

Harvard Council on Aging  
Board of Directors Meeting  
Tuesday, January 19, 2016  
Minutes

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

Co-Chairwoman Fran Nickerson called the meeting to order at 4:05 p.m.

The minutes of the December 15, 2015 meeting were approved.

The treasurer's report was accepted as submitted. Bruce reported the current balances as follows:

Revolving Funds \$12,947.70

Gift Account \$17,290.73

Formula Grant \$10,000 still not received. \$3,192.47 has been spent on payroll. Otherwise, expenses are tracking on target.

The COA received a \$1,000 donation for computer lab technology this month.

After some discussion the board voted 6-3 to authorize the director to spend up to \$500 to replace a toilet for a senior resident in need if Minuteman Senior Services fails to respond in a timely manner. The money would come from the gift account. Concerned about the precedent this action could set, the board agreed to further discuss ways to deal with such incidents at the February meeting.

**Minuteman Representative:** The board voted unanimously to appoint Pam Frederick as the new Minuteman Senior Services representative.

### **Director's Report**

The outreach effort continues to find seniors who need services. Eight residents are getting meals on wheels, and we have been in touch with 360 unduplicated seniors since the beginning of July.

The December 17 holiday celebration was a big success, with lunch for 60 people. A Valentine party is planned for Thursday, February 11. The staff could use help with serving and clean-up.

In March, the annual St Patrick's Day corned beef and cabbage lunch will be held at St. Theresa's, courtesy of the Lions Club. Bruce Dolimount is helping coordinate the event.

The first veterans breakfast had a small turnout, but there was plenty of food and the group had a good time. Debbie hopes to continue offering a veterans breakfast every two-to-three months.

Coming events include art classes, computer classes, and a family history project. Other events:

Wednesday, January 27 WW2 Memorial trip to Framingham  
Thursday, February 11 Valentine party  
Wednesday, February 24 Spa Day at Monty Tech

### **Hildreth House Building Project Update**

Windows: Wade Holtzman and his installation crew were unsuccessful in their first attempt on January 8. The kitchen window they tried didn't fit and they concluded it was a manufacturing error. But after further consultations they will try again the following week.

Phase 1: LLB has begun the design development phase and will meet with the construction committee and owners project manager at regular intervals. The main topics at the first meeting were site work and the designation of a main entrance.

Designated surplus: Before construction begins, the COA should remove anything in the work area it wants to preserve, either for sale or reuse. Photographs should be taken of such items as the tub and sink in the upstairs bathroom, dining room corner cabinet, patio stonework, and anything else of potential value. Anything the COA doesn't want must be offered to other town departments before being sold.

### **Program/Housing:**

A program on governance co-sponsored by the League of Women Voters and the COA was held on Thursday, January 14 in Volunteers Hall.

The next housing program is scheduled for January 25 at noon at the Congregational Church with a speaker from Harvard University's Joint Center for Housing Studies.

Fran distributed a summary of the results of a 2006 COA housing survey. At its February meeting the board will discuss the possibility of conducting a new survey to provide updated data on senior housing needs.

### **Alternative office space**

After some discussion, the board voted to authorize the director to choose a site for COA offices and programs during Hildreth House construction. The old library seems the most likely site for offices and some programs, but is not suitable for meals. Board members agreed that it would be preferable to hold all meals in one place, if possible. Debbie will contact the churches about holding meals there.

The next Board of Directors meeting is scheduled for Tuesday, February 23, 2016 from 4 to 5:30 p.m. at Hildreth House.

The meeting was adjourned at 5:30 p.m.

Respectfully submitted, Connie Larrabee, recorder

