

Meeting Minutes
Waterford Senior Citizens Commission Planned Giving Subcommittee
Tuesday May 10, 2016 at 10:00 AM
Waterford Community Center
24 Rope Ferry Road
Waterford, CT 06385

Members Present: Anita Collins, Kathleen McNamara, Carol Sanders.

Absent: Ruth Auwood.

Others in Attendance: Ellen Fougere, Sally Ritchie.

- I. The meeting was called to order by Anita Collins at 4:08 p.m.
- II. A quorum was established.
- III. There was no public comment.
- IV. Approval of the August 25, 2015 meeting minutes.

A motion to approve the minutes of the August 25, 2015 Meeting was made by Carol Sanders. Seconded by Anita Collins. All in favor.

- V. There was no correspondence.
- VI. Review of Guidelines for Disbursements
 1. The committee reviewed the age requirement to qualify for assistance from the fund. It was the consensus of the committee to set the age limit to 65 and older in order to align with the Senior Citizens Commission's definition of a senior as previously determined. This matter will be considered for final approval at the next meeting of the Senior Citizens Commission.
 2. The committee reviewed the proof of residency requirement and agreed that applicants should produce at least one form of proof of residency from the list presented on the guidelines. First class mail from a government agency, financial institution, or employer could also be accepted.
 3. Review and discussion followed on the payment process for distributing funds. S. Ritchie will ask for procedural information from the Community Foundation and report back to the committee.
- VII. Review of Application and Budget Sheet. The application was reviewed.
- VIII. Other Business. There was no other business to discuss.
- IX. Adjournment.
 - a. A motion to adjourn the meeting was made at 4:50 p.m. by Carol Sanders, seconded by Kathleen McNamara. All in favor.

Respectfully Submitted,



Sally B. Ritchie

TESTE: *Carol Sanders*
TOWN CLERK

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