



Council on Aging Needs Assessment Committee
Savery Moore George Callahan
Joanne Nelson Pat Henderson
Ken Morrison

November 20, 2018 Meeting Minutes

Attending: Savery Moore, Joanne Nelson, Pat Henderson

Absent: George Callahan, Ken Morrison

Also Present: Stephen Cole, Carole Julius

A motion was made to by Savery Moore to open the CoA Needs Assessment Committee meeting at 9:11am and seconded by Pat Henderson. Ayes 3 Nays 0

There were 3 firms which were sent a 30B Quote Form. They are TSM Design, Market Street Research and Schlesinger Group. One firm, Schlesinger, answered requesting more information. The Committee put in place a few suggestions to use as guidelines and to be fine tuned as we move forward.

They are:

- Estimated length of time to be no more than 10 – 15 minutes to complete the survey
- Hosting support mail vs email – which might depend on the amount of input required
- Firms will provide survey and design information
- Qualifying criteria is age 55
- Need to set a predetermined final date
- Budget at this time remains open to see what firms give us
- Send reminders to complete the surveys

Stephen will follow up with the firms regarding input. All 30B Quotes are due December 1, 2018.

Savery suggested that we also consider other companies closer to Carver so that we wouldn't waste our budget on travel expenses.

New Business:

Savery reported that the Redevelopment Authority is researching Affordable Senior Housing Living. CPC funds are earmarked to this project of which \$419,031.00 is from the CPC Affordable Housing Reserve and \$89,741.00 from the Housing Trust. This has been put on hold at this time. We might try to find a way to possibly include a housing issue in our project.

Question – Was this part of our original plan and can it be included in our survey? We need to consider "quality of life" and does this qualify to be part of our survey?

Savery Moore made a motion to approve the minutes from 10/16/18. It was seconded by Pat Henderson and approved by Joanne Nelson. It passed unanimously.

Savery Moore made a motion to set the next meeting for Tuesday, December 18, 2018 at 9am. This was seconded by Pat Henderson and approved by Joanne Nelson. It passed unanimously.

A motion to adjourn at 10:10 by Savery Moore was seconded by Pat Henderson and approved by Joanne Nelson. It passed unanimously.

Respectfully submitted,
Joanne Nelson