

**Milford Council on Aging Minutes**  
**January 11, 2009**

**Members present:** Cynthia DeLuca, Dick Dowin, Joyce Elwell, Lillian Holmes, Connie Jagodzinski, Mike Petrucelli, and Shirley Serrano.

**Excused:** Terri Amann and Phil Caporusso.

Also in attendance were Janice Jackson and other staff members of the Milford Senior Center.

**Aldermanic Liaisons:** Phil Vetro and Pam Staneski were present.

**Election of Officers:**

Janice Jackson moved for the election of officers. Mike Petrucelli nominated the existing slate of officers. The motion was seconded by Cynthia DeLuca. A vote was taken and the motion passed unanimously. Janice Jackson congratulated the new board officers, specifically, Chairman, Lillian Holmes, Vice Chairman, Cynthia DeLuca, Secretary, Joyce Elwell, and Treasurer, Michael Petrucelli.

Chairman Lillian Holmes requested a modification of the agenda to accommodate the required slate of business.

Lillian Holmes announced her receipt of notice of the following board member reappointments: Terri Amann and Cynthia DeLuca. She also announced the appointment of Connie Jagodzinski who is replacing Karen Craig.

Chairman Lillian Holmes shared the Right to Know Law document received from Linda Stock, City Clerk. The document was reviewed by Secretary, Joyce Elwell.

Lillian suggested giving the new board member copies of all Council on Aging policies and procedures, contact information and meeting date schedule.

**Correspondence:**

Janice Jackson shared an article in the paper written by Eleanor Turkington regarding the Senior Center. She also shared a letter from the Seymour Housing Authority concerning openings for senior housing.

Janice also mentioned a thank you letter received from member, Michael Coplan in appreciation for the Trim-a-Tree event and thanking Mary Steinmetz, Geri Dichkewich, and Rose Kristie. She also shared a thank you letter from Marion Petrino commending the Transportation Department's courtesy and patience with clients they transport.

### **Treasurer's Report:**

Treasurer Mike Petrucelli discussed his report including the balances of the operating account and the food bank account. He explained that there were five payrolls in December. He further discussed the income from the flu shot program and the expenditures related to the new ceramic kiln. Janice discussed additional costs of the installation of the kiln. Lillian requested questions of the Treasurer and any insight from the financial staff present regarding the proposed transfer of funds from the Vanguard account as previously discussed.

Shirley Serrano then moved that the advice of the Center's financial staff regarding transfer of \$150,000.00 from Van Guard to Milford Bank's Sound Money Market Fund be taken. The motion was seconded and passed unanimously.

Chairman Lillian Holmes requested a motion to refer the Treasurer's report to the Finance Committee. Mike Petrucelli so moved seconded by Shirley Serrano and the motion passed.

Cynthia DeLuca inquired as to what is done with budgeted funds not depleted for the slated line item budgetary purposes. Mary Allen Hereema, bookkeeper, and Cynthia Deluca discussed the fact that undepleted budgeted funds remain in the operating account.

### **Committee Reports:**

Personnel Committee: Personnel committee chairman, Cynthia DeLuca stated that there had been no meeting.

Finance Committee: Finance committee chairman, Shirley Serrano also stated that her committee had not met.

### **Executive Director's Report:**

Janice informed the group that Les Giddings from Rusty Kiln installed a new ceramic kiln. She also discussed that the old carpet had been removed, the abatement process had been completed, and new blue tiles were installed. She further mentioned that City employees are in the process of applying a sealer to the new tiles.

Janice stated that she and the bookkeepers have been working with the Center's new accountant, Michael Solakian and informed the group that Michael plans on completing the audit shortly and that he will be available at the February 8<sup>th</sup> board meeting to discuss the audit and answer questions.

**Old Business:**

Joyce Elwell inquired as to the process of formal amendment of the by-laws and Lillian explained that amendments would be forwarded to the Office of the City Attorney for review and formal incorporation into the record.

**New Business:**

Mike Petrucelli generally commented on the transportation services. Cynthia DeLuca raised questions regarding the liability in the transportation of seniors and there was a general discussion by Mary Steinmetz regarding the need for shorter trips in more local areas. She explained that there is a need to lower the cost of trips thereby allowing more seniors to participate. Mary suggested the use of the Center's buses to contain costs for fuel and the expense of using outside carriers. Janice shared a schedule of outside carrier bus rates. Shirley Serrano commented that the use of vehicles to go out of town may raise issues regarding that use when no out of town transport for general transportation purposes, such as doctor visits, is provided. In response, Janice commented that the trips were paid for by the participants and that the Center needs enough participants to justify the costs of the trips. Lillian Holmes asked whether trips would be coordinated by the transportation or programming departments of the Center and Mary Steinmetz stated it would be the Program Department. Janice announced that the Center may apply for another grant for a new bus.

Chair Lillian Holmes entertained a motion to allow the Center buses to transport, in the discretion of the Program Director and the Transportation Supervisor, participants for short local trips. Shirley Serrano so moved and the motion was seconded by Mike Petrucelli. A vote was taken and the motion prevailed.

The proposed purchase of a re-manufactured risograph was discussed. Janice explained the application of the risograph for newsletter inserts and Mary Steinmetz discussed the copying of music in volume. There was a general discussion regarding the economy of use of a risograph over copiers. Mike Petrucelli inquired as to maintenance contracts and Mary Allen Heerema described the maintenance contract and its application. The costs of the reconditioned machine and the maintenance contract were discussed. Shirley Serrano discussed her support of the purchase of the reconditioned risograph because of the cost savings and the fact that two copiers had been purchased recently. Mike Petrucelli moved to purchase the reconditioned risograph with a service contract. Shirley Serrano seconded the motion. Chairman Lillian Holmes asked whether there were any questions regarding the risograph purchase and having heard none a motion was made, seconded, the vote was taken and the motion prevailed.

**Board Committees:****Finance and Personnel Committees:**

Lillian asked for volunteers for the Personnel Committee: Cynthia DeLuca, Dick Dowin, Phil Caporusso, and Joyce Elwell were deemed committee members.

Finance Committee: Shirley Serrano, Terri Amann, Connie Jagodzinski, and Mike Petrucelli formed that committee. The existing chairs, Cynthia DeLuca, Chairman of the Personnel Committee and Shirley Serrano, Chairman of the Finance Committee both offered to continue to serve. There was a brief discussion regarding the replacement of Karen Craig by Connie Jagodzinski on the Board. Lillian Holmes thanked Janice for sending a note of thanks to Karen Craig for her service.

Lillian asked whether there were any other issues or items of business to be discussed. In response Shirley Serrano commented that the gas stove in the kitchen should be replaced. Shirley offered to investigate, with Wendy's help, the purchase of a new stove. Janice and Mary commented that food is an important part of the offerings of the Center.

Lillian asked whether there were any additional items of business. Having heard none she requested a motion to adjourn. Shirley Serrano so moved and the motion was seconded by Dick Dowin. A vote was taken and the motion passed unanimously.

The meeting adjourned at 6:25 p.m.

Respectfully submitted,

Joyce Elwell  
Secretary