

Milford Council on Aging Board Meeting Minutes
October 19, 2009

Members present: Cynthia DeLuca, Mike Petrucelli, Dick Dowin, Karen Craig, Phil Caporusso, Shirley Serrano, Phil Vetro, Terri Amann, and Lillian Holmes.

Staff members present: Janice Jackson, Mary Steinmetz, Mary Allen Heerema, Elle Gilbertson, Rose Kristie, (Secretary Pro Tem), and Anne-Marie Ventimiglia

Absent: Joyce Elwell and Judith Toohey.

Meeting was called to order by Chairman Lillian Holmes at 5:35 p.m. Joyce Elwell is not in attendance and Rose Kristie, Administrative Assistant is here as Secretary Pro Tem. Shirley Serrano stated that she received an email from Judith Toohey who has been ill for two weeks. The email also stated that it has been her pleasure to serve as the Aldermanic Liaison to the Board of Directors of the Milford Council on Aging.

Chairman Lillian Holmes made a motion to adopt the Minutes of the previous board meeting (9/17/09) seconded by Terri Amann. Lillian asked if there were any additions, deletions, or corrections? Dick Dowin stated he would like to insert the word "pro-rated" to \$4.00 for membership dues for clarification. Motion prevailed.

Chairman's Report and Correspondence: Chairman Lillian Holmes reported that an accountant she spoke with in Bridgeport was unable to accommodate the Center however, he recommended Solakian, Caiafa & Company, LLC for consideration.

Janice Jackson stated she received a thank you letter from Home Care Plus for our staff assistance in coordinating the successful Senior Health Day. Also a donation by Yoga Instructor, Dee Stephens for \$450.00 to benefit the Milford Food Bank.

Treasurer's Report: Mike Petrucelli reported the balances of the checking and savings accounts. Mike also stated that the packet contains a quarterly budget comparison. Chairman Lillian Holmes asked for any questions for the Treasurer?

Lillian made a motion to refer the Treasurer's Report to the Finance Committee. Chairman Lillian Holmes thanked Mike Petrucelli and our bookkeepers, Elle Gilbertson and Mary Allen Heerema for all their efforts.

Committee Reports:

Shirley Serrano stated that there had been no Finance meeting in September however, Shirley mentioned setting a date for the Finance Committee to discuss the City Budget Request.

Cynthia DeLuca stated that there had been no Personnel Committee meeting in September.

Old Business: Senior Center By-Laws. Janice Jackson made a suggestion to table the By-Laws to the next meeting due to Joyce Elwell's absence. Cynthia DeLuca made a motion to table the By-Laws until the November board meeting. Mike Petrucelli seconded the motion. Motion prevails.

Kiln Replacement: Phil Caporusso shared information he received from the Internet. There was a long discussion concerning the ventilation system for the kiln. Shirley Serrano questioned the need for a new kiln stating that the September Minutes did not reflect it. Janice stated that Sly Moura, Supervisor of Building Maintenance for the City of Milford contacted Les Gidding, owner of Rusty Kiln to consult with us concerning a new location for our ceramic kiln. Janice stated that Les did not recommend using the existing 24 year old kiln stating it was not energy efficient. Les suggested moving the location of the kiln and faxed a price for a new kiln. Janice stated it would be placed in activity room #1 so it could be vented to the outside with a separate enclosure. Also, a cement platform is needed to place the kiln on and it needs to be 18" away from the walls. Les also stated the kiln should be inspected once a year. Janice stated that the ventilation kit could be purchased from Rusty Kiln for \$440.00. Lillian Holmes asked if we are looking into moving the old kiln? According to Les Gidding our 24 year old kiln is not worth moving. Mike Petrucelli made a motion to purchase a new kiln. Phil Caporusso seconded the motion. Phil was concerned that the ventilation kit be included with the price. Cynthia DeLuca stated that Les Gidding should take his \$100.00 consulting fee off the price. Janice Jackson said they will if we purchase a new kiln from their ceramic company. There is a lengthy discussion as to who would be handling the labor and materials. Janice Jackson stated Sly Moura informed her that if the Senior Center pays for materials the City will take care of the labor. A suggestion was made that the City workers be there when the kiln arrived. Janice stated that she will inform Sly Moura when she knows the arrival date of the kiln. Mike Petrucelli stated that staff should be asked? Mary Steinmetz stated that we needed a new kiln.

