

**TOWN OF SUDBURY
COUNCIL ON AGING
MINUTES OF MEETING
September 25, 2013**

WEBSITE <http://sudbury.ma.us/departments/CouncilOnAging/>

Present: Chairman: Jack Ryan

Bob Diefenbacher, Debra Galloway, Robert May, Sam Merra, , Barry David and Carmine Gentile

Excused Absent: Phyllis Bially, John Beeler

Meeting called to order by Chairman Jack Ryan at 3:00 PM.

A discussion of the upcoming budget process occupied the entire meeting.

Topics discussed included:

- Work drivers for the coming year
- Current workload of the Director
- A review of the number and type of personal interfaces affecting the Director and her workload. Some of the interfaces discussed include:
Communication with all the stakeholders in the senior center, MWRTA, Tax work-off program, Fairbanks space planning , Event planning, and program planning.

As a result of the discussions a communications package will be developed to allow the Chairman and the rest of the COA to discuss the personal and other resource needs which are required to serve the Town's Seniors. It is expected that the first draft of the communications package will be shared and discussed at the next COA meeting.

Next Meeting:

The next COA meeting is scheduled for Tuesday, October 1, 2013 at 3:00pm in the Senior Center.

A vote for Adjournment was unanimous at 5:05 pm.

Submitted by:

Bob May, Secretary

Version 09.26 .2013 Attachment One: Future Items

