

Harvard Council on Aging
Board of Directors Meeting
Monday, June 15, 2015
Minutes

Present: Sue Guswa, Connie Larrabee, Carlene Phillips, Pam Frederick, Suzanne Roberts, Katie Petrossi, COA Director Debbie Thompson
Absent: Hank Fitek, Bruce Dolimount, Fran Nickerson
Guests: Selectman Ken Swanton, prospective new board members Deb Thomson and Beth Williams

The minutes of the May 18, 2015 board meeting were approved as submitted. The treasurer's report was approved after some discussion.

Debbie reported a \$296.72 deficit in the MART account, which was underfunded this year for the third year in a row. Finance Director Lorraine Leonard will transfer funds to cover the shortfall and Debbie will work with Lorraine to address this recurring problem. The MART account pays the van drivers, and the deficit is due to increased use of the van.

The board discussed the \$13,648 balance in the revolving fund, which has accumulated due to a trip surcharge the board instituted several years ago. The surcharge was intended to help offset the program director's salary, which is now covered through other sources. The board will discuss whether to discontinue the surcharge at its next meeting.

Committee Reports

Building Project

The town has not yet negotiated a contract with Vertex, the owners project manager for the Town Hall building project, to work on the Hildreth House project too. The Town Hall Construction Committee has agreed to take on the Hildreth House project, and to accept a new member to represent the COA and Hildreth House Improvement Committee.

The board voted unanimously to recommend Connie for that position; the selectmen were expected to make the appointment at their June 16 meeting.

Ken Swanton estimated that it could be six weeks before the architect is hired.

Moore's Lumber in Ayer submitted the only bid for replacement windows at Hildreth House. HHIC members and Wade Holtzman will meet with Moore's representatives to resolve questions about the bid.

Program Committee

Katie reported that the TED Talk program on May 29 went well, and that nineteen people attended, some of whom were not regular COA program attendees. A second TED Talk is scheduled for Thursday, June 18 from 2 to 3 p.m.

Director's Report

Cable: Efforts to get COA programs on Harvard Cable TV are continuing to run into editing problems. Debbie is trying to resolve the issues with Rob Fernandez and

the Cable TV Committee. She hopes that an upcoming fire safety program at Hildreth House can be successfully recorded and edited for showing.

Work Camp: Hildreth House will be closed for cleaning from June 22 to 25. This is an annual effort by Catholic Heart Work Camp students and team leaders, who will not only clean the building but also do projects for seniors at home. Seven seniors have requested help with various projects they can't do themselves. On Thursday, the students will prepare and serve lunch for seniors at Hildreth House.

New staff: New administrative assistant Cathy Walker started work June 9 and is quickly learning her job. Debbie, Suzanne Roberts, and Assistant Town Administrator Marie Sobalvarro interviewed three candidates for the position, out of a field of seven applicants.

The 19-hour-a-week outreach position is posted and applications are due July 1. Two applications have already been submitted. The job will start in August.

Upcoming Events:

Tuesday, July 7 at 12:30 p.m. Zachary Clements program on exercise at home

Tuesday, July 14 Cape Ann harbor cruise

Thursday, July 30 Yankee Homecoming in Newburyport

Old Business

New board members: Deb Thomson and Beth Williams will be appointed as board members at the selectmen's June 16 meeting. Connie Larrabee will be appointed as an alternate member.

Attic ceiling repairs: The board discussed whether to apply for Community Preservation funding for attic ceiling repairs but agreed that CPC funding would take too long. Carlene and Connie will ask for a meeting with Tim Bragan to discuss how to get the repairs funded as soon as possible.

New Policy: The board unanimously approved an addition to its policies and procedures setting the terms of alternate members at one year.

New Business

July meeting date: Board members agreed on July 20 as a tentative meeting date in case a July meeting is necessary.

August planning meeting: The annual planning meeting will be held on Friday, August 28 from 9 a.m. to noon, followed by lunch at Sue Guswa's. Board members should think about the role(s) they want to play on the board in the upcoming year.

MRPC Transportation Study Task Force: Sue reported that the task force has just begun its work, which will continue until September.

Fundraising: There was a brief discussion about fundraising. Board members agreed that they are prohibited from active participation in fundraising for COA programs or for further improvements at Hildreth House. All COA fundraising must be conducted either by the Friends of the Council on Aging or by a separate capital campaign committee. The question came up in regard to efforts to start organizing a capital campaign in preparation for phase 2 of the building project.

Respectfully submitted, Connie Larrabee, recorder

