

Remote Participation via Zoom link

Councilor Jessica Rapp Grassetti
 Councilor Tracy Shaughnessy
 Councilor Eric Steinhilber
 Councilor David Bogan
 Councilor Paul C. Neary

March 16, 2021 4:45pm

MEETING MINUTES

Kelly Crahan, Administrative Assistant opened the meeting via Zoom link at 4:45pm.

Roll Call was taken by Town Council Administrative Assistant

In attendance: Chair of Committee Councilor Jessica Rapp Grassetti, Councilor Tracy Shaughnessy, Councilor David Bogan, Councilor Eric Steinhilber and Councilor Paul Neary.

Chair of Committee asked if there was anyone for Public Comment: Councilor Kris Clark mentioned that the discussion on the Shellfish Administrative Code will hopefully be in May.

Response to Public Comment: None

I. BUSINESS:

Interview the following candidates:

Infrastructure and Energy Committee: Paul Canniff (Application below)

Town of Barnstable
 Application Form
 Board/Commission/Committee Application Form

Name: Paul Canniff (DR) Address: 106 Hayes Road Centerville
 Mailing Address: 106 Hayes Road E-mail: Canniff.Paul@gmail.com
 Telephone: (H) 508-775-8287 (W) _____ (Cell) _____
 Educational Background: _____
 Work Experience: Application submitted via phone message
 Are you a resident and registered to vote in the town of Barnstable? Yes No Have you applied in the past? Yes No If yes, please when & which committee: Public Works Commission - 2014 to 2017
Board of Health 2005 to 2020

REQUIREMENT: TO SERVE, YOU MUST BE A RESIDENT AND REGISTERED TO VOTE IN THE TOWN OF BARNSTABLE.

Please check (not more than five) of interest:

<input type="checkbox"/> Airport Commission	<input type="checkbox"/> Barnstable Economic Development Commission	<input type="checkbox"/> Old Kings Hwy Historic District Commission
<input type="checkbox"/> Appeals, Hyannis Main Street Waterfront Committee	<input type="checkbox"/> Elderly & Disabled Taxation Aid Committee	<input type="checkbox"/> Planning Board
<input type="checkbox"/> Board of Assessors	<input type="checkbox"/> Golf Committee	<input type="checkbox"/> Recreation Commission
<input type="checkbox"/> Board of Health	<input type="checkbox"/> Historical Commission	<input type="checkbox"/> Sandy Neck Board
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<input type="checkbox"/> Comprehensive Financial Advisory Committee	<input type="checkbox"/> Hyannis Main Street Waterfront Historic District Commission	<input type="checkbox"/> Trust Fund Advisory Board
<input type="checkbox"/> Conservation Commission	<input checked="" type="checkbox"/> Infrastructure & Energy Committee	<input type="checkbox"/> Water Quality Advisory Committee
<input type="checkbox"/> Council on Aging	<input type="checkbox"/> Jane Eshbaugh Community Service Award Committee	<input type="checkbox"/> Waterways Committee
<input type="checkbox"/> Cultural Council (Mid-Cape)	<input type="checkbox"/> JFK Memorial Trust Fund	<input type="checkbox"/> Youth Commission (high school students)
<input type="checkbox"/> Disability Commission	<input type="checkbox"/> Land Acquisition & Preservation Committee	<input type="checkbox"/> Zoning Board of Appeals
	<input type="checkbox"/> Licensing Authority	

Signature _____ Date _____

NOTE: Return completed form to: Barnstable Town Council Office, 367 Main St., Hyannis 02601, or FAX to: 508-862-4770. Additional documents (letter of interest & resume) should be included as well.
 If there are no vacancies in your choice of appointment, your application will be kept on file for 2 years for future reference.

Rev 06/25/18

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March 16, 2021 4:45pm

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Chair of Committee asked for a motion to approve the recommendation for the nomination of Paul Canniff as a regular member to the Infrastructure and Energy Committee; Councilor David Bogan made the motion to recommend Paul Canniff as a regular member to the Infrastructure and Energy Committee, this was seconded by Council Eric Steinhilber. Administrative Assistant Kelly Crahan took a Roll Call vote for the nomination of Paul Canniff as a regular member to the Infrastructure and Energy Committee.

Councilor Jessica Rapp Grassetti	Yes
Councilor Tracy Shaughnessy	Yes
Councilor David Bogan	Yes
Councilor Eric Steinhilber	Yes
Councilor Paul Neary	Yes

Airport Commission: Joe DiGeorge (Application below)

Town of Barnstable
 Application Form
 Board/Commission/Committee Application Form

Name: JOE DiGEORGE Address: 43 Sunny Knoll DR Hyannis MA.
 Mailing Address: Same E-mail: JOE.DIGEORGE@EMAIL.COM
 Telephone: (H) _____ (W) _____ (Cell) 508-962-0304
 Educational Background: Business Administration - Northeastern University
 Work Experience: Terminal Manager, Sea Project Mgr, Northeast Performance Mgr
 Resume Attached
 Are you a resident and registered to vote in the town of Barnstable? Yes No Have you applied in the past? Yes No If yes, please when & which committee: _____

REQUIREMENT: TO SERVE, YOU MUST BE A RESIDENT AND REGISTERED TO VOTE IN THE TOWN OF BARNSTABLE.

Please check (not more than five) of interest:

<input checked="" type="checkbox"/> Airport Commission	<input type="checkbox"/> Barnstable Economic Development Commission	<input type="checkbox"/> Old Kings Hwy Historic District Commission
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<input type="checkbox"/> Cultural Council (Mid-Cape)	<input type="checkbox"/> JFK Memorial Trust Fund	<input type="checkbox"/> Youth Commission (high school students)
<input type="checkbox"/> Disability Commission	<input type="checkbox"/> Land Acquisition & Preservation Committee	<input type="checkbox"/> Zoning Board of Appeals
	<input type="checkbox"/> Licensing Authority	

Signature: Joe DiGeorge Date: 3-3-21

NOTE: Return completed form to: Barnstable Town Council Office, 367 Main St., Hyannis 02601, or FAX to: 508-862-4770. Additional documents (letter of interest & resume) should be included as well. If there are no vacancies in your choice of appointment, your application will be kept on file for 2 years for future reference.

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JOE DIGEORGE
 43 Sunny Knoll Dr, Hyannis, MA 02601 - 508-962-0304
 jsdigorge@gmail.com

My background encompasses 43 years of professional experience in the transportation industry with skills and accomplishments in the area of dock & city operations, management, personnel training and customer relations. I am a self-motivated, dedicated individual with strong interpersonal and communication skills. Excellent leadership qualities, proven ability to motivate union and management personnel to achieve maximum performance. Able to handle multiple projects and perform well under pressure.

