

**Harvard Council on Aging
Board of Directors Meeting
December 16, 2013
Hildreth House**

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

Call to Order: 4:05

The minutes of the November 18, 2013 board meeting were approved as submitted

Treasurer's Report

The COA personnel budget approved at Annual Town Meeting was higher than expected. We can spend the additional money but only for payroll with the understanding it's just for this fiscal year. The board agreed it makes sense to cover as much of the payroll as possible with this money, freeing up Formula Grant funding for other uses. A discussion about how to use the Formula Grant will be on the agenda for January.

Bruce submitted a spreadsheet of COA income and expenses, which showed a deficit because the annual state Formula Grant hadn't come in yet.

Program Committee Report

Katie reported that the January Life Transitions program will feature Tai Chi instructor Jeff Cote and will be held on Sunday, January 26 from 4 to 6 p.m. at the Congregational Church Fellowship Hall.

There will be no program in February, but the series resumes in March with a brain fitness fair and raffle. April's program will be the much-anticipated Sex, Drugs and Rock 'n Roll forum and in May we'll have a Rock 'n Roll dance party.

FCOA Update

Sharon Briggs gave an update on efforts to revitalize the Friends of the Council on Aging. A second light supper gathering has been scheduled for Monday, January 13 from 6 to 7 pm, following the January board meeting. This will be a business meeting to set goals for 2014 and establish working groups. Sharon asked Debbie to put together a prioritized list of COA needs for the FCOA so they can formulate goals for their fundraising this year.

HHIC Update

Connie reported on the HHIC's meeting with the Capital Planning and Investment Committee. The CPIC was concerned about the reliability of the current cost estimates and about possible unforeseen costs. They advised the HHIC to meet with the Planning Board and the Sewer Commission as soon as possible to avoid costly surprises later on.

The HHIC's Richard Blinn has obtained a written estimate from Littleton Lumber to replace all the windows at Hildreth House and the door to the patio from the dining room. The \$38,000 quote for materials indicates that the \$66,600 we've requested from the CPC should be enough to complete the project.

Director's Report

FY 2015 Budget:

The COA budget request has now been submitted to the Finance Committee for its review in January.

Intergenerational programs:

We have a few intergenerational programs in various stages of implementation. National Honor Society student Colleen O'Shea planned, prepared and coordinated the Thanksgiving dinners for homebound seniors and is planning the same thing for Christmas.

Girl Scout Gold applicant Kelly O'Shea is coordinating a "Blizzard Bag" program by obtaining donations of bags and items to go into them. She plans to distribute the bags at lunch on Thursday, January 2nd.

Katie Petrossi is coordinating a preschool craft and lunch program for seniors on Friday, February 7th here at Hildreth House.

Tax work-off program:

The tax work-off year is over and only 11 people took advantage of the program. The total amount used of the allotted \$10,000 was \$5,256. The new application has been put on the town website and applications will be sent to those who participated this year. The COA will again use a senior at Hildreth House for administrative projects, including the tax work-off program.

Debbie said it was difficult finding enough jobs for the applicants. Bruce suggested that being a COA trip coordinator could be a tax-work-off job.

Outreach:

We continue to follow up with seniors to find out if they would like a call in the event of a storm – especially if there is a power outage. We have updated the frail elders list so we have an accurate account of who wants to be contacted in the event of an emergency. The list has been forwarded to the police and fire departments

Maria is working on a list of people who would enjoy a visit from Girl Scouts in January to sing and deliver some goodies. She is also preparing a list for the Harvard Congregational Church of those who would like a visit and caroling before Christmas. The Garden Club made centerpieces and delivered them to seniors in town who are alone or may have had a difficult year. They made some extras that Maria will deliver to those who were reluctant to receive a visit from strangers. She is busy with referrals for out-of-town adult children of Harvard seniors trying to get help with home care and transportation.

Maria has also set up a new Gentle Yoga class starting Monday, Dec. 16 at 2pm. at the Congregational Church. The class will be led by Barbara Rich.

Upcoming events:

Girl Scout Tea, December 18th at St. Theresa's, 2 to 3:30 pm.

Top of the Hub New Years Eve dinner (at noon). December 31st

Old Business

The board discussed ways to improve the COA's visibility in the community. It was agreed that exercise class sign-in sheets should indicate that the classes are sponsored by the COA.

Sue Guswa has been attending Parks and Recreation Committee meetings, representing the interests of senior residents, and there might be other town boards that should be targeted this way.

Debbie said she will work on a revision of the COA brochure, and will continue her efforts to develop cable TV programs of interest to seniors.

The next COA board meeting is scheduled for Monday, January 13, 2014 at 4 pm.

The meeting was adjourned at 5:30 pm.

Respectfully submitted, Connie Larrabee