

Harvard Council on Aging  
Board of Directors Meeting  
Thursday, May 19, 2016  
Minutes

Present: Deb Thomson, Hank Fitek, Sue Guswa, Fran Nickerson, Katie Petrossi, Beth Williams, COA Director Debbie Thompson, recorder Connie Larrabee  
Absent: Bruce Dolimount, Pam Frederick, Suzanne Roberts  
Other attendees: Selectmen liaison Lucy Wallace, FCOA representative Sally Steele, Fran Maiore

Co-Chairwoman Deb Thomson called the meeting to order at 4:00 p.m.

The minutes of the April 19, 2016 meeting were approved as submitted.

#### Treasurer's Report

The current balances are as follows:

Revolving funds \$10,270.37  
Gift account \$18,454.20  
Formula Grant \$4,224.59

There will be unspent funds in the amount appropriated for the new outreach worker because Joan didn't start at the beginning of the fiscal year July 1. Debbie has requested permission to pay staff to work extra hours if necessary to help with the move and transition to the old library, now scheduled for mid- June.

#### Directors Report

Lunch attendance continues to grow due to increased outreach, with a full house on Tuesdays.

Communication with Minuteman Senior Services has greatly improved, which has been a great help with several difficult cases.

COA staff has been packing for the move to the old library but will need more help as moving day approaches. Katie will send out a list of tasks and assignments.

Coming events:

- May 24 – Ice cream social 4-5 p.m.
- June 7 - Tick Talk by NRWA
- June 15 – Trip to Pickety Place in NH
- June 20 – Lowell Spinners game
- June 22 – Konop collection tour
- June 23 – Police cookout at Holy Trinity
- June 28 – Vintage movie at old library- new COA
- June 30 – Lunch at old library sponsored by Right at Home

#### Building Project Update

The subcontractor bids for roofing, plumbing, and the lift were opened on May 19. Roofing and plumbing bids all came in over budget. There was no bid on installing the lift so that will be rolled into the general contractor bids, which will be opened

May 26. A special town meeting will almost certainly be required to appropriate additional funds for the project. That meeting will be held either June 13,14, 20 or 21. The selectmen will meet May 27 to decide on the date.

The Planning Board has approved the site plan with four conditions.

Hank Fitek has volunteered to dismantle the rear patio and move the stone and bricks to a safe spot for re-use after the project is done.

### **Committee Reports**

Housing Committee – Sue Guswa

Board members reviewed the draft of a letter to the Board of Selectmen asking the BOS to take action to determine the feasibility of senior housing on the Hildreth property. The letter also asked the selectmen to support Phase 2 of the building project.

The letter would be sent jointly by the COA and FCOA.

After some discussion, the board agreed that the letter is too long and needs some revision. Katie and Connie will work on it, after which Sue G. will send it to the FCOA for review.

New Business

COA Director's Annual Review - Sue G. will send Deb Thomson a copy of last year's review for reference. Lucy suggested that whoever writes the review should circulate a copy to board members for input.

New members: Sue Guswa has agreed to serve on the board for another term so there are two openings to be filled at the end of June. The board welcomed prospective member Fran Maiore, who has lived in town for 34 years and has a background in social work.

Two other residents have expressed interest in serving on the board: Deborah Holt and Victoria Hayao. They will be invited to attend the June 21 board meeting. Hank suggested that Fred Prifty might be a potential candidate as well.

All applicants have to fill out an application and submit it to Town Hall.

Alternate members: The COA must submit a request for a town meeting warrant article to allow the appointment of alternate board members. This could possibly be done at an upcoming special town meeting in June.

MCOA trainings – Katie reported on a recent all-day training on workplace violence, which included useful information about how to recognize signs that a tense situation might escalate. She urged all board members to consider attending these trainings.

Annual Planning Meeting – The date of the annual planning session is not yet determined. In recent years it has been held on a Friday morning in late August. Sue G. will send last year's agenda to Deb T. for reference.

The next COA board meeting is scheduled for Tuesday, June 21 at 4 p.m

The meeting was adjourned at 5:25 p.m.

Respectfully submitted, Connie Larrabee, recorder