EXPERIENCE

2018 - 2020

AREA PERFORMANCE MANAGER, YRC FREIGHT INC., CUMBERLAND, RI

- Responsible for overseeing terminal performance at 23 location throughout New England for both New Penn and YRC Freight.
- Monitor and train management to ensure compliance of all procedures pertaining to performance and profitability.

2016 - 2018

SENIOR PROJECT MANAGER, YRC FREIGHT INC., CUMBERLAND, RI

- Corporate team leader, responsible for installing and training of a new pick-up and delivery system at 280 locations throughout the country.

1984 - 2016

BRANCH MANAGER, YRC FREIGHT INC., CUMBERLAND, RI

- Responsible for the overall management and coordination of daily operations for a fast-paced terminal.
- Maintained strong working relationships with Teamsters, facilitated pre-shift meetings to review operational problems and delivery schedules.
- Communicated extensively with customers, assisted sales team during customer meeting by providing pick-up and delivery solutions to customers' needs.
- Presented improvement strategies, train dispatchers and dock supervisors in all phases of management and delivery operations.
- Facilitate terminal meetings and conduct presentations to all employees.
- Achieved growth and profitability by analyzing daily operations to identify deficiencies and implement corrective action. My facility had grown from 20 employees to 126, with revenues exceeding \$33 million annually.

1980 - 1984

TERMINAL OPERATIONS MANAGER, YRC FREIGHT INC., MAYBROOK, NY

- Opened the new distribution center with 170 doors and within two years expanded to 330 doors.
- Responsible for the day-to-day operation of all departments, which encompassed sales, dock operations, linehaul, office and teamsters.
- Review forecasts to develop staffing requirements and create daily schedules to ensure delivery deadlines were met.
- There were approximately 1100 employees at this facility, when I was promoted to Branch Manager.

1978 - 1980

SHIFT OPERATIONS MANAGER, YRC FRIEGHT INC., MAYBROOK, NY

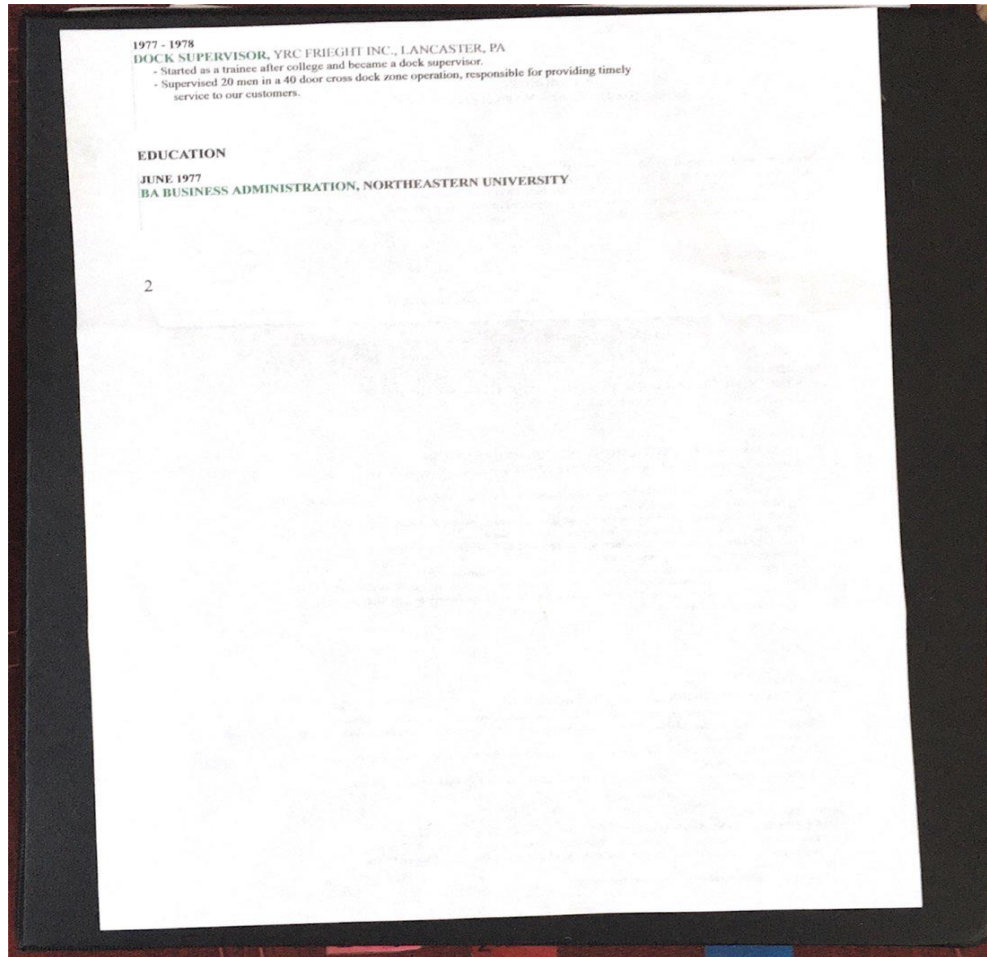
- One of four key managers to open a new distribution center with 41 doors and 13 employees.
- Responsible for interviewing, hiring, and training all new employees for office and dock operations.
- Managed daily operations to maximize productivity.

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Chair of Committee asked for a motion to approve the recommendation for the nomination of Joe DiGeorge as a regular member to the Airport Commission; Councilor Eric Steinhilber made the motion to recommend Joe DiGeorge as a regular member to the Airport Commission, this was seconded by Council Tracy Shaughnessy. Administrative Assistant Kelly Crahan took a Roll Call vote for the nomination of Joe DiGeorge as a regular member to the Airport Commission.

Councilor Jessica Rapp Grassetti	Yes
Councilor Tracy Shaughnessy	Yes
Councilor David Bogan	Abstain
Councilor Eric Steinhilber	Yes
Councilor Paul Neary	Yes

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Council on Aging: Priscilla Laliberty (Application below)

Town of Barnstable
Application Form
Board/Commission/Committee Application Form

Name: Priscilla Laliberty Address: 422 Oak St. W. Barnstable

Mailing Address: _____ E-mail: laliberty2@verizon.net

Telephone: (H) _____ (W) _____ (Cell) 401-743-4688

Educational Background: BS Dietetics + Nutrition Drexel U.

