

**Town of Somers
Advisory Committee for Seniors
Policies and Procedures Manual Subcommittee
11/29/17 Meeting Minutes**

The meeting was called to order at 9:17am. Attendees were Deanna Schuetz, Patricia Bachetti, Phyllis Gwilliam, and Joan Sizer.

Minutes: A couple of typos were noted in the prior meeting's minutes – misspelling of Deanna's name and capitalizing Phyllis's name. A motion was made by Pat to approve the prior minutes with the above corrections, Phyllis seconded the motion, and the minutes were approved with these corrections. Joan abstained, as she was unable to attend that meeting.

Audience: None.

Review, discussion, and approval of assigned sections: Deanna reviewed the list of sections that the committee has approved so far. Those sections are: Hours of Operation, Eligibility and Participation, Registration. The committee asked the Advisory Board if they wanted to see the sections as they are completed by this committee. Most of the Advisory Board members felt they wanted to wait and receive the entire manual at one time. Therefore, we will do that.

Today we started the process of reviewing the draft of the Health and Safety Section. We reviewed the first five numbered items in this document and noted changes desired. At our next meeting, we will continue the review of this section.

Assignment of additional sections: This was tabled.

Future Meetings: Our next meeting is 12/20 - 9am – 10:30am at the Senior Center.

Adjournment: Pat made a motion to adjourn which was seconded by Phyllis. All agreed. Meeting adjourned at 10:34am

Submitted by,

Joan I. Sizer