Present: Sue Guswa, Connie Larrabee, Bruce Dolimount, Suzanne Roberts, Hank Fitek, Pam Frederick, Fran Nickerson, Katie Petrossi, COA Director: Debbie Thompson. Guests: Claudia Jarratt, FCOA, Sharon Briggs, FCOA.
Special Guest: Selectman Ken Swanton
Absent: Carlene Phillips

Susan Guswa called the meeting to order at 4:00 p.m.

Minutes: The board approved the minutes of the November 17, 2014 regular meeting.

Treasurer's Report:
Bruce Dolimount reported that the town is getting caught up with account entries, Debbie Thompson explained that grants are deposited into the gift account, including a recent gift of $500 from the Friends of the Nashoba Valley Medical Center.

COMMITTEE REPORTS:

Building Project update: Connie Larrabee presented Cal Goldsmith's revised plan for the parking at Hildreth House. The plan increases the number of parking spaces in the upper parking lot and eliminates the turnaround on the east side of the building

Vote: The board voted unanimously to approve Cal Goldsmith's conceptual parking plan..

Guest: Selectman Ken Swanton was thanked for his discovery of duplication of contingency and escalation allowances in the building project cost estimates..

Program Committee: Katie Petrossi reported that the December 4 Games Night was successful and fun. The next evening event will be held in February.

Housing Committee: Susan Guswa said the Housing Committee wants to assess senior housing that is available in Harvard and its surrounding towns. The next meeting is February 6, 2015 at 1:00 p.m.

Minuteman Senior Services: Hank Fitek reported from the annual meeting at the Scottish Rite Masonic Museum. He said Minuteman is an impressive organization. Hank asked the board members to contact the governor's office and express objection to recent statewide budget cuts for senior services.. Hank suggested the Masonic Museum at the National Heritage Museum as a trip for seniors.

Talking Points: Connie Larrabee said a new version of the COA.s Talking Points will be needed to advocate for the Hildreth House safety and access improvements prior to Annual Town Meeting.

Director's Report: Debbie reported that the selectmen approved her request for a second Outreach Coordinator for 19 hours a week This request would cost the town $20,026.
Debbie will go back to the Personal Board a second time to hear their decision on up-grading the COA dispatcher/receptionist position at a cost of $520 to the town.
There is a growing number of seniors needing outreach, some also needing protective services which increases the workload for the outreach coordinator and for Debbie.
The Christmas Party is on Thursday, Dec. 18 at noon and board members are needed to help with the party.

Policy and Procedures for the COA: Connie presented an updated Policies and Procedures handout. A discussion on alternate vs. associate members followed.
VOTE: The Board voted unanimously in favor of adding two alternate members to the board who will be appointed by the Selectmen. Board members were encouraged to look for potential alternates.
A two-term limit was discussed and will be addressed at the next board meeting.

Letters to MAHT and MPSC: Susan Guswa said letters expressing the need for more moderate- priced housing in Harvard for seniors were sent to the Master Plan Steering Committee and the Municipal Affordable Housing Trust.

Friends of the COA: Claudia Jarratt reported that the FCOA has a good working board and has raised money this year with the annual mailing. Sharon Briggs reported that former president Marie LeBlanc has resigned and the FCOA will probably need a treasurer, too. More than $5,000 has been raised so far this year by the FCOA. An annual business meeting with a light supper will be held in January and all donors will be invited to attend.
COA Board Meetings in 2015:
January 26
February 23

The meeting was adjourned at 5:50 PM.

Pam Frederick, recorder