Work Experience: 35 years dietitian (renal primarily) ^{ESRD network} to NE, now Retired

Are you a resident and registered to vote in the town of Barnstable? Yes No Have you applied in the past? Yes No If yes, please when & which committee: _____

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Please check (not more than five) of interest:

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<input type="checkbox"/> Disability Commission	<input type="checkbox"/> Land Acquisition & Preservation Committee	<input type="checkbox"/> Zoning Board of Appeals
	<input type="checkbox"/> Licensing Authority	

P. Laliberty
Signature

2/21/2021
Date

NOTE: Return completed form to: Barnstable Town Council Office, 367 Main St., Hyannis 02601, or FAX to: 508-262-4770. Additional Documents (letter of interest & resume) should be included as well.

If there are no vacancies in your choice of appointment, your application will be kept on file for 2 years for future reference.

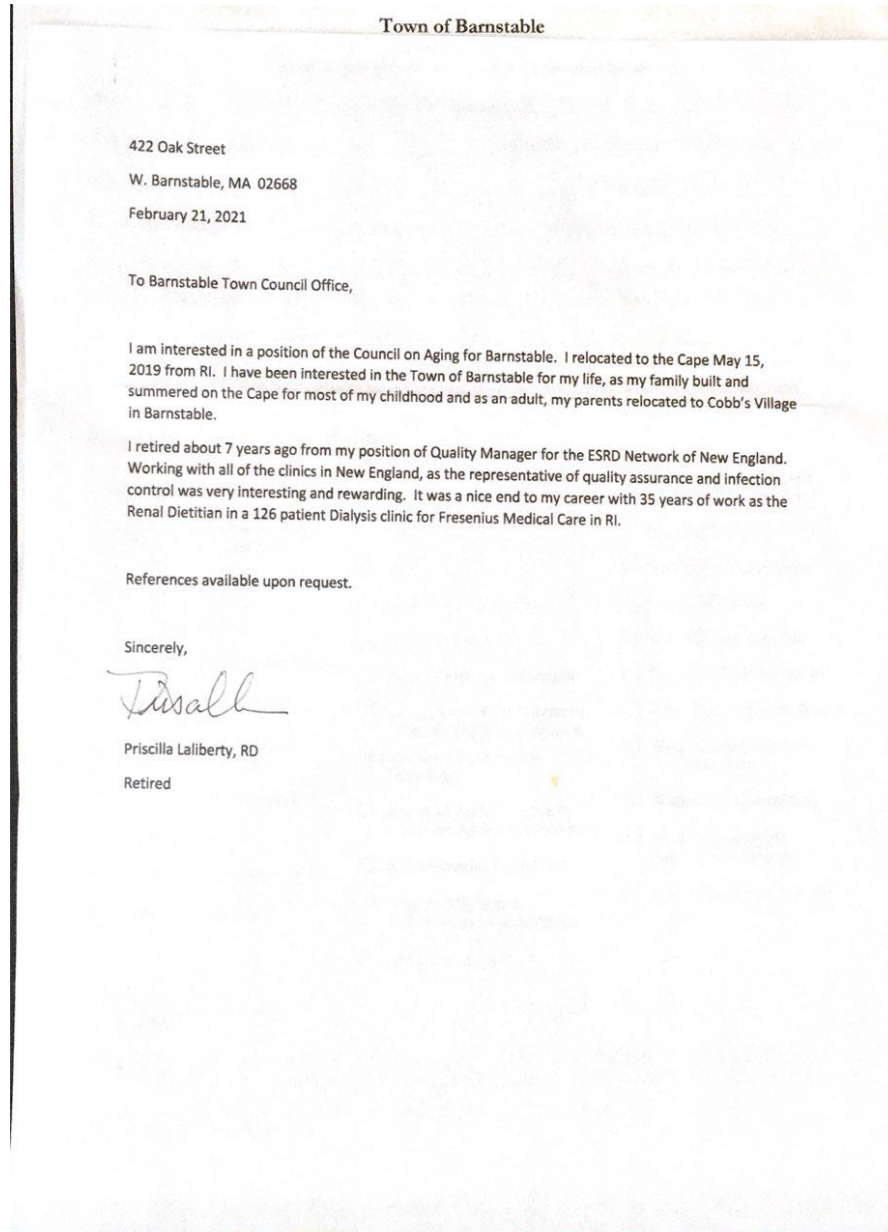
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Councilor Paul C. Neary

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MEETING MINUTES



Chair of Committee asked for a motion to approve the recommendation for the nomination of Priscilla Laliberty as a regular member to the Council on Aging; Councilor Tracy Shaughnessy made the motion to recommend Priscilla Laliberty as a regular member to the Council on Aging, this was seconded by Council David Bogan . Administrative Assistant Kelly Crahan took a Roll Call vote for the nomination of Priscilla Laliberty as a regular member to the Council on Aging.

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- Councilor Jessica Rapp Grassetti** Yes
- Councilor Tracy Shaughnessy** Yes
- Councilor David Bogan** Yes
- Councilor Eric Steinhilber** Yes
- Councilor Paul Neary** Yes

Youth Commission: Caleb Levesque (Application below)

Town of Barnstable
Application Form
Board/Commission/Committee Application Form

Name: Caleb Levesque Address: 72 Wheeler Rd., Marston's Mills
Mailing Address: same E-mail: clevasque2012@sandwich.k12.ma.us
Telephone: (H) 508-681-8936 (W) 774-410-4910 (Cell) 774-410-4910
Educational Background: Sandwich High School
Work Experience: Hockey referee, caddy, Buster's Backhouse
Are you a resident and registered to vote in the town of Barnstable? Yes No Have you applied in the past? Yes No If yes, please when & which committee: _____

REQUIREMENT: TO SERVE, YOU MUST BE A RESIDENT AND REGISTERED TO VOTE IN THE TOWN OF BARNSTABLE.

Please check (not more than five) of interest:

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<input type="checkbox"/> Disability Commission	<input type="checkbox"/> Land Acquisition & Preservation Committee	<input type="checkbox"/> Zoning Board of Appeals
	<input type="checkbox"/> Licensing Authority	

Signature: Caleb Levesque Date: 2/21/21

NOTE: Return completed form to: Barnstable Town Council Office, 367 Main St., Hyannis 02601, or FAX to: 508-862-4770. Additional documents (letter of interest & resume) should be included as well.

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Councilor Tracy Shaughnessy
Councilor Eric Steinhilber
Councilor David Bogan
Councilor Paul C. Neary

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MEETING MINUTES

Chair of Committee asked for a motion to approve the recommendation for the nomination of Caleb Levesque as a student member to the Youth Commission; Councilor David Bogan made the motion to recommend Caleb Levesque as a student member to the Youth Commission, this was seconded by Council Eric Steinhilber. Administrative Assistant Kelly Crahan took a Roll Call vote for the nomination of Caleb Levesque as a student member to the Youth Commission.

