

**Town of Somers
Advisory Committee for Seniors
Policies and Procedures Manual Subcommittee
12/12/18**

The meeting was called to order at 9:05 am. Attendees were Deanna Schuetz, Phyllis Gwilliam. Pat Bachetti, and Joan Sizer.

Minutes: Minutes of our 11/28 meeting were approved as written – motion by Phyllis, seconded by Pat, and all approved.

Audience: None.

Status of Manual Sections: We reviewed the balance of the Health and Safety Section and noted numerous changes that needed to be made. Joan will provide a revised draft for our review at the next meeting.

Future Meetings: Our next Policy and Procedure Subcommittee meeting will be January 2nd.

Adjournment: Phyllis made a motion to adjourn which was seconded by Joan. All approved. Meeting adjourned at 10:25 am.

Submitted by,

Joan I. Sizer