



## 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 Building Committee August 31, 2017 7:30am Town Hall**

Members Present: Michelle Collette, Peter Cunningham, George Faircloth, John Amaral, Mihran Keoseian, Annika Nilsson Ripps  
Members absent: Gary Green  
Advisors present: Kathy Shelp, Mark Haddad

The Chair called the meeting to order 7:33am.

Peter announced the Scoping session will be Wednesday, September 6, 9:00am at the Senior Center.

The committee discussed the selection process for the RFP award:

- Each committee member will receive a packet for review and rating.
- Committee will review applications and ratings then choose finalists.
- Interviews for finalists will be scheduled.
- Fees negotiated by Town Manager.
- Work will commence following affirmative vote at Town Meeting.

The committee reviewed a draft Outreach Plan. Tasks were assigned. Members will set up dates assigned and Kathy will update the plan.

The minutes of the 8.16.17 meeting were presented; George Faircloth made a motion to accept, second by Michelle Collette, 4 in favor, 2 abstain (Nilsson Ripps, Keoseian)

A motion was made by George Faircloth and second by Mihran Keoseian to close the meeting at 8:35am. Unanimous approval.

Next meeting: September 14, 7:30am Town Hall

Respectfully submitted,  
Kathy Shelp, COA Director