- Councilor Jessica Rapp Grassetti Yes
Councilor Tracy Shaughnessy Yes
Councilor David Bogan Yes
Councilor Eric Steinhilber Yes
Councilor Paul Neary Yes

Human Services Committee and Housing Committee: Meaghan Mort (Application below)

Application Form for Meaghan Mort to the Human Services Committee and Housing Committee. Includes fields for Name, Address, Mailing Address, Telephone, Educational Background, Work Experience, and a list of committees to choose from. The form is dated Feb. 10, 2021 5:12AM and No. 0383 P. 1.

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MEETING MINUTES

Feb. 10. 2021 5:12AM No. 0383 P. 2

Meaghan Mort

LPN
 West Hyannisport, MA 02672
 meaghanmort@gmail.com
 (774) 487-4896

To gain experience and knowledge and to utilize my skills as a Licensed Practical Nurse in a manner that will provide a sense of security and safety to patients, family members and staff at a well established medical practice.

Licensure/Certification

MA LPN #LN92834 Current-2019

#readytowork

Authorized to work in the US for any employer

Work Experience

LPN
 McCarthy Care Center - Sandwich, MA
 November 2020 to Present

Provide care and support to those going through the process of passing, and their families. Provides appropriate therapeutic and medication administration to maintain the comfort of those going through the process of passing. Maintaining a quality of care that is exceptional and workplace that is safe for patients and families.

LPN
 Gosnold Treatment Center - Falmouth, MA
 January 2020 to February 2021

Administers medication to patients per MAT protocols; Monitors acute detox symptoms in current patient populations; Performs Intakes/admissions as needed and as scheduled for detox protocols; Communicates with multidisciplinary team regarding patients progress and tolerance of current detox protocols

LPN
 Barnstable County Correctional Facility - Bourne, MA
 January 2019 to February 2020

Ensures inmates received quality care; communicates with in house provider for medical services; cooperates with correctional officers for Inmate care; provides documentation of all services rendered and communicates with outside providers; provides medications for inmates in a safe, effective manner.

LPN
 Maplewood at Mayflower Place Nursing Center - West Yarmouth, MA
 September 2015 to April 2019

Remote Participation via Zoom link

Councilor Jessica Rapp Grassetti
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Councilor Eric Steinhilber
Councilor David Bogan
Councilor Paul C. Neary

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Feb. 10. 2021 5:12AM

No. 0383 P. 3

Responsibilities

Ensure residents receive quality care, ensure resident safety, pass medications in a safe manner, perform daily assessments, work with a team of nursing professionals to ensure residents achieve goals as defined by a plan of care.

Skills Used

Ability to perform assessments, read lab values, demonstrate critical thinking to ensure patient safety, assist in achieving goals of the plan of care for each resident.

CNA - Certified Nursing Assistant

Safe Harbor Elder Care
August 2008 to June 2016

Mid-Cape Areas

Carried out ADLs, assisted with meal planning, medication reminders, light housekeeping and transportation in a private home setting.

CNA - Certified Nursing Assistant

Maplewood at Mayflower Place Nursing Center
February 2014 to September 2015

Chatham Unit

Carried out ADLs, assisted with meals, recorded vitals, weights, and documented activities appropriately.

LPN

Bourne Manor Extended Care
May 2012 to May 2012

under the supervision of an RN preceptor, providing comprehensive care to patients and their families experiencing health alterations later in life.

Education

LPN in Nursing

Upper Cape Cod Regional Technical School - Bourne, MA
August 2011 to June 2012

High school diploma

Upper Cape Regional Technical School - Bourne, MA
June 2012

Nursing Licenses

PN

Expires: August 2021
State: MA

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Feb. 10. 2021 5:13AM

No. 0383 P. 4

Skills

- Nursing (4 years)
- LPN (4 years)
- Home Health (10+ years)
- LVN (4 years)
- CNA (10+ years)
- Staff Nurse (4 years)
- Correctional Nursing (1 year)
- Medication Administration
- EMR Systems
- Vital Signs
- Experience Administering Injections
- Transcription
- Tube Feeding
- Caregiving
- Home Care
- Patient Care

Links

<http://www.facebook.com/capecodollie>

Certifications and Licenses

CPR

LPN

LPN

Assessments

Nursing Skills: Patient Focus & Orientation – Highly Proficient

November 2019

Addressing concerns and using sensitivity when responding to needs and feelings of patients
Full results: Highly Proficient

Electronic Medical Records: Best Practices – Highly Proficient

November 2019

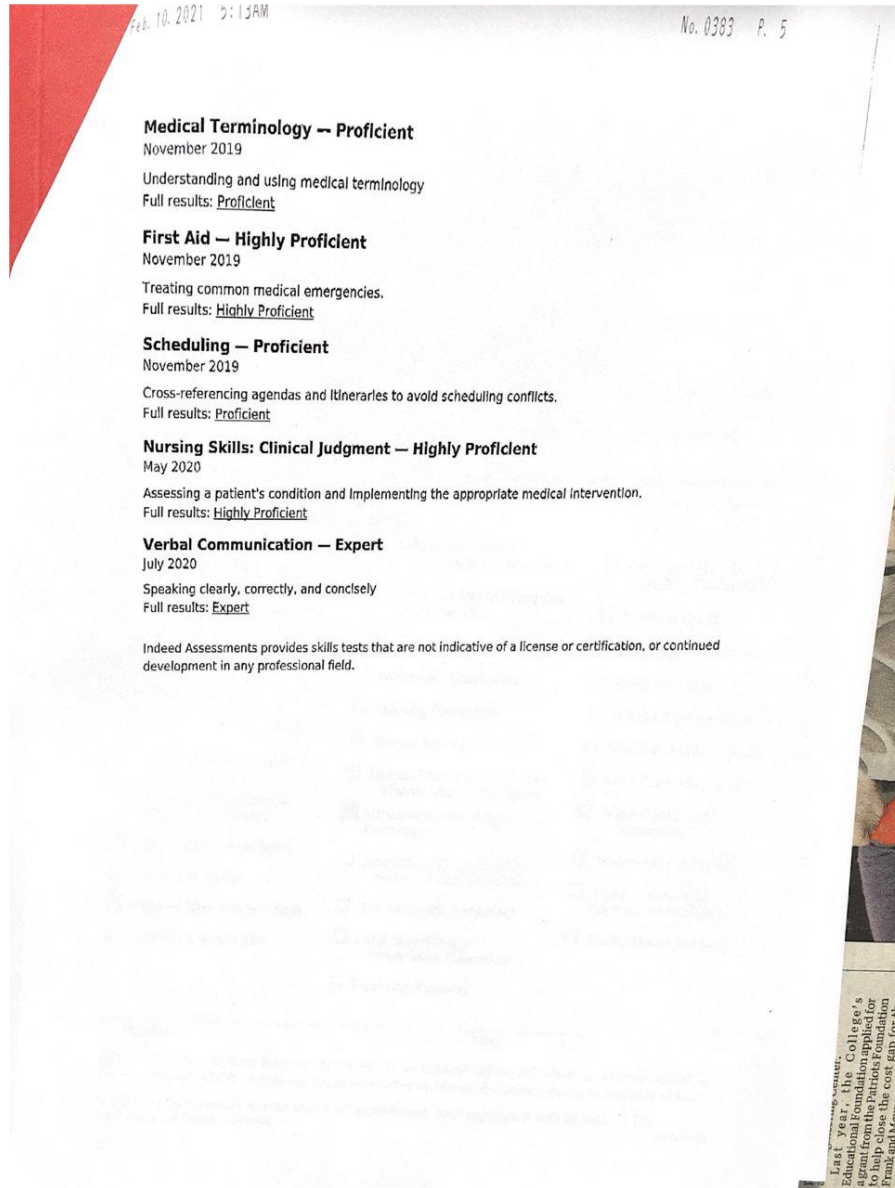
Knowledge of EHR data, associated privacy regulations, and best practices for EHR use
Full results: Highly Proficient

