



## TOWN OF GROTON

173 Main Street  
Groton, Massachusetts 01450  
Tel (978) 448-1170  
Fax (978) 448-3660

Office of the:  
Council on Aging  
Kathy Shelp, Director

### **COA Future Planning Committee Meeting January 19, 2015 1:00pm @ COA Minutes**

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

Selectman: Peter Cunningham

Staff Present: Kathy Shelp, Stacey Shepard Jones and Kathy Santiago

Meeting was opened by Kathy Shelp, COA Director, 1:10.

A motion to accept November minutes was made by George Faircloth with a 2<sup>nd</sup> by Norma Garvin. Unanimously approved.

#### **Director's Updates:**

- None

#### **Matters for Review and Discussion**

- Preliminary discussion on the recent site visits. A meeting will be set to formally address the findings.
- The committee discussed a name change for the senior center building. It was agreed to use Groton Community Adult Center as a placeholder to illustrate the spirit and intent of the future building.
- The draft of the Planning Guide was reviewed with updates made. Kathy will make updates to the plan prior to the meeting with the Town Manager on January 20.

#### **Matters for Noting**

- George Faircloth reviewed the updated PERT chart
- Kathy and Mihran will meet with the Town Manager on January 20 to complete the RFP.
- Monday January 25 the RFP will be presented to the Board of Selectman at their meeting.

#### **Review Actions**

Next meeting will be February 8, 9:00am at the senior center

A motion to close the meeting was made by Gail Chalmers and 2<sup>nd</sup> by Norma Garvin at 2:30pm  
Unanimously approved

Respectfully submitted,  
Kathy Shelp, COA Director

