

COUNCIL ON AGING
Room 118, 18 Jacobs Road
Meeting Minutes Thursday, October 14, 2021

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

The meeting was called to order at 2:05 p.m. Sue noted that the *Heath Herald* would welcome an article on COA and that the town coordinator and town clerk have successfully moved their offices to 18 Jacobs Road.

M/S/P Sue, Cathy, unanimous: to approve the 10/7 minutes as written.

Survey: It was decided to move the respondent name down to contact preferences so that respondents can add their emails if needed.

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

Instructions to volunteers: The Council reviewed the revised instructions and made one change in the final item to read “to your designated COA member.”

M/S/P Donna, Sue, unanimous: to approve the instructions for volunteers as amended.

Instructions for council members: The Council discussed the procedures for distribution of surveys to volunteers and agreed to meet at the Town Hall to make the needed copies and collate them for delivery to the volunteers on Tuesday, October 19 at 10 a.m. Seven more volunteers are still needed in some areas. Those responsible for the areas in question will work to find them before Tuesday, October 19. Donna agreed to combine areas #4 and #5 to distribute addresses more evenly among her volunteers. It was decided to add five envelopes to each packets and that volunteers would be told to ask for more if needed. Margaret pointed out the need to give Council members and their volunteers discretion in how to approach seniors and receive completed surveys. She agreed to draft the procedures for Council members.

Time frame: The deadline for survey returns was set for Friday October 29.

Grant Watch: Victoria and Donna are in the process of contacting other towns regarding their grant approaches. Grant Station is cheaper for members. Margaret will pursue further the requirements for membership.

Next meeting: Tuesday October 28 at 2:00 p.m.

M/S/P Cathy, Donna, unanimous: to adjourn at 3:39 p.m.