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Human Services Committee

Chair of Committee asked for a motion for the nomination of Meaghan Mort as a regular member to the Human Services Committee; Councilor Paul Neary made the motion to recommend Meaghan Mort as a regular member to the Human Services Committee, this was seconded by Councilor Eric Steinhilber . Administrative Assistant Kelly Crahan took a Roll Call vote for the nomination of Meaghan Mort as a regular member to the Human Services Committee.

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Councilor Tracy Shaughnessy Yes
Councilor David Bogan Yes
Councilor Eric Steinhilber Yes
Councilor Paul Neary Yes

Housing Committee

Chair of Committee asked for a motion to approve the recommendation for the nomination of Meaghan Mort as a regular member to the Housing Committee; Councilor Tracy Shaughnessy made the motion to recommend Meaghan Mort as a regular member to the Housing Committee, this was seconded by Council Eric Steinhilber. Administrative Assistant Kelly Crahan took a Roll Call vote for the nomination of Meaghan Mort as a regular member to the Housing Committee.

Councilor Jessica Rapp Grassetti Yes
Councilor Tracy Shaughnessy Yes
Councilor David Bogan Yes
Councilor Eric Steinhilber Yes
Councilor Paul Neary Yes

Reappointed members to Boards/Committees/Commissions: None at this time

Resignations: Infrastructure and Energy Committee: John Boyle

Correspondence from Committees: Consideration of Jack Kay currently holding an alternate position on the Hyannis Main Street Waterfront Historic District Commission to a full member, moving Dave Colombo from his regular member position to the Hyannis Business District representative member.

Chair of Committee asked for a motion to move Jack Kay as a full member on the Hyannis Main Street Waterfront Historic District; Councilor Tracy Shaughnessy made the motion to move Jack Kay as a full member to the Hyannis Main Street Waterfront Historic District , this was seconded by Council David Bogan. Administrative Assistant, Kelly Crahan took a Roll Call vote for the nomination of Jack Kay to a full member to the Hyannis Main Street Waterfront Historic District.

Councilor Jessica Rapp Grassetti Yes
Councilor Tracy Shaughnessy Yes
Councilor David Bogan Yes
Councilor Eric Steinhilber Yes
Councilor Paul Neary Yes

Chair of Committee asked for a motion to move David Colombo to a Hyannis Business District representative member on the Hyannis Main Street Waterfront Historic District ; Councilor Tracy Shaughnessy made the motion to move David Colombo as a Hyannis Business District representative

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member on the Hyannis Main Street Waterfront Historic District , this was seconded by Council David Bogan. Administrative Assistant, Kelly Crahan for the nomination of David Colombo as a

Hyannis Business District representative member on the Hyannis Main Street Waterfront Historic District.

Councilor Jessica Rapp Grassetti	Yes
Councilor Tracy Shaughnessy	Yes
Councilor David Bogan	Yes
Councilor Eric Steinhilber	Yes
Councilor Paul Neary	Yes

John Jope, Chair of the Council on Aging seeking approval from the Appointments Committee to adopt the following document:

TOWN OF BARNSTABLE

COUNCIL ON AGING BOARD BYLAWS

Last reviewed June 21, 2017

The word “Board” within these bylaws refers to the Town of Barnstable Council on Aging Board. The word “Division” within these bylaws refers to the “Barnstable Council on Aging Division within the Community Services Department”. “Town Council” refers to the Town of Barnstable Town Council. “Center” refers to the Barnstable Adult Community Center.

**DRAFT
FY2021**

ARTICLE I

ESTABLISHMENT

In March of 1963, voters approved Article 98, establishing the formation of a Town Committee to be known as the Town of Barnstable Council on Aging. This Committee was organized on March 8, 1967 by voters at the town of Barnstable Annual Town Meeting. At this meeting, Article 54 was approved, adopting a Town Bylaw dictating the formation of a Town of Barnstable Council on Aging Board, in accordance with the provisions of

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Chapter 40, Section 8B, of the General Laws of the Commonwealth, as amended. The Council on Aging Board is governed by M.G.L.268A 241-9, as amended.

**ARTICLE II
 PURPOSE**

The Board is an advisory committee to Town Council and works collaboratively with the Director and staff of the Center, as well as the Friends of the Barnstable Council on Aging (FBCOA). It serves as an advocate for the needs of older adults in the Town. Its basic functions include:

- a. Identifying and responding to the needs of older adults in the community;
- b. Advocating for services to fill identified needs;
- c. Partnering with the Director and staff of the Barnstable **Council on Aging Division** and the FBCOA to assure services are implemented and coordinated;
- d. Educating citizens and enlisting the support of all to meet the needs of older adults through participation and collaboration;
- e. Cooperating with the Massachusetts Executive Office of Elder Affairs and its local office.

**ARTICLE III
 MEMBERSHIP OF THE BOARD**

The Board shall consist of nine (9) regular members, one (1) alternate member, and two (2) associate members. All members shall be appointed for a three-year term by Town Council.

All voting rights shall be vested in the REGULAR MEMBERS.

Each member shall be entitled to one vote (in person) with respect to any matter that may come before a meeting of the Board.

An ALTERNATE MEMBER attends meetings, and serves on committees. This member has no voting authority except in the absence of a regular member, when the alternate is needed to create a quorum. The alternate member is not eligible to hold an officer position.

