

**TOWN OF SOMERS  
ADVISORY COMMITTEE FOR SENIORS  
Policies and Procedures Manual Committee 4/10/19**

The meeting was called to order at 9:03. Attendees were Deanna Schuetz, Phyllis Gwilliam, and Pat Bachetti. Absent was Joan Sizer.

**Audience: None**

**Minutes: The minutes of the March 27, 2019 meeting were approved as written. Motion by Pat Bachetti and seconded by Phyllis Gwilliam.**

We read through the entire manual step by step, which was put together in order now, reviewing and taking into consideration suggestions offered by our other member, Joan Sizer, who was unable to attend. We made some additions and subtractions during the review and the manual will be presented at our next meeting with revisions.

We are hoping to complete the Policies and Procedures Manual to present to the Advisory Committee for their review at their next meeting on May 14, 2019.

**Future Meeting: Our next meeting will be on Wednesday, April 24, 2019 at 9:00 a.m..**

**Adjournment: A motion was made by Phyllis Gwilliam and seconded by Pat Bachetti to adjourn the meeting. Meeting adjourned at 10:30.**

Submitted by,

Pat Bachetti

Minutes are not official until approved at a subsequent meeting.

