

TOWN OF GROVELAND

2021 APR 22 AM 8:40

**GROVELAND COUNCIL ON AGING  
BOARD OF DIRECTORS  
MEETING MINUTES 03/24/21**

TOWN CLERK  
RECEIVED/POSTED

**ATTENDING:** Kathryn Alesse, Dot Dichiaro, Laurel Puchalski, Anita Wright  
**ABSENT:** Frank Sadowski

**CALL TO ORDER:** Motion made by L. Puchalski, seconded by D. DiChiara at 9:30 a.m.

- Board reviewed and discussed revision of the Draft of the Job Description for COA Director position prepared by A. Wright and D. DiChiara. Draft will be sent to Interim Finance Director for review, necessary revisions and approval. Final Job Description will be voted on at next meeting.
- Board discussed and created a Draft for the Job Posting to be sent to Interim Finance Director for review, necessary revisions and approval. Final Job Posting will be voted on at next meeting.
- Discussion held regarding ways the Board could honor Lynne Stanton on her retirement.

**NEXT REGULAR MEETING:** April 21, 2021 at 9:30 a.m., Town Hall Center meeting room.

**SPECIAL MEETINGS:** March 31, April 7, April 14, at 9:30 a.m., Town Hall Center meeting room, to hire a new Director, if applicants are secured.

**ADJOURNED:** 11:00 am. Motion to adjourn by A. Wright, seconded by L. Puchalski.

**RESPECTFULLY SUBMITTED BY:** Laurel Puchalski