

Salem Council on Aging
Minutes
Regular Meeting
Salem Council on Aging
Wednesday, October 18th, 2017 6:00 p.m.

The Regular Meeting of the Salem Council on Aging was held on Wednesday, October 18th, 2017, 6:00 p.m., at the Senior Center, 5 Broad Street, Salem, Massachusetts.

Roll Call

Board of Directors Present: Lynda Coffill (LCf, Chairperson), John Russell, (JR), Alice Williams (AW, Treasurer), Julie Carver (JC, Secretary), Abigail Butt, (AB), Donna Clifford (DC).

Absent: Elaine Hereden (EH, Vice Chair), Alison Thibodeau (AT), Elaine Milo (EM, City Councilor liaison to the COA)

Also Present: Teresa Arnold, (TA, Director of the COA), Patricia O'Brien (TO, Executive Director of Parks, Recreation, & Community Services), Sharon Kearney (SK, Secretary of Minutes), Friend of the Salem Council on Aging - Denis Coleman(DC), Andy LaPointe(AL), Pat Liberate (PL), Frank Ryan(FR), Teasie Goggin-Riley (TGR), John Russell (JR).

I. Call to Order

Open the regular meeting Wednesday, October 18th, 2017 6:05 p.m.

II. Approval of June 21st, 2017 and September 20th, 2017 Regular Meeting Minutes of the Salem COA – Lynda Coffill

The June 21st, 2017 Regular Meeting Minutes of the Salem COA were sent to the board via email.

LCf: Are there any corrections or deletions to the June 21st, 2017 Regular Meeting Minutes to the Salem COA?

Response: None

Make a motion to approve

AB: Makes a motion to approve.

JC: Seconds the motion.

LCf: Any discussion?

Response: None.

LCf: All in favor?

Response: Aye. All in favor.

LCf: Any abstentions?

Response: None.

Vote unanimously approved.

LCf: The September 20th, 2017 Regular Meeting Minutes of the Salem COA were sent to the board via email.

LCf: Are there any corrections or deletions to the September 20th, 2017 Regular Meeting Minutes to the Salem COA?

Response: None

Make a motion to approve

AB: Makes a motion to approve.

JC: Seconds the motion.

LCf: Any discussion?

Response: None.

LCf: All in favor?

Response: Aye. All in favor.

LCf: Any abstentions?

Response: None.

Vote unanimously approved.

III. New Business – Community Life Center -Lynda Coffill

The Friends of the COA are participating in this regular meeting to discuss how the COA and Friends are going to work together to make sure what we have in the community life center is what we need in terms of equipment and in terms of corporate sponsors.

Lynda Coffill emailed the Mayor asking for a representative from her office to attend this meeting.

LCf: Have you heard anything from the Mayor's office Patricia?

PO: No, I did not.

LCf: We need to know what the budget is for the new building.

PO: We will be starting the meetings again. They have been on hold while the outside of the building is being built. It is very exciting. At this point, I have never heard a hard number. They are working out the details of all we wanted to have in the building. Then it is the matter of do we have the budget for that? And, then do we have to give up something?

Question: Do you know if there is any movement on a capital campaign committee at this point?

PO: I'm unaware of any at this point. No. Can you fill me in on the capital campaign? Is that another board?

LCf: We needed a campaign starting about a month ago. No, it is basically fund raising for our group so that the corporations and local businesses can help to fund the equipment. Or they could fund a room or an office.

PO: We are picking all this back up in November. We had a discussion about how we have to get back up on board. They wanted to get the building going. We, Meredith and myself, went the design meetings figuring out what interior flooring and all the fundamentals of the inside are. Then, that was it. There was going to be a discussion about the budget and we were going to pick it back up. I'll surely will get a start date on the matter.

JR: I think, what we discussed prior to all of this was that we do have to get all the different materials in place and set a price for each room so that we can go to a corporation and ask them to sponsor a whole room.

PO: And, there was a debate with the construction company about what was included in the original plan. There was some debating and bartering going back and forth with them. There weren't any hard numbers at time. He was lumping them in. We asked for specific numbers.

JR: Suggestion: Also suggest, when we put the capital campaign committee together we have a least have Lynda Coffill and Andy Lapointe on it so there is representation from both boards. (COA and The Friends).

LCf: Do you agree with that Andy?

AL: Yes.

