

**Town of Somers
Advisory Committee for Seniors
Policy and Procedures Manual Subcommittee
3-28-18 Meeting Minutes**

Call to order: The meeting was called to order at 9:00am.

Attendees: Deanna Schuetz, Joan Sizer, Patricia Bachetti and Phyllis Gwilliam

Previous meeting minutes: Joan made a motion to accept the minutes of the 2-23-18 meeting as written and the motion was seconded by Phyllis.

Review of Conduct/Grievance Policy: Questions raised at previous meetings by Joan and Phyllis in their review of the most recent proposed version of the Code of Conduct were addressed and various additions/adjustments were made to the document still in progress.

Next meeting: The next regularly scheduled meeting is 4/11/18. However, this date creates a conflict for 2 members and will be cancelled. A potential special meeting will be held next week. Date to be determined.

Adjournment: Deanna made a motion to adjourn which was seconded by Pat. Meeting adjourned at 10:06am.

Meeting minutes are not official until reviewed and approved at a subsequent meeting.

Submitted by,

Deanna Schuetz