

**Town of Somers
Advisory Committee for Seniors
Policies and Procedures Manual Subcommittee 4/5/18**

The meeting was called to order at 10:12am. Attendees were Deanna Schuetz, Phyllis Gwilliam. Pat Bachetti, and Joan Sizer.

Minutes: Minutes of 3/28 meeting were approved as written – motion by Joan and seconded by Phyllis. All agreed.

Audience: None.

Review of Code of Conduct Section as written so far: We reviewed the various adjustments we discussed at our last meeting and noted further adjustments to be put in the document. Joan will update the document and send it to the subcommittee members. We discussed the Rights of Appeal subsection for which Deanna will send us a draft (to ultimately merge into the over-all Code of Conduct section).

Future Meetings: We agreed to check our schedules to see if we can have a subcommittee meeting on next Monday (4/9). At that meeting, we would review and merge the Right of Appeals information into the Code of Conduct section and, in turn, also presumably agree on the contents of the rest of the Code of Conduct section.

We would like to distribute the entire Code of Conduct section to members of the Advisory Committee for Seniors at our meeting next Tues. Advisory Comm. members will be asked to bring their calendars with them so that we could schedule a special Advisory Comm. meeting specifically to thoroughly review the entire Code of Conduct section.

Adjournment: Pat made a motion to adjourn which was seconded by Phyllis. All agreed. Meeting adjourned at 11:37am.

Submitted by,

Joan I. Sizer