LCf: Suggestion: Also, suggest to the Mayor that Rinus Oosthoek be involved in the capital campaign as well because he can reach out to a lot of the businesses.

LCf: Can we send a joint letter to the Mayor requesting the naming of a capital campaign committee? And, have someone here at the November meeting so they can answer specific questions, where we are? How much are we talking about?

Question: How much money are we looking for each corporate room?

LCf: It would depend on the room. The equipment room is about \$50,000. Kitchen about \$75,000. Right?

JR: Yes, the kitchen and the exercise room are going to be two of the biggest. There will be certain restrictions we will have on the kitchen. We will not be able to do certain things. But, we

can still have a good kitchen and that is something we have been arguing for. To at least have the set up for the kitchen to put a decent gas stove in it. And, there can be a couple of refrigerators/freezers and steam tables, so it is at our disposal. The Board of Health gives us certain restrictions. But, they are a lot less than we have now. We could probably do things like have a breakfast that we can cook ourselves.

PO: We've talked about getting stoves with two ovens. So, if we get two there will be four ovens.

AB: I've been thinking about one thing in terms of getting rooms sponsored and there are probably ways you can break a room apart if you had to. For example, a media room can be very expensive, you can get one person to sponsor the room and another to sponsor the media system.

JR: Yes. We want to have somebody donate one room but when that fails were looking for smaller donation items.

PO Question: You have not had any design information?

Response: We have information on the designs but have the plans changed?

Questions: How many rooms? Has the number of rooms changed?

PO: I've not met since Meredith left. We have not had any interior meetings. The focus has just been on the exterior of the building since our last meeting.

LCf: We have seen it but we don't have copies of it.

JR: Any changes that may have been made are where rooms are going to be not the rooms themselves.

PO: The big thing was the number of offices which was shared by Meredith. There were not enough offices to house the people we have in house. Never mind potential growth. There's definitely some changes which have been made on the first floor. There were no major changes to the second floor. There's been a discussion of being able to put a divider into either one or two of the rooms.

LCf: Wasn't there a discussion about having a rail that there could be a divider in a room?

JR: The cost of the divider is very expensive. But, one of the things Julie and I have pushed for is to make sure the beams that are in the building are structurally sound and put in pre-construction because it is easier and less expensive. Post construction - it is impossible, very costly. What we are looking for is to have everything set up. So, if five years down the road we came up with the money we could do it. The way the rooms are going to be - we want the dividers to be somewhat solid and sound proof. Not just a curtain.

LCf: The concern is the message about having this done preconstruction needs to be heard.

PO: It was heard. I will check with Michael Lutrykowski.

JR: I don't think we got as many as we wanted but we did get some.

PO: Not the big room but the other room for programming in the building.

AL Question: Can I get a copy of the kind of money you are looking for this room? And, for example, if Century Bank sponsors this room will it be called the Century Bank Room?

LCf: There will be plaque with the name on it stating for, example, Room Donated by Century Bank. There will be recognition.

AL: I need to know before I call anybody and be very clear so if they ask questions I would like to answer them correctly.

Response: Absolutely.

JR: We need to be careful and make sure the capital campaign is in place before we go out. So, we are not stepping on each other's toes and that somebody doesn't have something slated to somebody else. Everybody needs to be on the same page when people are going out.

PO: There are a lot of decisions which have to be made. Who are the main donors? What is the maximum amount for a room? Is a room or equipment what we are asking a donation for?

JR: We want to make sure the right people are doing the right asking. Make sure we are going after the right amount.

LCf: To answer Andy's question of what kind of money we are looking for; we don't know because we don't know exactly what we have to work with already. The committee that Patricia is referring to is a committee that John and Julie are on to do the design and come up with what it will look like inside. That is done. We are not going to be able to ask for donations because we will not know what we are talking about. We are not at that point but hopefully, soon, within the calendar year we will be.

AL Question: So, you are not at that point. When the time comes, can you get me all the details so that I have the answers when questions are asked and not have to say I'll get back to you with that information.

AL Question: Will the Friends of the COA have a room or be able to share an office with the Veterans agent or somebody? It's one thing I've been trying to do for a few years, so we can have our own little space to meet.

JR: In the beginning of the designing there were no offices. The Director got an office, Patricia got an office and everything else was shared. It was an all open concept. We did consider an office for the Friends, but it has come down to shared space that can be scheduled and used.

