

Milford Council on Aging Board Meeting Minutes
March 8, 2010

Members Present: Phil Caporusso, Cynthia DeLuca, Dick Dowin, Joyce Elwell, Lillian Holmes, Connie Jagodzinski, and Mike Petrucelli.

Member Absent: Terri Amann

Aldermanic Liaisons: Phil Vetro was in attendance. Pam Staneski called to state she would not be able to attend.

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

Chairman, Lillian Holmes called the meeting to order at 5:30 PM.

Chairman's Report:

Chairman, Lillian Holmes gave no formal report but discussed the establishment of an audit committee for the purposes recommended by the Center's new accountant, Michael Solakian, for multiple reasons including developing policy for interacting with vendors.

Correspondence:

Janice Jackson offered a thank you card from a member and an additional card from a member thanking the Center for its get well card. She also shared a thank you card to Anne Marie Vertimiglia for assistance by the Centers' employees on an icy day. Janice also noted that there had been an article in the newspaper about the Center. She also noted that a \$2,000.00 grant was received from the Greater New Haven Community Foundation for the Food Bank.

Lillian discussed that she read in the obituary column that one of our deceased members designated donations to the Milford Senior Center. Lillian stated that she would like our Publicity Specialist to encourage other members that have benefited from the Senior Center to do the same.

The Chair entertained a motion for approval of the February 8th meeting minutes with any changes, deletions or additions. Mike Petrucelli made a motion to accept the minutes which was seconded by Dick Dowin. A vote was taken and the motion to approve the minutes passed unanimously.

Treasurer's Report:

Mike Petrucelli offered his report with particular references to page 6 and noted the Center is in the black. Phil Caporusso inquired regarding the increase in Workers Compensation insurance costs. Elle Gilbertson briefly discussed the quote and re-adjustment based on the Workers Compensation audit. She noted that the effective date of the policy is July 1st and runs until June 30th. Janice Jackson stated that she spoke to Michael Albacherli at HD Segur regarding the insurance issues of the Center.

Chairman, Lillian Holmes entertained a motion to refer the Treasurer's Report to the Finance Committee. Mike Petrucelli so moved seconded by Dick Dowin. A vote was taken and the motion passed unanimously.

Committee Reports:

Finance Committee: Chairman Shirley Sereno reported that there had been no meeting.

Personnel Committee: Chairman Cynthia DeLuca reported that there had been no meeting.

By-Laws:

A review of the amended by-laws, specifically Article II, was given by Secretary, Joyce Elwell. She noted that per the recommendation of Assistant City Attorney Cynthia Anger the term special membership would be changed to limited membership and the allowance of twenty five members at any given time would be changed to per calendar year. Mike Petrucelli made a motion to approve the amended text, with correction of a typographical error, which was seconded by Cynthia DeLuca. A vote was taken and the motion to amend the By-Laws passed unanimously.

Executive Director's Report:

Janice Jackson reported that the new Senior Aide is working out well. She then proposed that an open house be held on Sunday, May 23, 2010 for the 40th Anniversary Celebration at the Center with lunch and entertainment by five members of the Nutmeg Symphonic Pop Orchestra. Janice asked for suggestions regarding a budget for the celebration. There was further discussion regarding a formation of a committee and options for food. Several restaurants and caterers were suggested. Cynthia DeLuca moved that the Board authorize the staff to plan an open house buffet in celebration of the 40th anniversary and that the budget for the event not exceed \$5,000.00 without approval from the Board. Mike Petrucelli seconded. Janice stated that the Senior Center has used a certain caterer in the past and everyone has been pleased with the food. The Chair asked for additional comments and questions and having heard none the motion was voted on and passed unanimously.

Rick George presented his proposed for formation of a Model Train Group at the Center. He discussed that he envisions the group's first project to be a re-creation of old downtown Milford. He discussed that equipment and supplies would be donated. Meetings would be held once a month and he envisions this as another regular activity. Phil Caporusso asked whether construction and use of power tools would go on at the Center and Rick George stated that the activity would be done there. Shirley Serrano commented that because there were so many activities of interest to women at the Center, this would be a good program for male members. Cynthia inquired as to the dues that would be paid. Rick George suggested that a free-will collection could be made. Rick suggested that no one be excluded based on inability to pay and that pancake breakfasts could be held to help fund the program. He further discussed that all activities would be overseen by the Program Department and that he hopes for donations once there is publicity. He discussed that the main factor in this particular activity is craftsmanship and not cost. Phil Caporusso commented that the clubs do not routinely give money back to the Center and that a donation would not be required from the Model Train Group. Cynthia DeLuca inquired as to what space at the Center would house the group. Janice explained that there is a small area in the old ceramic room that can be used. There was a general discussion of layout and storage of the proposed area.

Mike Petrucelli and Phil Caporusso inquired as to whether the room is locked and whether it was adequately lit for the activity and Janice commented that the conditions would be overseen for this purpose.

Cynthia DeLuca inquired regarding the time frame to begin the project and Rick George replied that he hoped to see the group commence activity within a month, given the interest he has seen. Chairman, Lillian Holmes also inquired into the development of the rules. Mike Petrucelli moved to acknowledge the proposal.

Shirley Serrano seconded the motion. A vote was taken and the motion approving the formation of a Model Train Group Program, with Rick George working with Janice Jackson and Mary Steinmetz, passed unanimously.

Janice discussed that Business Network Group is going up on their prices. She shared an e-mail with the Board to that effect and stated she spoke to Mr. Shah and he suggested that the Center choose their time and materials proposal at a rate of \$175.00 an hour with a two hour minimum. Janice noted that the drawback with that choice is that when there is no contract, there is no priority and they will attend to the Center's requests when resources are available. Shirley Serrano moved to accept the time and materials proposal rate of Business Network Group which was seconded by Mike Petrucelli. A vote was taken and the motion prevailed.

Cynthia DeLuca suggested a discussion of the non-utilized vehicles brought to the attention of the board by Transportation Supervisor, Anne Marie Vertimiglia at the last meeting. Cynthia suggested that due to the age of the cars, they should be donated to the City of Milford. Lillian Holmes entertained a motion by Cynthia DeLuca that the 1997 Mercury Sable and the 1995 Ford Escort be donated to the City of Milford. Shirley Serrano seconded the motion. Having heard no additional comments, a vote was taken and the motion passed unanimously

Lillian Holmes generally discussed positive commentary from members regarding the Center's transportation services.

Lillian Holmes then asked for any other items of business to come before the Board. Having heard none, Mike Petrucelli moved to adjourn and the motion was seconded by Cynthia DeLuca. A vote to approve the motion to adjourn was taken and passed unanimously.

The meeting adjourned at 6:20 p.m.

Respectfully Submitted,

Joyce Elwell
Secretary, Milford Council on Aging