

**Milford Council on Aging Minutes**  
**April 13, 2009**

**Members present:** Terri Amann, Phil Caporusso, , Karen Craig Cynthia DeLuca, Dick Dowin, Joyce Elwell, Mike Petrucelli, Lillian Holmes, and Shirley Serrano. Also in attendance were Janice Jackson and other staff members of the Senior Center.

Aldermanic Liaisons Phil Vetro and Judith Toohey were not in attendance.

Chair Lillian Holmes called the meeting to order at 5:35 p.m. and entertained a motion for adoption of the March 9, 2009 meeting minutes. The motion was seconded and adopted unanimously.

**Chairman's Report and Correspondence:**

Chair Lillian Holmes thanked Shirley Serrano and Dick Dowin for attending Irene Olsen's retirement luncheon.

**Correspondence:**

Lillian discussed a letter she received from Michael Hennessey sharing his education and community service qualifications. In the letter he stated he had volunteered to be travel coordinator and inquired as to why the Center hired in lieu of his volunteering. Mary Steinmetz commented that an individual with a history with the Center and travel agency experience had been hired. Lillian explained that she is bringing this issue to the board because she values the opinion of the board in making the decision to hire a travel coordinator. Shirley Serrano commented that the posting process and standard procedures had been followed.

Janice Jackson shared correspondence from United Way of Milford. She noted that after the review meeting the Center was granted \$25,000.00 for the Ahren's Program. She also stated that Lillian will receive the Spirit of Milford Award from the United Way at a luncheon at Costa Azura on April 29<sup>th</sup>. Janice also shared a letter from Mayor Richitelli congratulating the Milford Senior Center for being named one of the top ten places in the country for single seniors to retire. She also shared a letter from Home Instead thanking us for the use of the Center for one of their meetings.

**Treasurer's Report:**

Treasurer Michael Petrucelli presented his report and commented that there is a \$40,000.00 surplus. Bookkeeping staff commented that payroll is down. Janice Jackson commented that the new travel coordinator is only working 8 hours per week and that the Center is offering two new classes, specifically Pilates and a Painting class.

Lillian asked for further comments or questions from Mike and having heard none asked for a motion to refer the treasurer's report to the Finance Committee. Mike so moved and Phil Caparusso seconded.

**Committee Reports:**

**Personnel Committee:** Chair Cynthia DeLuca reported there had been no meeting of the Personnel Committee.

**Finance Committee:** Chair Shirley Serrano reported there had been no meeting of the Finance Committee

**Old Business:**

Mike Petrucelli commented that the construction project has progressed nicely. Janice commented that there has been no flooding in the Senior Center despite the recent rainy conditions. Phil Caporusso discussed the website and explained that Network Solutions will re-build a new website for \$699.00. Janice discussed various upgrades to be seen in the website. Phil requested approval for the payment for upgrades, as financially the Center will be way ahead, cost wise. Mike Petrucelli moved to accept the proposal to re-design the website using Network Solutions at a cost of \$699.00 with an \$11.95 monthly hosting fee. A vote was taken and the motion passed unanimously.

**Executive Director's Report:**

Janice Jackson noted the receipt of donated office furniture from Schick. She also reported that Animal Control Officer Rick George inquired as to whether two twenty- four foot trailers could be placed in the Senior Center parking lot for the purpose of housing animals during a natural disaster. Phil Caporusso and Mike Petrucelli inquired as to the maintenance of the trailers. The matter was discussed and it was noted that the maintenance of the trailers would not be the responsibility of the Center. Janice Jackson discussed the idea of obtaining income from advertising in the newsletter. She shared an email from the publisher explaining that costs would not allow distribution of advertising income back to the Center. Terri Amann questioned the cost of advertising and Janice explained that Dennis Clair, President of the Senior Citizen Publishing Company in Boston, MA did not share that information with her.

Janice discussed that it was considered that approximately 25 seniors could be accepted from outside of Milford. The membership fee would be \$15.00 a year and participation would be limited to classes and activities. Various discussions regarding the amendment of the By-laws, whether the sources of funding would allow non-Milford residents to participate and other issues that should be investigated prior to instituting the practice followed. Mary Steinmetz discussed the great interest in out of town guests wanting to join the Center. She explained that the limit of 25 seniors would guard against over crowding in the classes. Lillian inquired as to what amount other Centers charge for non-member fees. Lillian asked for any questions or comments and Cynthia DeLuca recalled that in the past there had been non-resident members. Grandfathering membership for residents who had moved to other communities and prior exceptions were discussed. Janice stated that she would consult with the City Attorney regarding the issue of non-resident membership.

Joyce Elwell and Shirley Serrano responded to Lillian's request for volunteers to amend the By-laws to reflect non-resident membership.

Lillian requested any additional items of New Business be presented to the Board and commented that the Board is appreciative to the staff for assuming additional responsibilities due to a decrease in staff and minimization of hours.

Mike Petrucelli asked that letters be sent to the Mayor and Board of Alderman acknowledging the success of the drainage project and all present agreed.

Cynthia DeLuca commented that Food Bank supplies have been depleted and asked whether the Center could buy food from Costco or other wholesalers? Shirley Serrano commented that when the Food Bank is low, Al Salamanca, Food Bank Manager should be authorized to utilize the Food Bank checking account to purchase the food that is needed. Janice noted a sizable donation of \$750.00 this date and also noted that a law firm in Milford donates money at Christmas to the Food Bank in lieu of gifts to all their employees.

Lillian asked for any further items of business to come before the Board. Having heard none she requested a motion to adjourn. Shirley Serrano seconded and the meeting adjourned at 6:25 PM.

Respectfully submitted,

Joyce Elwell, Secretary  
Milford Council on Aging Board of Directors