PO: There is one update. The roof of the Great Room - there was one major thing missing and that was natural light. There was a lot of natural light coming in from the doors that go out to the patio, but the windows are very small at the higher end of the great room. A lot of this was in place long before even when I got here from the design perspective. There was some discussion that they wanted a darker place so if they had a movie it would be dark. With change and more discussion, it needs to be a fun, light, happy place we need with more natural light with strong suggestions from the designer and Darlene Melis. She was a great advocate. We got square filters that bring in a lot of natural light into the great room. So, everything was adjusted to include that. In terms of the space, we will have a nice beautiful conference room that can be scheduled for use at any point. We barely have enough office space for the current staff. We felt it was important to have program space, however, there was the library reduction. We did try to put in space for future growth because we will need another part-time social worker and another full time social worker. There is some, it may not be forever depending on the growth of staff. There will be places in the building for use. We will need space for when the lawyers and podiatrist come in. So, there is rotating space available for use.

Response from FCOA – That is what we need. The reason we wanted a separate office or shared office space with computers is when the FCOA does fund raising, it is done from the President's house and we want to be able to access the computers at the senior center.

PO: There is one area of office space that is sort of unclaimed. It is useable, semi-private. There might be options.

JR: Most of the space is shared space. Correct?

PO: Between the veterans and social services there are private offices on the first floor. The second floor is more shared open space.

AL: With past directors I liked to meet every couple of months outside the meetings. Meet to discuss what's on the director's mind and on the minds of the Friend's, just a monthly or every couple of months meeting of where we are and where we want to be. Alright?

TA: Yes.

TGR Question: Is the city going to bond 4.9 million dollars? And are the donations going to over and above what is going into the community life center? Is it going to be 4.9 million dollars?

Response: Yes. Not sure if it will be 4.9 million, not sure in terms of the construction cost and everything else. It may have gone up because that 4.9 million was part of the original deal with this company. What's included in the 4.9 million? We are putting a price tag on each and everything that we were talking about and that includes the designs as well. And then whatever extras. So, we can know that so when it comes time for our budget.

TGR: I just remember from being on the senior site committee that it was going to be according to contract. That the money would be paid to the contractor on when you had a turn key for when the seniors would go at the end.

PO: What are you asking me? You mention 4.9 and anything in addition is fundraising or?

TGR: Turn key, it was never explained what it was going to be, fully supplied? or not supplied?

PO: No. I don't think we have enough information.

LCf: That is something else we need to talk about. If Patricia can ask the Mayor to make sure that somebody is at the meetings from the office of community services.

PO: We don't have enough information to answer some of these questions right now. Once the meetings start in November we will have the information to work from.

JC: Also, once this building is up for sale and sold. Will they use the money to pay the bond down?

LCf: Yes, that is the plan.

LCf: Are there any other questions about the CLC?

LCf: Summarize: We are going to ask the Mayor to assign a capital campaign committee.

LCf Question: Andy, do you think it is a good idea for you and me to coauthor a letter to send to the Mayor?

AL: Yes.

LCf: Then the meetings start in November to figure out what's going on inside.

PO: We have pick it. We just must figure out how much the city has in the budget. Do we have to pay that down? Or, if we don't yet, then we say this is what we want. And let's try to go fund raise for the rest of the building.

LCf: Can we have that by November in another meeting?

PO: Can't tell until we must reconvene in November.

LCf: Do you have a date for that?

PO Response: No, we don't.

LCf: John Russell and Julie Carver represent the COA on that committee. Julie is mostly available on Mondays. Correct?

JC: Correct.

LCf: So, does that summarize everything? In November we should have a status report of where we are, have a committee by then and in terms of budget and where we go from there. Correct?

Response: Yes.

LCf: Turn over to Teresa Arnold. It's Teresa's first meeting. Please tell us a little about yourself and then move into the program updates.

IV. Program Updates – Teresa Arnold COA Director

Teresa Arnold, Terry for short, I live in Gloucester with my husband. My 85 years old mother lives with us and my daughter and her family live with us as well. I have a grandson. It's wonderful. I've worked in elder care and disability sector for 25 years. My last position was as Executive Director of the Aging and Disability Resource Consortium also known as Greater North Shore Link. I have worked on behalf of seniors and frequented COAs throughout the years. Worked for Element Care which runs the area PACE program and for Caregiver Homes Adult Foster Care as a Branch Manager, then Area Director. Then, I went on to the Aging and Disability Resource Consortium which I just came from. I was Director of the Retired and Senior Volunteer Program, starting in this field in my twenties. I'm very pleased to be here.

