



TOWN OF GROTON

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Office of the:
Council on Aging
Kathy Shelp, Director

COA Future Planning Committee Meeting November 23, 2015 1:00pm @COA Minutes

Members Present: Gail Chalmers, George Faircloth, Mihran Keoseian, Bob Lotz, Marie Melican, Norma Garvin

Selectman: Peter Cunningham

Staff Present: Kathy Shelp Stacey Shepard Jones

Meeting was opened by Kathy Shelp, COA Director, 1:00.

A motion to accept Oct 26 minutes was made by Bob Lotz with a 2nd by George Faircloth. Unanimously approved.

Director's Updates:

- It is anticipated there will be two articles on the Spring Town Meeting warrant:
 - Requesting funds for a building feasibility study (exact wording to be determined)
 - In the event the first COA article fails there will be a second article requesting renovations to the building. Specifics to be determined.

Matters for Review and Discussion

The committee continued work on the SWOT Analysis and completed our Opportunities and Threats in a draft form.

Matters for Noting

- Mihran reported the timeline cannot be updated at this time as we have some pieces of that need further discussion and review.
- A draft copy of the report format was distributed and discussed
- Kathy reported on the nine areas of the accreditation rubrics which include: Purpose and Planning, Community Connections, Governance, Administration and Human Resources, Program development and implementation, Evaluation, Fiscal and Asset Responsibility, Records and Reports, Facility and Operations.
- Peter presented a very rough draft of wording for the Spring Town Meeting warrant article and described the process and timeline of an RFP.

Review Actions

- Kathy will research an RFP scoring sheet from COAs who have had recent building projects and schedule a meeting with Town Manager, Mark Haddad for discussion of the RFP.

Next meeting will be December 7, 8:30am

A motion to close the meeting was made by Norma Garvin and 2nd by Marie Melican at 2:50pm
Unanimously approved

Respectfully submitted,
Kathy Shelp, COA Director