

**Harvard Council on Aging
Board of Directors Meeting
December 17, 2012**

Present: Debbie Thompson, Pam Frederick, Fran Nickerson, Hank Fitek, Connie Larrabee, Carlene Phillips, Katie Petrossi, Sharon Briggs
Guests: Suzanne Roberts, Bruce Dolimount

Call to Order: 4:05pm at Hildreth House

The minutes of the October and November 2012 Board of Directors meetings were approved as amended.

Treasurer's Report: We have spent \$30,138.90 (39.3%) of our FY2013 budget. Sharon and Debbie are working to double check and correct errors in the budget. FY 2012 has not been closed out yet and encumbered funds have not yet rolled over, so balance sheets are not yet consistent. The Board voted to approve the Treasurer's Report as presented.

Director's Report:

Tax Work-off Program: Harvard seniors have earned \$9340 of the \$10,000 that the selectmen have set aside for this program. We have not used it all yet because we reduced the hours each person could complete to accommodate the large number of interested seniors. We anticipate using the full amount. Debbie will create a new application (1/31/13 deadline) for the program, and determine if any adjustments need to be made to eligibility requirements.

Budget: Debbie has completed the revised budget narrative and will forward FinCom questions to the Board when they are received.

Devens Committee: The Devens community has indicated that there are senior needs including transportation that have not been addressed by their community. The selectmen would like input from the COA about what the policy should be in regards to serving that community and how these services (particularly transportation and social services) might be funded. Sharon, Pam and Debbie will form a committee to address.

Christmas/Holiday Party: The party was a tremendous success, serving 26 people at HH and 5 homebound seniors.

Upcoming Events:

- December 19 – potluck luncheon for COA staff & homebound seniors
- December 24 and 25 we are closed for Christmas
- December 31 – New Year's Eve at Top of the Hub is planned with a full trip.
- January 1 we are closed for New Year's Day – Happy New Year everyone!!
- January 8 –Tour of the Boston Globe is already sold out with a wait list.

- January 24 - Trip to Venezia restaurant followed by a winery tour

Committee Reports:

- Program Committee: No update
- Survey / Public Relations: The Board reviewed the current versions of the town-wide and seniors-only surveys and provided input. The Board would like to see the surveys distributed at the end of January, so that information collected may be utilized internally and by the HHIC as they move forward.
- Hildreth House Improvements: Lighting in the HH parking lot is inadequate and presents a safety risk. Rich Nota has been made aware of the issue and is investigating options for getting light to the lower sections of the parking lot, and making adjustments to the sensors on the HH porch lights. The old oil tank in the basement will be removed and any remaining oil will be redistributed.
- Hildreth House Improvement Committee (HHIC): Connie provided a written update on the HHIC activities including recent facilities tours, updates on two potential schematic drawings, available funds to advance the schematic drawings, and the involvement of an OPM. No further HHIC meetings are planned at this time. The Board voiced their support of moving away from a plan predicated on preserving the residential view/approach of the HH at the expense of a main-level entrance.

Wants/Needs List for Hildreth House: The Board members individually ranked their top three priorities for physical improvements to HH. The board was nearly unanimously focused on accessibility, parking, and lighting. For programs, the Board prioritized outreach activities, meals, and social/health & wellness programs.

COA Board Membership: Guests Suzanne Roberts & Bruce Dolimount re-introduced themselves to the Board and discussed their interest in serving on the COA Board. The Board voted to recommend both Suzanne and Bruce to the Selectmen for appointment to the COA.

Board Meeting Dates: Both the January and February meetings are scheduled for holidays. The meetings will be rescheduled for January 14th, 2013 and February 25th, 2013.

May porch sale & UU Jan. indoor yard sale: The Board determined we will accept any leftover items from the UU indoor yard sale but will not have our own table at the event. We will have a porch sale in May during the Apple Blossom Festival.

Meeting adjourned at 6:07pm