

**COUNCIL ON AGING**  
**Room 118, 18 Jacobs Road**  
**Meeting Minutes Thursday, September 30, 2021**

**Present:** Victoria Burrington, Margaret Freeman, Donna Hyytinen, Sue Lively, Cathy Tallen

The meeting was called to order at 2:02 p.m. No items added to the agenda.

M/S/P Sue, Cathy, unanimous: to approve the 9/16 minutes as amended.

**Survey:** the following wording was revised and added to the survey draft.

Add "food assistance (obtaining supplies, meals at home, etc.)

In the introduction, delete "in order" and "accessible."

Move optional name line to the introduction.

Revise wording at end to read: **Please return this survey to volunteer or to the Town Hall drop box. An envelope marked COA survey can be provided if you need one.**

M/S/P Sue, Cathy, unanimous: to approve the survey as amended.

**List of Volunteers:** It was decided that each of us would contact survey volunteers in each area in order to get as many people to help as possible. Suggestions were made for volunteers in all the twelve areas, and members were assigned as follows:

Area #1:	Margaret
Area #2:	Victoria
Area #3:	Margaret and Cathy
Area #4:	Donna and Cathy
Area #5:	Donna
Area #6:	Margaret
Area #7:	Sue
Area #8:	Victoria
Area #9:	Sue
Area #10:	Sue
Area #11:	Cathy
Area #12:	Victoria

It was decided to revise area lists as needed after getting volunteers. Members should call prospective volunteers to ask if they would help with the survey in their area: survey content is short and simple and can be done over the phone or delivered in person to residences according to seniors' preference.

**Instructions to Volunteers:** After discussion on how to revise preliminary draft, Victoria agreed to submit a revision of the instructions at the next meeting.

**Proposals for COA sponsored activities:** Requests for COA to sponsor the following activities in applying for grants from the Cultural Council were received as follows: music, chair aerobics, \$200 for Senior Art Group art materials. Once grants are awarded, COA's initial outlay from its Formula Grant will be reimbursed by the Cultural Council. It was noted that procedures for use of all town buildings have been revised so that private events pay a scheduled amount to cover costs of usage, unless the event is sponsored by a town organization.

M/S/P Margaret, Cathy, unanimous: to sponsor applications to the Cultural Council for programs in music and aerobics and art supplies for the Senior Art Group.

M/S/P Margaret, Donna, unanimous: to adjourn at 3:40 p.m.