An ASSOCIATE MEMBER has no voting authority. Associate members attend meetings, and serve on committees. Associate members are not eligible to hold officer positions.

Note: an alternate or associate member may move into regular membership positions, when they exist, upon recommendation of the Board, and approval by Town Council.

The OMBUDSMAN acts as a functionary of the Board and shall be appointed by the Chair for a one-year term. The Ombudsman counsels Center members about their concerns and services, and attempts to find a resolution. If warranted, the Ombudsman will report on issues before the Board. If Board action is insufficient to resolve a matter, the Chair will contact the Board liaison to Town Council for further action.

No retired Director of the **Council on Aging Division** shall serve as a member of the Board within three years of resignation from that post.

Remote Participation via Zoom link

Councilor Jessica Rapp Grassetti
Councilor Tracy Shaughnessy
Councilor Eric Steinhilber
Councilor David Bogan
Councilor Paul C. Neary

March 16, 2021 4:45pm

MEETING MINUTES

The Board Chair will appoint one member to act as liaison to the FBCOA.

Board members are unpaid municipal employees, and are subject to State conflict of interest laws.

Members are expected to be knowledgeable regarding these regulations and vote in accordance with M.G.L. 268A. Certain circumstances (e.g., payment for professional services) may warrant pursuit of “special municipal employee” status with Town Council.

In the event a member wishes to resign from the Board, the member shall notify the Board Chair and the Town Council in writing.

Each member of the Council is responsible for knowing the mission, understanding the obligations, and working with the Director of the Barnstable **Council on Aging Division**, staff, and FBCOA. In addition, each member has the following responsibilities:

- a) Maintain a commitment to the mission;
- b) Attend all Board meetings, and participate;
- c) Prepare for meetings by reviewing the agenda and reading all associated materials;
- d) Know the issues and be prepared to ask questions;
- e) Vote, and do not be reluctant to express your oppositions;
- f) Understand the budget;
- g) Serve on at least one committee, as appointed by the Chair;
- h) Support the Board and the Director;
- i) Enhance the public image by being an ambassador to the community for the Board;
- j) Advocate on behalf of the older adults in the community.

ARTICLE IV
OFFICERS

The officers of the Board shall be the Chair, Vice-Chair, and Secretary, to be elected annually at the June meeting. Nominations for each office shall be made by members of the Board at the regular May meeting. Nominations for all offices can be made from the floor at that time, or in advance by contacting the Chair. The new officers of the Board shall be installed at the time of the first meeting of the fiscal year (July). Officers may serve no more than two one-year terms consecutively in that office.

The CHAIR shall officiate at all meetings of the Board, appoint committee chairs, and be an ex-officio member of all committees. Additionally, the Chair shall chair the Long-Range Planning and Bylaws Committees, and attend or delegate committee member(s) to attend the Town of Barnstable’s first **Council on Aging Division** budget meeting each year, and check the end of fiscal year budget status.

The VICE-CHAIR shall co-chair the Long-Range Planning and Bylaws Committees. In the absence of the chair, the Vice-Chair shall assume the responsibilities of the Chair and officiate at all meetings.

The SECRETARY shall make a record of all meetings of the Board. The Secretary is responsible for providing notice of all future meetings, distributing the meeting agenda, copies of minutes from the previous meeting, and copies of pertinent reports, correspondence, or other materials expected to be discussed.

ARTICLE V
MEETINGS

Remote Participation via Zoom link

Councilor Jessica Rapp Grassetti
Councilor Tracy Shaughnessy
Councilor Eric Steinhilber
Councilor David Bogan
Councilor Paul C. Neary

March 16, 2021 4:45pm

MEETING MINUTES

In accordance with the open meeting law, the Board shall provide at least forty-eight hours' notice and posting of its meetings where a quorum will be present.

Five (5) regular members, or four (4) regular members and one (1) alternate member, constitute a quorum.

All meetings shall be conducted in accordance with Roberts Rules of Order.

As a matter of policy, regular attendance is expected of all members. In the event of absence of any member for three consecutive meetings, or six meetings in a calendar year, except for reasons of health or extenuating circumstances, action would be taken to have that member removed from the Board.

The Board shall meet on the third Wednesday of each month. The agenda for each meeting will be set by the Chair at least two weeks prior to the scheduled meeting date. The meeting date and time may be changed due to

a conflict with a holiday, or at the discretion of the Chair, with a minimum of two weeks' notice, except for reasons of inclement weather or emergency, in which case, notice will be given as soon as possible.

A special meeting may be called by the Chair, if it is deemed necessary, by notifying the members of the Board, verbally, by telephone, or in writing, and in sufficient time for publication of said meeting.

**ARTICLE VI
COMPLAINT PROCEDURE OF BOARD MEMBERS**

If a member of the Board has a complaint about the activities of the Board, he or she shall submit it in writing to the attention of the Chair. After review, the Chair may submit same to the Board, or depending on its gravity, create a subcommittee to review the issue. At no time shall any member of the Board assume that membership thereon entitles them to use their relationship to further their own agenda on any matter, particularly that having to do with the acts or proceedings of the Board, **Council on Aging Division** Director, or the Administration of the Town.

If the Board decides that the behavior of an individual member, or a group of members, is improper or detrimental to the goals of the Board, it may, by a majority vote of the members present, censure each member or group. This detrimental behavior includes the lack of participation in activities and support of the stated goals of the Board. The gravity of the cause for censure may result in a recommendation to the Town Council for possible expulsion of the member or the group.

**ARTICLE VII
DIRECTOR OF BARNSTABLE COUNCIL ON AGING DIVISION WITHIN THE COMMUNITY
SERVICES DEPARTMENT AND ADJUTANT OF COA BOARD**

The **Council on Aging Division** Director is a salaried employee of the Town of Barnstable. The Director is responsible to the Administration of the Town, and has responsibilities that are focused on the needs of older residents of the Town by planning and implementing social, recreational, educational, and other services, which are wholly beneficial to the enhancement of the lifestyle of the older residents of the Town of Barnstable. The Director may seek the advice of the Board, if needed, as it may relate to such duties. The Director and the Board shall work together to further the cause for older people in the Town of Barnstable.

**ARTICLE VIII
SPECIAL COMMITTEES**

Remote Participation via Zoom link

Councilor Jessica Rapp Grassetti
 Councilor Tracy Shaughnessy
 Councilor Eric Steinhilber
 Councilor David Bogan
 Councilor Paul C. Neary

March 16, 2021 4:45pm

MEETING MINUTES

The Chair, in conjunction with the Director and the Board, will establish Special Committees to work with and advise the Director and staff to assure that the needs of older adults are met. Such Special Committees will follow staff responsibilities and will include Bylaws, Long Range Planning, Budget, Volunteers, Activities, Outreach Services, Adult Supportive Day Program, Buildings and Grounds, and Transportation.

