



# TOWNSEND COUNCIL ON AGING

TOWNSEND SENIOR CENTER  
16 DUDLEY ROAD, TOWNSEND, MA 01469

Rec'd Townsend Town Cler  
20 JUN '19 PM 12:22

## NOTICE OF A PUBLIC MEETING

### COUNCIL ON AGING

**TUESDAY, JUNE 25, 2019 | 10 A.M.**

TOWNSEND SENIOR CENTER, 16 DUDLEY ROAD. TOWNSEND, MA 01469

#### ROLL CALL

**WELCOME new (soon to be new?) CoA members.**

Pending status of CoA request, BoS appointment, notification and sworn in

#### REVIEW AGENDA

##### 1.0 MINUTES

1.1 May 21, 2019

##### 2.0 FINANCE, BUDGET REPORTS

2.1 Close the books: June 30, 2019

##### 3.0 OLD BUSINESS

3.1 Employee Performance Appraisal

3.2 10th Anniversary - Senior Center, Meeting Hall and Library Complex

3.3 New members appointments - status

3.54 Staff job descriptions and responsibilities

##### 4.0 NEW BUSINESS

4.1 CoA Board Reorganization

Elect chairman and clerk

4.2 July 4, 5 Closures - just a confirmation

4.3 Vacations, Out of Office updates

##### 5.0 REPORTS

5.1 Karin Canfield Moore, Director

5.2 Peter Buxton, Friends of the Townsend Seniors  
Wm. May Endowment nominee

5.3 Ed Snapp, Montachusett Home Care  
Confirm, affirm Townsend representative(s)

TOPICS NOT REASONABLY ANTICIPATED BY THE CHAIR. | VOTES MAY BE TAKEN

**NEXT MEETING:** July \_\_\_\_\_ ?? August \_\_\_\_\_ ??

Respectfully submitted,  
Jane Jackson, chairman

MEMBERS: VAL ADAMS, ANNE FORESMAN, JAMES HAMEL, JANE JACKSON,  
CHARLOTTE MURPHY, CHERYL SIMONEAU AND SANDY STEVENS