Shirley Serrano asks how long it would be before the new kiln was installed? Janice stated that according to Les Gidding it will take approximately two weeks.

Chairman Lillian Holmes entertained a motion to note the purchaser. Cynthia DeLuca made a motion to purchase the kiln from Rusty Kiln for energy efficiency. Karen Craig seconded the motion that we order the kiln and vent kit. Motion prevails to purchase a new kiln, furniture kit and ventilation kit.

Accountants: Janice Jackson mentioned that the Better Business Bureau had no results for the three accounting firms that gave us proposals for an audit.

Phil Caporusso made a motion to hire Solakian, Caiafa & Company for our accountants seconded by Terri Amann. Lillian moved that we hire Solakian, Caiafa & Company for the 08/09 year. Motion prevails.

Executive Director's Report:

Janice reported that the Senior Center Gospel Choir Director has resigned from that position as well as the other classes that she was teaching. Janice also stated that two positions are posted in the building. Mary Steinmetz, Program Director, Sharon Szturma, HR Manager, and Janice will be interviewing someone that is interested in the position of Gospel Choir Director.

Janice stated that the Center is in need of two desktop copiers for the staff and the Income Tax Program. The Senior Center Band and Choral Group Director is also in need of a copier. Mary Allen Heerema is researching the cost of the copiers and would like to purchase them by February 2010 when the Income Tax Program begins. A brief discussion ensued.

Lillian Holmes mentioned the Community Foundation Grant. Janice Jackson stated that she has not heard from them as yet.

Janice stated that she has been in touch with Mike Barszczewski of Mr. Sign who gave her a quote for a 4'x6' "Milford Senior Center" sign for \$450.00. Mike Petrucelli made a motion to purchase the new sign. Phil Caporusso seconded the motion.

Non-resident membership was revisited by Cynthia DeLuca. Cynthia stated that she (and Janice) have researched several very nice Senior Centers and their fees for membership do not exceed \$10.00 a year. Cynthia also discussed the cost of living for some seniors and her feeling is that \$25.00 is high for non-residents to pay for membership. Phil Caporusso stated that other Centers in Connecticut are not nationally recognized however, he would support the board's decision to change the fee. Shirley Serrano stated that other Senior Centers are nice but may not offer all the programs and services that the Milford Senior Center offers.

Terri Amman inquired about the payment of classes at the Milford Senior Center. Janice replied that the classes are included in the yearly membership where many Senior Centers charge a fee for their classes. Chairman Lillian Holmes asked Janice Jackson and Mary Steinmetz their opinion? Mary also feels that \$25.00 is high and would consider \$20.00. Janice feels that a fee of between \$15.00 and \$20.00 for non-residents is sufficient. Terri Amann stated that a \$15.00 membership fee should be sufficient. Shirley Serrano suggested \$20.00 for non-residents.

Chairman Lillian Holmes stated that the board will have to rescind the motion of the September meeting. Cynthia DeLuca made a motion to rescind the motion to increase the membership for non-residents from \$15.00 to \$25.00. A motion is in order. Cynthia DeLuca made a new motion that the new membership fee for non-residents be \$15.00. Seconded by Terri Amann. Those in favor, three (3) those opposed four (4). Cynthia DeLuca made a new motion of \$20.00 for a non-resident membership fee. Seconded by Mike Petrucelli. Lillian Holmes asked for questions or comments to the motion? Having heard none, the motion prevails unanimously.

New Business: Mike Petrucelli stated that the Center was turned down for installing a horse shoe court near High Street due to the new drainage project. Mike and Mayor Richetelli looked at the new location suggested behind the garage. The Mayor stated that if Public Works agrees to the new location near the parking lot behind the garage then it is fine with him.

Lillian Holmes asked if anyone had additional New Business to discuss? Dick Dowin shared an Annual Report from the years 1978/79 and distributed copies. Dick commented on the increase in statistics from then until now and wanted to share it with the board.

Lillian Holmes entertained a motion to adjourn at 6:39 p.m. seconded by Shirley Serrano.

Respectfully submitted,

Rosemary J. Kristie
Secretary Pro Tem