Special Committees shall meet with appropriate staff members at least twice yearly, and more frequently otherwise, as warranted. Special Committees shall deliver their reports to the Board ten (10) days prior to the next meeting.

All publicity shall be jointly formulated by the Chair and the Director, and is subject to the approval of the Board, if necessary, as determined by the Chair.

**ARTICLE IX
 AD HOC COMMITTEES**

The Chair, at the direction of the Board, can establish at any time, an Ad Hoc Committee to deal with issues not covered by any other committee.

The Chair of the **Council on Aging Board** shall select and appoint Board members to serve as chairpersons of such committees. Members of Ad Hoc committees shall be selected by the Chair and the Board.

**ARTICLE X
 INTERRELATIONSHIPS**

Members shall work openly with any individual or body aligned with the mission of the Board, and interested in the well-being of older adults.

**ARTICLE XI
 AMENDMENTS**

These Bylaws are subject to further amendments, except as covered by the Administrative Code of the town, and shall become effective upon approval of the Board and the Town Council

APPENDICES

Appendix A: Example of agenda Format
 REGULAR MEETINGS:

1. Call to order
2. Determination of Quorum (5 members, or 4 members and 1 alternate)
3. Public comments
4. Review/approval of previous meetings' minutes
5. Chair's remarks
6. Secretary's report
7. Director's report
8. Committee chairpersons' report
9. Old business
10. New business
11. For the good of the Council
12. Adjournment

Remote Participation via Zoom link

Councilor Jessica Rapp Grassetti
 Councilor Tracy Shaughnessy
 Councilor Eric Steinhilber
 Councilor David Bogan
 Councilor Paul C. Neary

March 16, 2021 4:45pm

MEETING MINUTES

SPECIAL MEETINGS:

1. Call to order
2. Determination of Quorum
3. Consideration of matters for which the Special Meeting is called
4. Adjournment

Chair of Committee asked the Committee members for a motion to accept the following document submitted by John Jope Chair of the Council on Aging. Councilor Tracy Shaughnessy made the motion to accept the following document; this was seconded by Councilor Eric Steinhilber. Administrative Assistant took a roll call vote of the members;

Councilor Jessica Rapp Grassetti	Yes
Councilor Tracy Shaughnessy	Yes
Councilor David Bogan	Yes
Councilor Eric Steinhilber	Yes
Councilor Paul Neary	Yes

Discussion on regarding the necessary relevance of some boards, committees and commissions, their charges, meeting history, web presence

Disability Commission:

Chapter 241. Administrative Code

Article III. Multiple-Member Appointive Organization

§ 241-20. Disability Commission.

[Amended 9-23-1993 by Order No. 93-130]

A.

Term of office. There shall be a Disability Commission consisting of not more than 11 members. A majority of the persons appointed shall consist either of persons with disabilities or persons in an immediate family of a person with a disability or persons who have extensive experience in the field of disabilities, and one member shall be an employee of the Town. The Commission may appoint two alternates.

B.

Authorities and responsibilities. The Disability Commission seeks to research local problems of people with disabilities; advise and assist municipal officials and employees in ensuring compliance with state and federal laws and regulations that affect people with disabilities; coordinate or carry out programs designed to meet the problems of people with disabilities in coordination with programs of the Massachusetts Office on Disability; review and make recommendations about policies, procedures, services, activities and facilities of departments and boards of the Town as they affect people with disabilities; provide information, referrals, guidance and technical assistance to individuals, public agencies, businesses and organizations in all matters pertaining to disability; and coordinate the activities of other local groups organized for similar purposes. The Commission may draft rules and regulations concerning disabled persons needs and issues, for adoption by the Town Manager and Town Council. The Commission may receive gifts of property, both real and personal, in the name of the Town, subject to approval of the Town Manager, such gifts to be managed and controlled by the Commission. The Disability Commission is an advisory committee of the Town.

C.

Interrelationships.

(1)

Town Council: The Disability Commission interacts with the Town Council to advise the Council on policies designed to meet the needs of the disabled. The Commission interacts primarily with the Council Committees on Human Resources and Planning and Development.

(2)

Town Manager: The Disability Commission interacts with the Manager to ensure that Town programs and activities, as well as facilities, seek to improve and enhance service to the disabled, as well as come into compliance with state and federal standards concerning same. The Commission receives administrative support through the Human Resource Department.

(3)

Other boards: The Disability Commission interacts with the Planning Board, Zoning Board of Appeals, Conservation Commission, Board of Health, Historical Commission, Old King's Highway Historic District Committee, Public Works Commission, Housing Authority, and to ensure compliance with relevant laws, rules and regulations concerning disabled persons.

[Amended 1-20-2005 by Order No. 2005-038]

Remote Participation via Zoom link

Councilor Jessica Rapp Grassetti
 Councilor Tracy Shaughnessy
 Councilor Eric Steinhilber
 Councilor David Bogan
 Councilor Paul C. Neary

March 16, 2021 4:45pm

MEETING MINUTES

The members of the Appointments Committee discussed the membership and vacancies that currently exist, and will advertise the open vacancies to see if new individuals are interested. The Disability Commission meets regularly and has a presence on the web. The Charge above was discussed and at the time seems adequate.

Members

- Cole, William - ADA- no expiration
- Cunningham, Tammy - Secretary/Treasurer- no expiration
- Logan, Paul - Chair- exp. 6/23
- Mulcahy, Sheila - Vice Chair- exp. 6/21
- McKinney, Linda- exp. 6/23
- Spillane, Stephen- exp. 6/21
- Hersey, Michael- exp. 6/21

Vacancies

- Disability Commission - VACANT - 6/30/2022
- Disability Commission - VACANT - 6/30/2023
- Disability Commission - VACANT - 6/30/2022
- Disability Commission - VACANT - 6/30/2021
- Disability Commission - VACANT - 6/30/2022

Human Services Committee
 Scott Fitzgerald- Chair

Members

- Fitzgerald, Scott - Chair- exp. 6/21
- Gunderson, Robin- exp. 6/23
- Xiarhos, Steven- exp. 6/23
- Barbosa, Carlos- exp. 6/23
- vacant
- vacant
- vacant

Remote Participation via Zoom link

Councilor Jessica Rapp Grassetti
Councilor Tracy Shaughnessy
Councilor Eric Steinhilber
Councilor David Bogan
Councilor Paul C. Neary

March 16, 2021 4:45pm

MEETING MINUTES

No Staff Support-

Human Services Committee statement on web page

The Human Services Committee will be a standing committee serving as an advisory board to the Town Council and Town Manager, presenting and promoting solutions, including implementation plans, and coordinating and consolidating efforts with agencies at the local, regional, and state levels where indicated. The Committee will assess the health and human service needs of our community, including, but not limited to, homelessness, and the mental and physical health of the Town's residents. On a regular basis, but not less than once a year, the Committee will report to the Town Council with an assessment of the Town's human condition.