Update– Social Services is out straight. It is open enrollment for Medicare which started on October 15th and ends on December 7th, 2017. Sharon and Lynne are very busy. Social Services has mentioned the new insurance plans are hard to navigate. We have a student intern, Joe Ericksberg, from Salem State University. He is at the COA two days a week to help and the social workers are appreciative for the help. Joe enjoys working with the seniors.

Transportation – Per Fred Norton – Transportation is currently on track with regular ride time same as last year. Not talking about extended hours. Last year the numbers were 16,543 rides. Previous year was a little over 17,000 rides. The pilot for extended hours has been received with great enthusiasm. So far, in September, extended hours rides yield 245 rides. Fred said with all the enthusiasm in September there may not be as many rides in October because of Halloween in Salem. It will be interesting to see what November brings. Fred has been reaching out to the seniors to get some input about how they would like to see the new extended hours ride times used. He has proposed that we consider hosting a meeting in November to gather this information. We will inform the board if we hold this meeting.

LCf: The Willows is closed as well.

AL Question: Are they using the scanners The Friends to the COA purchased?

Responds TA: The scanners The Friends paid for will be put to use in November. Fred is reaching out to My Senior Center for some training.

PO: Fred is going to consider installation, then training. It will connect to My Senior Center. It will certainly make it easier to track for numbers which will make it more accurate for grant writing purposes. We appreciate the gift of the scanners from the Friends. Anytime we can track as accurately as possible could potentially lead to more money.

AL: The Friends board had to approve the money for the portable scanners in June. Then it was approved at the City Council meeting in summer, July, to accept the donation. But there was a

question as to if the scanners could be used. I mentioned to Fred to go ahead and start using them. It's already been approved. I just want to make sure it is clear.

TA: Thank you.

TA: The Nutrition Program - Just getting familiar with the reporting protocols back and forth. Going to North Shore Elder Services next week meeting with Molly Pecukonis, Nutrition Manager, to revise some of the reports to make things more streamlined. Dan Cote, Nutrition Coordinator, is the part time scheduler. Wednesdays and Thursdays are still big attendance days because the activities draw in the attendance as well. Those are my observations to date. I was told Wednesdays and Thursdays are big days.

Activities – Rosanna was on vacation.

TA: I'm just getting to know the team and learn about functions.

Patricia has been taking me around. On the first day I attended the Salem for all Ages meeting. I will be attending the Mass Council on Aging conference. One of the workshops I'll be attending is about building a senior center and I will be meeting Patricia Zaido from the Salem for All Ages Task Force.

LCf:(Salem Council on Aging Board of Directors Draft Workplan was handed out) The first thing we need to think about as a board is Budget Advocacy - we want:

- A full time Volunteer Coordinator.
- Another social worker.
- And we have to worry about the CLC equipment.
- Other(?)

AB: We have been talking about a digital café. That was in the assessment of town wishes. Several different people thought that.

Question: Could you explain more about the thoughts on that.

AB: There were a couple of different ideas. If we could carve out a space where you can get on the Wi-Fi. There is a tech tutoring that happens, and it is a comfortable place to hunker down. You can bring your own devices or use devices that are there as well. Several people mentioned they wanted a digital café.

LCf: You come in and there's a designated space where there is a number of computers. There is a tech-person to assist you. They can do some classes – how to use the tablet, computer, etc. You can bring your own computer/tablet. If you want to talk to people, they are there. There can be coffee.

PO: With the new CLC design as you come into the front doors, to the right there is the reception desk with all the offices. Social services will be on one side. To the left will be the sitting area with a fireplace. There will be high tables. The whole building will be wired so you can always get on line. The library is straight ahead when you come through the door. There are couches too. There is a mixture of furniture. There are some low furniture and coffee tables. We talked about all ages. There are a lot of younger seniors also we think will be drawn to this new building.

AB: High tables will not work for seniors.

LCf: And with the new Volunteer Coordinator perhaps there it will be somebody tech savvy and will agree to help navigate.

