



**RECEIVED**

By Town Clerk's Office at 3:38 pm, Aug 16, 2021

# TOWN OF BURLINGTON

## Meeting Minutes

Email minutes to [meetings@burlington.org](mailto:meetings@burlington.org) or Bring to the Clerk's Office. Thank you

Minutes need to be posted within 30 days or 2 meetings of the board – Draft minutes can be posted and revised at a later date

DEPT./BOARD: Council on Aging

DATE: Wednesday, May 12, 2021

TIME: 4:00pm

PLACE: Virtually via Webex

MEMBERS IN ATTENDANCE: Director, Marge McDonald, Susan DeRosa, Carol Parker, Rose Magliozzi, Mark Burke, Joanne Kinchla

Citizen: Donna Geffen

---

### Minutes

Marge read notice to hold virtual meeting.

Minutes: April minutes read and accepted. Motion to accept by Carol Parker and seconded by Joanne Kinchla

Minuteman Senior Services – Marge unable to attend the last monthly meeting.

Director's Report –

Budget – Budget has passed Town Meeting

Staffing – Intern, Shayla Ferren, has been hired as a paid summer intern. She will be working on the SNAP program and outreach. We are also looking to hire an Activities Coordinator for next year.

Reopening – Judy's fitness class was hybrid. It did not go smoothly. There were some complications with the computer.

New Business –

Newsletter – LPI Services has a new web-based program for creating the monthly newsletter starting in October. This new program allows more than one person to work on document at the same time. The newsletter can also be done weekly, or if something is urgent, it can be emailed. Discussion was had on switching to this new program as well as updating/revamping the look of the newsletter.

A motion to use the new web-based program starting in October was made by Susan DeRosa and seconded by Carol Parker. All in favor.





# TOWN OF BURLINGTON

## *Meeting Minutes*

*Email minutes to [meetings@burlington.org](mailto:meetings@burlington.org) or Bring to the Clerk's Office. Thank you*

*Minutes need to be posted within 30 days or 2 meetings of the board – Draft minutes can be posted and revised at a later date*

A motion to update/revamp the look of the newsletter was made by Joanne Kinchla and seconded by Carol Parker. All in favor.

Nomination of Officers – Officers for next year were discussed and the following will be voted on in June.

Chair – Joanne Kinchla

Vice-chair – Carol Parker

Secretary – Susan DeRosa

Other Business –

- Farmer's Market will restart June 16<sup>th</sup> with pre-bagged items.

Motion to adjoin made by Carol Parker and seconded by Mark Burke

