

**Commission on Aging
Minutes of Special Meeting
Tuesday October 7, 2014 @ 8:00 am**

MINUTES ARE SUBJECT TO APPROVAL BY THE COMMISSION ON AGING

The Commission on Aging held a Special Meeting on Tuesday, October 7, 2014 at LeReine's, 33 Pecks Lane, Newtown, Connecticut. Chairman Curt Symes called the meeting to order at 8:05 am.

Members Present: Joanne Davis (Co-Vice Chair), LeReine Frampton, Margaret Imbro, Joan Plouffe, Anne Rothstein, Curt Symes (Chair), Claire Theune, Sheila Torres (Co Vice-Chair) and Anna Wiedemann;
Excused: JoAnne Albanesi and John Boccuzzi.

PUBLIC PARTICIPATION: None.

NEW BUSINESS

COA - FOI Considerations - Chairman Symes explained that he and Commissioner Davis attended a recent town sponsored CT Freedom of Information (FOI) Meeting. A CT FOI Booklet was handed out and considerations relative to the COA were presented (Attachment A).

Useful insight and interesting interpretations were discussed by the Commissioners and as a team it was agreed that we were in compliance. FOI is most critical when a body is going to vote, discuss and reach business decisions. Research, working session and brainstorming information in preparation for being brought to the full COA for discussion, decision and voting will continue, business as usual. Ms. Plouffe suggested that we would continue to discuss the information and make reports at our regular meeting. Then, the COA could vote on the reports and findings at successive meetings.

COA – FOI Grants & Survey Implications – it was further discussed that both the Grants Team and Survey Team research and information compilation were in compliance with and met the spirit of the FOI guidelines.

The COA will continue to research and recommend Grants applications with the Town Executives approving each submission and the appropriate Department Manager being responsible for the management and administration of each Grant on an ongoing basis.

The subject of a COA Budget Submission for 2015-2016 was brought up and it was agreed to include this topic on the October 20th Agenda along with follow-up on the need for an expanded COA Website, incorporating both current information from the town website and additional ongoing information about key topics of interest to Newtown Seniors.

OLD BUSINESS

Follow-up Discussion on the September Meeting Motion was tabled due to a lack of time.

ADJOURNMENT: The meeting was adjourned at 9:03 am.

Respectfully Submitted by Anna Wiedemann & Curt Symes

(Attachment A)

Newtown COA – FOI Operational Considerations effective 10/1/14

Structure of COA – Commission, Officers, Committees, Research/Working Sessions

Regular Meetings – Monthly with Yearly Calendar Posting

Agendas Posted – 24 hrs.

Minutes Posted – 7 days

Motions/Voting Posted – 48 hrs.

Special Meetings – As Needed, 24 hr. Notice, Post Agenda, Minutes & Motions/Voting - BAU

Research/Working Sessions – Fact Finding, Formulate Information for Presentation to COA

Survey Activities is an Example

Social Interaction – No COA Business Discussions, Decision Making, Motions, Voting

Telcons/Conference Calls – Same as above

Emails – Consider separate COA Userid

Note: There have been **no** COA concerns raised to the CT FOI Commission