PO: We have a volunteer subcommittee as part of the age friendly initiative. There is a study going on as part of that - a subsection as the whole Salem for all ages.

LCf: Anything else to add to the budget.

TGR: Is the Volunteer Coordinator a volunteer?

LCf: The Volunteer Coordinator will be a paid position.

TGR: Need to look at what salaries ought to be.

PO: Part of the study is volunteerism across the city. How to connect. People who want to volunteer, seniors who want to volunteer. It is all part of a study on volunteerism.

LCf: We feel strongly as a board we need a person that is designated to the COA. Peabody is a flagship. They have a wonderful equipment room. The staff of volunteers are trained on how to use the equipment. They know how to do CPR, dial 911. Those kinds of qualifications are going to be necessary. The expectation is once the new CLC opens there will be a lot more people and things to do. It will be a paid position.

PO: There are volunteers now for whom we can't find things to do. The budgets are there.

TGR: Sometimes in some areas that open you have more administration and less workers. Budgets are the most important. People in the trenches really should be getting more money than they are. We need the type of budgets needed for people before a lot of things go forward.

V. Old Business - Auxiliary Apartment Ordinance

LCf: Accessory apartments. The city solicitor is calling it accessory living area opportunities. We were at the subcommittee meeting last week and it passed through subcommittee. Now it's going to a joint public hearing with a planning board and council as whole. We need to stand tall and be in support of this. Here is a copy of the ordinance. Teresa, (TA), could you have the ordinance scanned and sent out to the board so that they can review it? I don't want anybody doing anything unless they know what they are giving themselves up for.

TA: Yes.

Question: In speaking with Councilor Milo, did they put you in ordinance for COA directing meeting, independent living apartments?

LCf: Yes, that is at the end of business. We have not gotten there yet.

JR Question: Talking with Councilor Famico, she had a question on would the in-law apartments have an ill effect on something to do with affordable housing. Do you know what she would be talking about? It wouldn't be an in-law apartment as family member. But, as a caregiver is that going to have an effect? Councilor Famico may have been concerned about if there would be more housing than we actually have. Her only concern is she wants us to pass this but if it goes through on the first passage and changes need to be made, it has to go back to the drawing board again. I'm not sure what she meant.

AB: Currently, there is a four year wait list for affordable housing in Salem. And not only that, the housing in Salem is that is affordable is not supportive. If you could get some clarification.

JR: Councilor Famico wasn't concerned the family member was in the apartment but if the caregiver was in the apartment, would that make a difference? However, the caregiver is not going to pay to live in the apartment.

LCf: Possibly, the thought is if you go over the number of affordable housing units it could impact the percentage.

AB: Yes, I don't think it falls under that. It is about the percentage.

JR: Should we get clarification from the City Solicitor to make sure?

LCf: I'll have to make a call to Beth about the percentage.

TGR: If talking about 40B, there is approximately a twelve week wait. You'll have to keep watching because developers will come in and do whatever they want.

LCf: It is single family homes only. Would the Friends like to see a copy of the ordinance?

Response: Yes.

Andy Lapointe requested the copy to be in an email be sent to him.

LCf: We want to make sure there is some emergency housing especially for seniors. This was an issue we started talking about in June. Councilor Milo is following up on this. When people get discharged from the hospital they have no place to go. They are not eligible for family shelters and seniors are vulnerable in any other kind of shelter. We are looking for a least one space available for a senior. So, we want to continue to advocate on this.

Resource Guide

LCf: We have not seen the Resource Guide for COA

PO: The Salem for All Ages task force wants to do a specific guide to send to all people when they turn sixty-five years of age. Sharon and Lynne have an internal one that they share. Getting Sharon and Lynne moved into that committee, when it comes time. Communication is one of the key categories out there and there is an entire subcommittee. We talk about not duplicating efforts, what we have for resources and what we can share.

TA: I'll look into that.

LCf: Who is in charge of that committee?

PO: I'll have to ask Patricia Ziado who is the chair of that. She will have the list of everyone who's on a committee, chairs and the list. They are working close with Dominic-as well.

TA: The resource guide is for Salem residences, seniors and others. Is it just including resources in Salem? Or does it include the North Shore? The last organization I was with there was a resource directory in progress. And the Independent Living Center has a resource directory as well. I will contact them.

