



## Council on Aging Needs Assessment Committee

Savery Moore  
Joanne Nelson  
Ken Morrison

George Callahan  
Pat Henderson

Stephen Cole, Director of Planning & Community Development  
Carole Julius, Executive Director of Council on Aging

### October 16, 2018 Meeting Minutes

Attending: Savery Moore, Joanne Nelson, Ken Morrison, Pat Henderson, Stephen Cole

Absent: George Callahan

Also Present: Stephen Cole,

George Callahan & Carole Julius came at 10am as there was an error with the posting of the meeting time.

A motion was made to open the CoA Needs Assessment Committee meeting at 9:02am by Savery Moore and seconded by Pat Henderson. Ayes 4 Nays 0

A motion was made to accept the secretary's report for the minutes from the 9/18/18 meeting by Pat Henderson and seconded by Ken Morrison. Ayes 4 Nays 0

#### Project Charter Amended:

Review of the changes to 4.0 Project Scope

4.2 a – "for all residents who are 55 and older"

4.2 b ii – "activities specific to villages"

5.0 - The timeline has been revised with a new scope of service.

6.0 – Reference refers to programs only.

7.0 – Values - add clarity and inclusiveness

Our Project Charter needs to stress the "Needs of the People in Carver"

Correct the spelling of George Callahan's name.

A motion was made to accept the changes by Pat Henderson and seconded by Ken Morrison.

Ayes 4 Nays 0

Thank you to Lynn Doyle for providing a listing of Carver residents before 1963. We will try to revise to a manageable listing.

At 9:20am Katherine Gallerani from the Carver Reporter was introduced to our committee. An overview of our task was given by Stephen stressing finding the pulse of the community; what people need or want; quality of life and as Town Planner being able to plan for the next few years. Savery then explained that we started in June of this year. We approved our Project Charter and we are governed by

the Open Meeting Laws. We are dedicated to include as many voices as possible to get the best results for today and the future. We hope to make all voice heard equally with cross participation between the villages and all residents in Carver. Our goal at this time is to complete the survey by February. Katherine was thanked for attending our meeting and hopefully letting the residents in Carver understand our goals.

#### Scope of Service – Project schedule

The new timeline was introduced with the release of the RFP in October. We need an open, fluent and qualified contractor for our project.

A motion to accept the RFP was made by Pat Henderson and seconded by Ken Morrison. It passed unanimously.

A second motion to give Stephen permission to contact 3 qualified firms, release the RFP and accept quotes for bids was made by Ken Morrison and seconded by Pat Henderson. It passed unanimously.

At approximately 9:50am George Callahan, Carole Julius and 2 members, Maryann Prescott and Nancy Ryan, of the BOD of the Council on Aging joined us. Stephen, George and Pat explained our mission was only to create a survey for the future at this time.

We then, because our time for the meeting was posted incorrectly, reaffirmed our votes. Ken Morrison had to leave at this time.

Pat Henderson made a motion to reaffirm our votes and this was seconded by Joanne Nelson

Pat then made a motion to accept the meeting minutes which was seconded by George Callahan

Pat made the next motion to accept the corrections to the Project Charter which was seconded by George

Pat made the next motion to accept the revised timeline of the RFP. This was seconded by George

Pat then made the motion to accept the revised charter and present it to the public. This was seconded by George.

All motions were passed unanimously.

Next meeting will be November 20<sup>th</sup> at 9am.

Motion to adjourn was made by Pat at 10:33am and seconded by George Callahan.

Approved 4-0

Respectfully submitted

Joanne Nelson

