

**TOWN OF SHEFFIELD  
BOARD OF SELECTMEN  
COUNCIL ON AGING  
FRIENDS OF THE SENIOR CENTER  
AUGUST 9, 2010  
SELECTMEN'S OFFICE  
5:00 PM**

Board of Selectmen: Julie M. Hannum, Chairman  
David A. Smith Jr.

Council on Aging: Grace Campbell, Chairman  
Ann Hyatt, Treasurer  
Natalie Funk  
Lovina Gulotta  
Dawn Massini  
Gail Ullman  
Carol Sica  
Dorris VanDeusen

Town Staff Present: Joseph A. Kellogg, Town Administrator  
Rhonda LaBombard, Assistant Town Administrator  
John Arthur Miller, Senior Center Director

Friends of Senior Center: Pauline Schumann, President  
Carl Schumann  
Paul O'Brien  
Bob Dean  
Anne Dean  
Blanche Bennett  
Kathy Cashiola  
Tom Tighe  
Gail Tighe  
Claudia Martin  
Kathy Nourse

Chairman Hannum called the meeting to order at 5:00 pm and stated that Selectman Wood would be absent due to illness.

Chairman Hannum noted that the Board was meeting with the Council on Aging (COA) and Friends of the Senior Center (Friends) to discuss their respective roles and responsibilities in the new Senior Center, now under construction. She advised that the Board of Selectmen has total oversight of all Town buildings including the Senior Center. Administrator Kellogg is the Project Manager for the Senior Center construction. The COA makes all initial decisions regarding operation of the Senior Center with the understanding that the Board of Selectmen has final authority. The Friends group is a private, non-profit, not a Town body and therefore has no decision making authority with regard to any facet of the Senior Center. Their only function is to raise funds to support the Senior Center. Chairman Hannum said the COA and Friends should

work together to decide which items, projects, etc. will be paid for by the Friends. Senior Center Director John Arthur Miller and his assistant Barbara Fletcher are there as paid staff to assist the COA in the decision making process and to facilitate between the COA and Friends.

Pauline Schumann asked what is covered in the contract for the construction of the building. Administrator Kellogg responded with what is included in the contract and will provide a written list of the same. Discussion ensued regarding the design of the building to fit storage of tables. The contract does not presently provide for either a top paving coat of the parking lot, built in cabinets, other than the Nurses/Conference Room sink and the Lounge Coffee Counter sink. It was noted, however that rough plumbing will be installed for a future bathroom and arts and crafts area in the lower level.

Pauline Schumann said that Director Miller has appointed an Ad Hoc committee to discuss furnishing the new center. Chairman Hannum stated that Director Miller does not have the authority to appoint committees. The COA has the authority to appoint subcommittees, including a furnishings subcommittee.

It was noted that the building will not have everything it needs at the time of its opening. The COA should prioritize its needs and discuss the list with the Friends to determine which items should be purchased first. Discussion ensued regarding the priority of the items needed. Paul O'Brien said surplus furniture from the State may be available to municipalities and offered his assistance in obtaining such items.

COA Chairman Grace Campbell stated that the COA will hold a meeting on Monday, August 16, 2010 at 5:00 pm and requested that the Board of Selectmen attend. The normal meeting schedule for the COA is the second Monday of each month at 5 pm at Dewey Hall.

Pauline Schumann stated that the next meeting of the Friends will be on August 13, 2010 at 10:30 am at PJ's Convenience Store.

Chairman Hannum adjourned the meeting at 6:10 pm.

Respectfully submitted:

Rhonda LaBombard  
Assistant Town Administrator