Chapter 241. Administrative Code

Article III. Multiple-Member Appointive Organization

§ 241-45.1. Human Services Committee.

[Added 10-20-2005 by Order No. 2006-017]

A.

Composition and term of office. There shall be a Human Services Committee consisting of seven members, representing Bamstable's diverse community. These members should include, but not be limited to, representatives from human services organizations and corporations based in the Town of Bamstable, as well as individuals residing in the Town of Barnstable concerned with human services. The term of office will be three years, staggered, appointed through the Town Council Appointments Committee.

[Amended 9-2-2010 by Order No. 2011-007; 6-21-2018 by Order No. 2018-158]

B.

Authority and responsibilities. The Human Services Committee will be a standing committee serving as an advisory board to the Town Council and Town Manager, presenting and promoting solutions, including implementation plans, and coordinating and consolidating efforts with agencies at the local, regional, and state levels where indicated. The Committee will assess the health and human service needs of our community, including, but not limited to, homelessness, and the mental and physical health of the Town's residents. On a regular basis, but not less than once a year, the Committee will report to the Town Council with an assessment of the Town's human condition.

C.

Interrelationships.

(1)

Town Council. The Human Services Committee interacts with the Town Council to advise the Council relative to the establishment of policies and legislation concerning the human service needs of the Town's residents.

(2)

Town Manager. The Human Services Committee interacts with the Town Manager to ensure that the development and delivery of health and human services is effective.

(3)

Other boards. The Human Services Committee interacts with various boards, committees, and commissions, such as the Housing Authority, Council on Aging, Disability Commission, Housing Committee, Recreation Commission, Youth Commission, and other boards as necessary.

The members of the Appointments Committee discussed the membership and vacancies that currently exist, and will advertise the open vacancies to see if new individuals are interested. The Human Services Committee had not met regularly and has not had a presence on the web. The Charge

above was discussed and at the time seems adequate; the Committee will be provided a ZOOM link so that they can start to meet again. Covid had put this Committee in a position that they were unaware that they could utilize the Town for a meeting link, Administrator of the Town Council will provide such link and record the meetings going forward. The meeting minutes will be completed by the Town Council Administrator as this committee did not have staff support either.

Remote Participation via Zoom link

Councilor Jessica Rapp Grassetti
Councilor Tracy Shaughnessy
Councilor Eric Steinhilber
Councilor David Bogan
Councilor Paul C. Neary

March 16, 2021 4:45pm

MEETING MINUTES

Council on AgingChapter 241. Administrative CodeArticle III. Multiple-Member Appointive Organization§ 241-9. Council on Aging.A.

Term of office. There shall be a Council on Aging consisting of three member classifications: nine regular members, one alternate member, and two associate members. The alternate member may serve on committees and will have voting rights at meetings if there is an absence of a regular member. Associate members may serve on committees, but have no voting privileges if a regular member is absent.

[Amended 10-14-1999 by Order No. 00-026; 8-16-2007 by Order No. 2008-002; 2-25-2016 by Order No. 2016-074]

B.

Authorities and responsibilities. The purpose of the Council on Aging is to advocate for and to meet the needs of the elderly people residing in the Town of Barnstable. The Council on Aging surveys the elderly population to better determine their needs problems and concerns. It develops criteria for program and supportive services development based upon an assessment of needs and participates in programs offered by the commonwealth's Department of Elder Affairs. The Council on Aging is an advisory committee of the Town.

C.

Interrelationships.

(1)

Town Council: The Council on Aging interacts with the Town Council in the matter of developing policies and legislation concerning itself with the issues and needs facing the elderly within the Town. The Council on Aging interacts primarily with the Council Committee on Human Resources, in order to regularly apprise said Committee on current activities and concerns of the Council on Aging.

(2)

Town Manager: The Council on Aging interacts with the Town Manager and the administrative organization primarily through the Senior Services Division of the Community Services Department, the latter whom provides administrative staff support to the Council on Aging. The Council on Aging provides advisory information to the Senior Services Director concerning program and supportive service delivery as well as financial management issues

MEMBERSHIP

Jope, John - Chair- exp. 6/23

Alden, John - Vice Chair- exp. 6/21

Cross, Barbara- exp. 6/21

Lariviere, Janice - Clerk- exp. 6/23

Melpignano, Josephine- exp. 6/23

Rollins, Ella- exp. 6/23

Remote Participation via Zoom link

Councilor Jessica Rapp Grassetti
Councilor Tracy Shaughnessy
Councilor Eric Steinhilber
Councilor David Bogan
Councilor Paul C. Neary

March 16, 2021 4:45pm

MEETING MINUTES

Stretch, L. Helen- exp. 6/21

Valtsakis, Anna- exp. 6/21

VACANT exp. 6/22

VACANT exp. 6/23

Members of the appointments Committee discussed the vacancies and the Charge of the Committee. There were no recommendations to change the Charge at this time. The Council on Aging has some vacancies, but also has active applications and a presence on the web page with Agendas and meeting minutes. They meet regularly and will continue to meet as often as they can; there is staff support as well, so they are able to maintain the information going forward for future meetings.

APPROVAL OF MINUTES: Chair, Councilor Jessica Rapp Grassetti, asked for a motion to approve the meeting minutes of January 19, 2021; a motion was made by Councilor David Bogan to accept the meeting minutes, seconded by Councilor Tracy Shaughnessy; Administrative Assistant took a Roll Call vote to accept the meeting minutes of January 19, 2021 as written. Councilor Eric Steinhilber abstained.

Councilor Jessica Rapp Grassetti Yes
Councilor Tracy Shaughnessy Yes
Councilor David Bogan Yes
Councilor Eric Steinhilber Yes
Councilor Paul Neary Yes

NEXT MEETING: April 20, 2021

ADJOURNMENT: There being no further business, and upon motion duly made by Chair of Committee Councilor Tracy Shaughnessy this was seconded by Councilor David Bogan; Administrative Assistant took a Roll Call vote to adjourn at 6:00pm.

Councilor Jessica Rapp Grassetti Yes
Councilor Tracy Shaughnessy Yes
Councilor David Bogan Yes
Councilor Eric Steinhilber Yes
Councilor Paul Neary Yes