PO: I think the city wants to connect all these pieces together to make it like one stop shopping for people to find the information. It is a combination with the communications board as well.

LCf: Concern that these committees are all paid staffed. They are always staff.

PO: Staff for the city? No. It's also community, housing development from the YMCA. The COA already sends information in the newsletter. Lynn and Sharon need to make the connection with the resources. We don't want to duplicate the method around the city and it is all one concise package that we can send.

LCf: There is nobody here on staff on the communications committee?

PO: No, Terry's on the transportation committee, I'm on the volunteerism one.

LCf: Is it possible to get a list of committees and who is on them?

PO: Yes. I'll reach out to Patricia Zaido. They are always looking for more people to join and serve.

LCf: I took the Salem for All Ages Action Plan went through it to see where we could assist; one was resource work, accessory living, etc. Then a public relations campaign for home modification and rehabilitation opportunities for seniors. Let people know there are funds available to modify a house.

LCf: Is there anything else we should be working on?

LC: Make a motion to accept the work draft plan.

JR: Motion to accept the work draft plan, Aye.

JC: Second the motion.

LCf: All in favor?

Response: All in favor.

LCf: Any oppose?

Response: None.

Discussion: None

Vote unanimously approved.

New Business

LCf: Councilor Milo has pushed the proposal through to have the COA Director's position separated out from under Parks and Recreation Director. It now going to the Mayor.

PO: My understanding it is still the Community Life Center. It's just having more direct access.

LCf: Now it must go through the mayor.

JR: After discussion with the Mayor, she was never against us; she was just looking for more conversation. This has nothing to do with Patricia O'Brien. We love Patricia, she has enough on her plate. Councilor Milo mentioned a good park director would probably know nothing about COA. However, she got a quick read on it the last month or two.

PO: I'm thrilled to have someone onboard who has that experience and brings twenty years of experience.

The Friend to the COA

LCf: What is new with The Friends?

AL: We need some volunteers, we need to make plans for Saturday morning. We are going to sell two types of pies, apple and pumpkin, downtown Salem during the Halloween festivities to raise money. We have the certificate from the board of health to confirm that we can sell pies. John Russell did a great job selling pies last year. But we need some volunteers.

JR: We close at 5:00 pm because it gets too crazy down there at night. Andy, can you find out if we can leave the pop up tent with the tables there overnight on Saturday? What time can the truck be taken in to drop off everything? It's either eight or nine o'clock on Saturday. You line up and they will give you the spot at that point and you can go and set up. Let's just do Saturday and Sunday this year and see how it goes.

AL: Yes. I believe it is nine o'clock. Need help on Friday night picking up pies. I'm personally donating twenty pies. Need help managing the site. If we need more pies, we will have to go to Crosby's

JR: I'll have more pies from BJ's as well. You can get six slices from the pies from BJ's. I get 5 or 6 cans of whipped cream and put them in a small cooler with ice. I'll bring the banner, the popup, couple of chairs, small tables, hand sanitizer, bowls, forks, paper towels, gloves. I'll have everything set up. You just bring the pies. I'll take over at 2:00 pm on Saturday and close it down. And, I'll do 3 to 5 and break it down.

AL: I'll put it on Facebook and share with all our friends that we are selling pies for the COA.

LCf: It is better to have two people always just in case it gets busy. Are you planning anymore fundraising between now and December?

AL: We are doing a quarterly, live audience show on SATV to get the Friends of the COA name out there for more recognition. We need to get the word out of who the Friends are and what we do. We want to get more recognition to successfully obtain grants for the COA. If we get the COA involved, we can have 40 people involved in the live audience of question and answers. You must be positive. The first segment is either Monday or Wednesday in January.

LCf: By December we should have a date and time.

AL: Around 6:00 pm or 6:30 pm. It's an hour with live callers. In the studio about 1 hour.

AL: In April 2018 we'll be doing a book fair. Hopefully, the Mayor will read to the kids.

VI. Next Board Meeting : Wednesday, November 15th, 2017

VII: VOTE TO ADJOURN:

Requests to make a motion to adjourn the meeting.

JR: Makes a motion to adjourn the meeting.

AW: Seconds motion.

Vote unanimously approved.

Regular meeting adjourns at 7:15 p.m.

Next meeting November 15th, 2017 at 6:00pm

Minutes respectfully submitted by Sharon Kearney