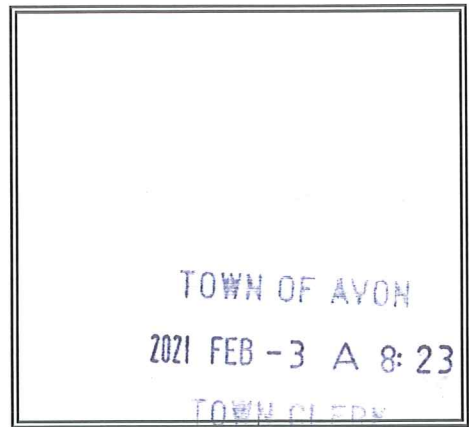


To: Patricia Bessette, Town Clerk  
From: Christine Quinn  
Date: 2/3/2021



**POSTED IN ACCORDANCE WITH THE PROVISIONS OF MGL 30A S18-25**

COUNCIL ON AGING	
Friday, February 05, 2021	10:00 AM
Choose an item. <b>Remotely - Zoom</b>	SUBJECTS TO BE DISCUSSED BELOW

<https://us02web.zoom.us/j/84237699689?pwd=R1liS2pRK1d4OFB0WHlQeHhkS3pyZz09>

Meeting ID: 842 3769 9689  
Passcode: 139053  
One tap mobile  
+13126266799,,84237699689#,,,,\*139053# US (Chicago)  
+16465588656,,84237699689#,,,,\*139053# US (New York)

Dial by your location

- +1 312 626 6799 US (Chicago)
- +1 646 558 8656 US (New York)
- +1 301 715 8592 US (Washington DC)
- +1 346 248 7799 US (Houston)
- +1 669 900 9128 US (San Jose)
- +1 253 215 8782 US (Tacoma)

Meeting ID: 842 3769 9689

<b>Approve Minutes of previous meeting(s):</b>	January 8, 2021
<b><i>New Business:</i></b>	-Director's report -Presentation of FY21 budget to selectmen -Re-assessing logistics of making meals for seniors during the pandemic -Reaching out to Fellowship
<b><i>Other:</i></b>	Other topics not reasonably anticipated.

**Meeting Posted by:** *Christine Quinn, COA Director*

In keeping with the ongoing Emergency Order from Governor Charlie Baker to limit gatherings and maximize social distancing, and under legislation passed to address remote board meetings during the emergency declaration, this meeting will be conducted remotely over Zoom. Attendance by Board/Commission members will be remote and remote attendance shall count toward quorum.

To use zoom you will need to download the zoom application at [www.zoom.us](http://www.zoom.us) and create an account or use one of the call in numbers listed on the agenda. You will need the webinar ID to join by phone only.

While conducting meetings remotely we will endeavor to keep meeting operations as close to our standard procedures as possible, however use of this platform will necessitate some additional meeting protocols.

1. While the board members or commissioners and applicants will be on video and audio; public participants will join the webinar as attendee, meaning they are muted and with no video feed from them.
2. As a preliminary matter, the Chairman of the Board will confirm that all members and persons anticipated on the agenda are present. The Chairman will do a roll call and members are to speak in the affirmative when their name is called.
3. Please note that this meeting is being recorded, and that some attendees are participating via video conference.
4. Please be aware that other folks may be able to see you, and to take care not to "screen share" your computer. Anything that you broadcast may be captured by the recording.
5. During the public testimony portion of the meeting members of the public can be recognized by using the raise hand function, found under participants from zoom, or make a request with the Q&A function. If your joining only by phone you can press \*9 to raise your hand. If an applicant wishes to display materials, please make the request of the Chair and the email materials to Board staff for sharing on screen.

6. For any response, please wait until the Chair yields the floor to you. When starting testimony please state your name and address for the record. Please remember to speak clearly and in a way that helps generate accurate minutes.
7. There is a markup function in Zoom which will allow you to call out specific areas of presentation materials.
8. If members wish to engage in colloquy with other members, please do so through the Chair, taking care to identify yourself.
9. As in any public meeting, indecent behavior will not be tolerated and anyone who abuses use of the meeting platform will be terminated from the meeting.
10. Business will be handled at the times indicated on the agenda. Business not concluded in the allotted time will be tabled to the end of the meeting to allow for timely logins and remote attendance.
11. All votes will be by roll call.
12. When all business indicated on the agenda has been completed, the members will vote to adjourn the meetings, signaling the end of the meeting. All participants will be disconnected from the webinar at that time.