Tuesday, January 17 at 4 p.m.

The meeting was adjourned at 5:55 p.m.

Respectfully submitted, Connie Larrabee