

Harvard Council on Aging  
Board of Directors Meeting  
Monday, April 27, 2015

Present: Susan Guswa, Connie Larrabee, Bruce Dolimount, Suzanne Roberts, Hank Fitek, Carlene Phillips, COA Director Debbie Thompson.

Absent: Katie Petrossi, Fran Nickerson, Pam Frederick

Guests: Ken Swanton and Lucy Wallace, selectmen; FCOA board members  
Claudia Jarratt, Sharon Briggs, Doug Lee, and Ed Bloom

The minutes of the March 16, 2015 meeting were approved.

The treasurer's report was approved as submitted

COMMITTEE REPORTS:

Building Project Update:

The next step is for the town to negotiate a formal agreement with Town Hall owner's project manager Vertex to become OPM for the Hildreth House project as well. When that's done, Vertex will solicit bids for architectural services. LLB will presumably get the contract and proceed with design development this summer.

The board agreed that the Hildreth House building committee should include members of the Council on Aging and the Hildreth House Improvement Committee. If the present Town Hall Construction Committee agrees to take on the Hildreth House project, Laura Andrews could be the HHIC representative. Hank Fitek and Sue Guswa agreed to represent the COA.

Connie reported that the HHIC had voted unanimously to pursue having the windows replaced by volunteers, organized and supervised by Wade Holtzman. The HHIC will be responsible for general oversight.

Debbie said that all COA activities would probably have to relocate during construction. According to Tim Bragan, there would be liability issues if COA offices stayed open on-site. But Bragan is optimistic that Town Hall renovations will be finished by the time construction starts at Hildreth House, so the COA could move into the old library when town offices move out.

Program Committee:

Sharon Briggs reported that the next program will be a TED Talk at noon on Friday, May 29 at Hildreth House.

Minuteman Senior Services:

Hank said he would send his report electronically.

### DIRECTOR'S REPORT:

Cable program: Debbie is working with Cable Committee Chairman Steve Adrian to develop a regular show that will be filmed at the cable studio. A number of COA programs have been filmed recently to be shown on local cable access.

Outreach: Progress in dealing with an long-term difficult case has been limited, but communication with Minuteman Senior Services is continuing in an effort to reach an agreeable solution.

Work Camp: Students with the Catholic Heart Work Camp will come to town again in June to help eligible seniors with home maintenance projects, and to clean Hildreth House as well.

Staff changes: The COA will be hiring a new receptionist-MART dispatcher in May or June, and also an additional part-time outreach coordinator to start work in July. Job descriptions for both positions will be posted on the town website, and they will be advertised in local newspapers and regional COA publications.

### OLD BUSINESS

Policies and Procedures: After a brief review of the latest changes, the board voted unanimously to approve revised COA policies and procedures, effective April 27, 2015. They will be posted on the COA web site.

Upcoming board vacancies: Carlene and Connie will be leaving the board when their terms are up in June. Hank has agreed to stay for another term. Beth Williams wants to join the board and has submitted her application to the selectmen. Deb Thomson has expressed interest as well but hasn't submitted an application as far as we know.

MART van update: The old van failed to pass inspection so MART has replaced it with a newer old van. This one has 190,000 miles - an improvement over its predecessor's 250,000 miles - and the drivers like it better. Town Administrator Tim Bragan will continue to press for a much newer van, but has had no success thus far.

### FCOA Report:

The FCOA is looking for input about facilitating and coordinating the production of COA- related programs for Cable Access television. Ed Bloom said he, Doug Lee, and others had toured the cable studio and are interested in learning more about using the equipment. The Cable Committee has said it would train a group of 8-10 volunteers to film COA-related programming. After a long discussion about possible programming topics, the board urged Ed to see if more FCOA

members might be interested and encouraged the group to create programming as they see fit.

#### NEW BUSINESS

Board Meeting dates: The upcoming board meetings will be May 18 and June 16. The board agreed to hold no meeting in July but to host a summer supper on the porch instead, as we did last year.

The annual planning meeting will be a Friday in August, depending on members' schedules.

Attic ceiling repair: Debbie will get at least one estimate for repairing the attic ceiling so we can possibly get it done with money in the town's building maintenance account before the end of the fiscal year June 30.

The next COA board meeting: May 18, 2015

Connie Larrabee, recorder