

## Milford Council on Aging Meeting Minutes

Monday December 12, 2016, 5:00 p.m.

Call to order: Meeting was called to order at 5:00 p.m. by Lillian Holmes.

1. Roll Call: Board Members Present: Lillian Holmes, Dr. Philip Caporusso, Michael Petrucelli, Cynthia DeLuca, Judge Beverly Streit-Kefalas, Shirley Serrano, Richard Dowin, Doreen Fontana, and Terry Nolan.

BOA Liaisons: Bill Bevan

Staff: Janice Jackson, Amanda Berry, Elle Gilbertson, Geri Dichkewich, Jim Convery, and Mary Allen Heerema.

2. Agenda: Lillian entertained a motion to approve the agenda. Doreen made the motion and Cynthia seconded. The motion prevailed.
3. Minutes: Lillian entertained a motion to adopt the November 14th meeting minutes with one change - item #4 should say “adopt” instead of “approve”. Doreen made a motion, Beverly seconded. The motion prevailed.
4. Chairman’s Report and Correspondence: Lillian had no report. She did note that the calendar year for board appointments would be ending this month. She read a note of thanks from the board to the Senior Center staff.  
  
Janice Jackson had no correspondence to report.
5. Treasurer’s Report: The Treasurer’s Report for October was presented by Doreen. Beverly asked to confirm that the new CDARS are from Milford Bank and that it be noted in the report. A motion was made to refer the Treasurer’s reports to the finance committee by Mike. Doreen seconded. The motion prevailed.

**6. Committee Reports:**

- a. Personnel Committee: no meeting, no report.
- b. Finance Committee: no meeting no report. Phil noted that the Mayor approved our budget increase and will recommend the increase to the Board of Finance.

**7. Old Business:** no Old Business

- 8. Executive Director's Report:** Janice Jackson reviewed her written report furnished to the Board for November. Phil asked about roof repairs. Lillian asked about the transportation report and the difference in miles traveled. Jim said there were longer trips in Nov 2016 vs 2015. Lillian also asked about the number of gift cards. Phil asked about checks and balances for the money used for gift cards and the number that are distributed.

**9. New Business**

- a. Meeting Dates - there was discussion of changing the day the Board meets to accommodate the financial reports that need to be created. It was decided that the meetings would remain on the 2nd Monday of the month. But the staff will provide financial reports via email to the board prior to the meeting depending on how close the end of the month was to the meeting.
- b. New Vehicle - Jim Convery, Transportation Supervisor reported that one of the center vehicles needs work and the cost would be too much to fix. Jim said the center would need an SUV or van vehicle that could accommodate 4-5 passengers. There was a discussion about getting a business or organization to sponsor or help with the purchase of a new vehicle. Jim said it would be best to obtain a vehicle within the next couple of months. We will discuss further at the next meeting.

The Chair entertained a motion to adjourn. Dick made the motion and Doreen seconded. The motion prevailed.

There being no other business before the Board, the meeting adjourned at 5:45 P.M.

Respectfully submitted,

Terry Nolan, Secretary  
Milford Council on Aging  
Board of Directors