

Received and Filed
[Signature]
Town Clerk

4-12-17

HATFIELD COUNCIL ON AGING MEETING MINUTES
February 28, 2017

APR 3 17 8:59AM

Meeting called to order at 6:00 PM by Chairperson, Kerry Flaherty, with members Amanda Zygmunt, Jill Tucker, Susan Hurley, Judy Zahn, and Director Jane Betsold present.

1. NEW BUSINESS:

- a. **FY' 18 Budget Discussion – Meeting with Finance/BOS at 6:30 PM.** – The Council on Aging Board met with the Finance Committee and Board of Selectmen to review our FY'18 Budget that was submitted. Kerry Flaherty explained the increases in the budget to them and they will discuss these at a future meeting. Current job descriptions were also included with the budget. No decisions are being made at this time.

2. UNANTICIPATED NEW BUSINESS:

- a. **Job Description – Administrative Assistant** – A motion was made by Judy Zahn, and 2nd by Jill Tucker to accept the revised job description for the Administrative Assistant position. So. Moved. On file at the COA office.

3. ADJOURNMENT:

A motion was made by Judy Zahn, and 2nd by Amanda Zygmunt, to adjourn the meeting. So moved. Meeting adjourned at 6:57 PM.

Respectfully submitted,

Jane Betsold

Jane Betsold, Recording Secretary