

Harvard Council on Aging  
Monthly Board of Directors Meeting  
Tuesday, December 19, 2023, 4 pm – 5 pm

**The Council On Aging Board of Directors Meeting is being held virtually in accordance with the Governor's Executive Order Suspending Certain Provisions of the Open Meeting Law, G.L.c.30A. S.20. Interested individuals can listen in and participate by phone and/or online by following the link and phone # below.**

Attendees: Debbie Thompson, Guy Oliva, Wade Holzman, Beth Williams, Margaret Murphy, Kelene Blumstein, Kim Schwarz, Ira Ockene, Lynne-Musto Pesa

Not in Attendance: Chet Hooper,

Guest: Barbara Cerva, FCOA,

Call meeting to order at 4:02 pm

- Approval of November board meeting minutes. The minutes were unanimously approved.
- Director's report.

**OUTREACH:**

Staff has helped a few people with their applications for fuel assistance, and a couple for the H.E.A.T. (Harvard Energy Assistance Team) program.

The Memory café is doing well. We have had anywhere from 15-25 attending, and word is getting out that we have a good program set up here. At least half of the attendees are from Harvard and then but also people from River Court and Groton. This month we had a pianist/singer who led the group in holiday favorites. It has given some of our seniors a good opportunity to join in with others with similar issues.

The drop-in grief support group has also been a nice addition to our social service offerings at the COA. There have been between 8-12 people attending. The manager over at Bowers Brook Apartments passed away over the weekend in a car accident. So, we've already contacted the grief support counselor from Nashoba Nursing to see if she would be willing to go over to Bowers Brook and offer a support group over there.

Both new programs have brought in some who otherwise would not have come to the building, so we are introducing the programs we have here to more of the community.

**PROGRAMS:**

We had a successful holiday luncheon and many thanks to those who came to help serve and to eat. The food was prepared by the chef from the Harvard public schools and was all delicious. He even made a whole pan of gluten-free meat with gravy for those who needed it, so no one was left out.

January is filled with programs in the building and trips to destinations that are not far away, in the event we must cancel due to stormy weather. This is the time of year when we need to keep an eye on the weather and be prepared to take the vans off the road when inclement weather hits.

- Treasurer's Report December 19, 2023

Munis as of November 7, 2023

Account Balance % used.

Wages 174,488.95 27.3

Expense 7551.31 38.1

Mart wages 11,838.22 42.0

Mart expense 845.56 15.4

Formula Grant (FY23) 22,176 0

Revolving account 2,924.29

Gift account 65,619.41

Munis as of December 6, 2023 (posting to end of November)

Account Balance % used.

Wages 157,304.14 34.5

Expense 6,580.93 46

Mart wages 10,178.21 50.1

Mart expense 793.98 20.6

Formula Grant (FY23) 21,468.48 3.2

Revolving (Program) account 2,924.29

Gift account 62,685.04

- Discussion of the use of the COA building for outside events.
  - The Select Board is reviewing a contract form that potential outside users will need to fill out. The contract is for town committees and town-run things that is free. There's no charge. There's no fee to use it. If there's a private event like a private party or whatever, there is a fee of \$150.00 to rent the building. \$150.00 is how much the cleaning lady charges to come and clean the building. The other piece is part of that contract says if someone outside is using it, they also have to have some kind of liability insurance. If somebody wants to have a party. In the building and use alcohol and have alcohol that's a separate contract they have to go to the Select Board process to get permission to have alcohol in a town building.
  - This contract is just to use the building. No alcohol permitted.
- Update on A/V system installation at 16 Lancaster County Road.
  - The next big date will be January 22<sup>nd</sup>, which is when CCS will be coming out to do the final programming of a system and final testing. There may be training that day for Guy, Debbie, and her staff. But at this point, we just want to get the installation completed. If the staff needs to set up another couple of hours for training after that, that will be done.
  - CCS also has to replace one piece of equipment. That's currently in the rack because one of the ports on the switcher is not working and hopefully that will be also done on the 22<sup>nd</sup>.

- Debbie's used the system partially but has not yet been able to get the microphones or that that part of the system working. She was able to play a movie on the big screen, right after the holiday luncheon.
- Guy didn't have an update on Harvard Cable installing their equipment, and whatever they need. That'll probably happen sometime in the spring.
- Solar – The Permanent Building Committee is meeting tomorrow to discuss, but that will probably be installed sometime in late spring 2024.
- Public comment and other items.
- Meeting calendar for 2023/2024
  - January 16th, 2024, 4:00-5:00 pm
  - February 20th, 2024, 4:00-5:00 pm
  - March 19th, 2024, 4:00-5:00 pm
  - April 16th, 2024, 4:00-5:00 pm
  - May 21st, 2024, 4:00-5:00 pm
  - June 18th, 4:00-5:00 pm
  - No July meeting.
- Closing remarks and meeting adjourned. The meeting was adjourned at 4:26 PM.
- Recorder, Beth Williams