



## MAYNARD COMMUNITY LIFE CENTER AD-HOC COMMITTEE

### MEETING MINUTES Meeting # 18-11 August 23, 2012

### APPROVED

PRESENT	NAME	AFFILIATION	E- MAIL DISTRIBUTION
x	Jerry Culbert	Committee, Chair	✓
x	Dawn Capello	Committee, Vice Chair	✓
x	Bill Freeman	Committee	✓
x	Joanne Sheehan	Committee	✓
x	Tom Papon	Committee	✓
No	Al Whitney	Committee	✓
x	Jack MacKeen	Committee	✓
No	Mary Brannelly	Committee	✓
No	Danielle Rocheleau	Committee (Student member)	✓

Additional attendees (guests): **1** in attendance

### August 23, 2012 (#18-11)

**PRESENT:** Jerry Culbert, Dawn Capello, Tom Papon, Jack MacKeen, Bill Freeman and Joanne Sheehan.

**CALLED TO ORDER:** Jerry Culbert called the meeting to order at 7 PM

**MINUTES:** MOTION made and seconded to approve the minutes of July 26, 2012 meeting. PASSED, 5-yes, 1 abstains.

NEW BUSINESS:

- Reviewed the final version of the survey letter and approved it with minor modifications.
- Vote to approve survey letter as amended. PASSED 6-0.
- The survey form was again briefly discussed and it was agreed that Bill would make a few minor modifications.
- Vote to authorize the committee chair to expend up to \$2,500.00 for the purpose of paying Jet Mail to print and mail our community survey. Passed 6-0.
- The survey will be mailed early September and shall be returned no later than **September 28, 2012**.
- Bill will start to tabulate the survey data as soon as they start coming in and will determine from that how much assistance will be required.
- Joanne will draft a brief announcement about the survey to be reviewed by the committee and then sent to the Beacon Villager and Action Unlimited.
- Survey return drop boxes will be located in Town Hall at the Clerk's office and the Maynard Public Library, Dawn to arrange. Surveys returned by mail will come to the Town Hall Clerk's office also.
- A brief discussion was held about using the reverse 911 system vendor to conduct our resident survey and was determined that accuracy and specific additional data may not be collected. (write in comments)
- Jerry to continue reviewing the draft "report to BOS" and will issue by early September for full committee review.

OPEN ISSUES: Temporary space for the Council on Aging was discussed. The cost of space at Clock Tower Place, building 5 was discussed and tabled as it was a bit out of financial reach. Discussion on this topic will continue at future meetings.

ADJOURNMENT: MOTION to ADJOURN, 8:10 PM