

Harvard Council on Aging
Board of Directors
Annual Planning Meeting
Friday, August 28, 2015
Minutes

Present: Sue Guswa, Bruce Dolimount, Hank Fitek, Suzanne Roberts, Fran Nickerson, Deb Thomson, Beth Williams, Pam Frederick
COA Director Debbie Thompson, Recorder Connie Larrabee
Absent: Katie Petrossi

Chairwoman Sue Guswa called the meeting to order at 9 a.m. at Hildreth House

The minutes of the June 15, 2015 minutes were approved as submitted.

Director's Report – Debbie Thompson

Formula Grant: The annual grant paperwork has been submitted to the Executive Office of Elder Affairs. This year's grant will be \$10,026 (\$9 per elder resident). Debbie submitted a preliminary plan for qualified expenditures.

Staff changes: Cathy Walker started work as the new administrative assistant and MART coordinator on June 9. She is learning the job quickly and has completed her MART training.

Joan Goddard assumed her new outreach coordinator duties on July 27. She is working with Maria to implement new ways to identify seniors who may need services but aren't getting them.

The search for a new program coordinator to replace Joan will begin in September. Debbie will arrange the schedule to ensure that at least one staff member beside Debbie is covering Hildreth House during business hours.

Summer events: The COA continued to offer a full range of services this summer despite construction detours and a lightning strike that took out phone and Internet service for almost two weeks. It took longer than usual to get the newsletter ready, but otherwise programs went off without a hitch, The Police Department put on a wonderful BBQ on August 20, and there was a special farm-to-table luncheon for the regular Thursday lunch crowd on August 27.

Upcoming events:

TED talks will continue this fall on the third Thursday of the month.

September 16 - Fall dinner on the porch at 4 p.m. Swing trio for entertainment.

HH Building Report – Connie Larrabee

Windows: The replacement window bid was awarded to Moore Lumber Company, the lowest qualified bidder at \$35,272.28. The contract calls for delivery by October 15. A team of volunteers led by Wade Holtzman will do the installation.

Building project: The RFP for design development services will go out in early September. Current plans call for the project to go out to bid in early 2016, with construction starting in the spring.

New Furnace: The Harvard Energy Advisory Committee got a \$34,000 Green Energy grant to replace the old furnace at Hildreth House, but is still working on a suitable heating system re-design, with the possible future addition of air-conditioning. HEAC member Steve Matson will keep us informed of their progress.

New Officers for 2015-2016

The board elected the following new leadership team:

Co-chairwomen - Fran Nickerson and Deb Thomson

Treasurer - Bruce Dolimount

Recorder - Connie Larrabee

Minuteman Senior Services representatives: Hank Fitek and Pam Frederick

Goals for 2015-16

Board members agreed on the following primary goals for the coming year:

1. Promote the development of housing options for senior residents, including assisted living and moderate-priced housing;
2. Work more closely with other town organizations, with the goal of being heard and consulted on issues of concern to seniors;
3. Increase our focus on ongoing maintenance issues at Hildreth House; advocate for consistent routine maintenance.

Secondary goals included:

1. Providing more services to Devens seniors
2. Continue to document unmet needs for service
3. Assist and support the FCOA as it develops
4. Identify more seniors who could benefit from COA connection, including volunteering

Working groups for 2015-16

Programs: This year's program focus will be on housing

Katie Petrossi Beth Williams

Pam Frederick Sharon Briggs

Housing:

Sue Guswa Fran Nickerson

Suzanne Roberts Katie Petrossi

Buildings and Grounds

Pam Frederick Bruce Dolimount

Deb Thomson Hank Fitek

Executive Committee: All officers plus Sue Guswa

Meeting Schedule 2015-16

The board agreed to change its meeting date to the third Tuesday of every month, from 4 to 5:30 p.m.

Meeting dates are as follows: September 15, October 20, November 17, December 15, January 19, February 16, March 15, April 19, May 17, and June 21

Miscellaneous discussion

Capital plans: The board discussed its capital improvement plans for the coming year. Connie reported that the French door in the upstairs outreach office is a safety hazard and should be replaced with a window. Deb Thomson and Beth Williams advised consulting the Historical Commission and the Community Preservation Committee because the CPC funding we have covers only replacement windows, not doors. The HHIC might have to apply for new CPC funding to replace the door, which would have to be approved at Town Meeting.

Policies and Procedures: Town Clerk Janet Vellante has informed us that a Town Meeting vote is required to allow the COA board to have alternate and/or associate members. The board agreed to submit an article for the 2016 Annual Town Meeting requesting the change.

The next Board of Directors meeting is scheduled for Tuesday, September 15, from 4 to 5:30 p.m. at Hildreth House.

The meeting was adjourned at noon.

Respectfully submitted, Connie Larrabee, recorder