

Milford Council on Aging Minutes

September 17, 2009

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

Absent: Aldermanic Liaisons Judith Toohey and Phil Vetro.

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

Chairman Lillian Holmes called the meeting to order at 5:30 p.m. and entertained a motion for adoption of the June 8, 2009 meeting minutes. Mike Petrucelli so moved, Karen Craig seconded and having no corrections or deletions of the minutes heard, the motion was voted upon and passed unanimously.

Correspondence:

Janice Jackson noted that she received a thank you card from Frank Johnson noting how helpful Assistant Program Director Geri Dichewich was to him. Also a thank you note from Melissa Benfer, Advisor to the Summer Youth volunteers, James Vaccaro and Leo Fortier. Janice shared a copy of a \$1000.00 donation to the Center in memory of a deceased member. Toni Dolan, the Executive Director of the Beth El Center sent a letter concerning speaking to our staff regarding donations to the United Way. Janice also shared a newspaper article regarding Al and Gail Mayer donating \$1000.00 in the form of gift cards to needy senior citizens.

Treasurer's Report:

The Treasurer's report was presented. Mary Allen Heerema, Bookkeeper, noted that the Center was under spent by \$8000.00 in August. She noted there was a negative balance in July. Phil Caporusso commented that the Center finished last year with a surplus and asked whether the City questioned the existence of the surplus and Janice replied that the surplus did not raise any issues.

Chairman Lillian Holmes entertained a motion to refer the Treasurer's Report to the Finance Committee. The motion was offered by Shirley Serrano and seconded by Mike Petrucelli and unanimously accepted.

Committee Reports:

Finance Committee: Shirley Serrano, Chairman of the Finance Committee reported that there had been no meeting.

Personnel Committee: Cynthia DeLuca, Chairman of the Personnel Committee also reported that there had been no meeting.

Old Business:

By-Laws: Joyce Elwell shared an amendment to the by-laws for the purpose of amending the stated purpose to include special membership for non-residents. Discussion ensued regarding the qualification for special membership. Phil Caporusso noted that the policy for special membership should be subject to change. Cynthia DeLuca discussed the stated purpose of the Council. Lillian Holmes asked whether when a current member moves to another town, all members are generally aware they are grandfathered in as members.

Various amendments were suggested and discussed by Shirley Serrano and other board members. There was also a discussion regarding the proposed fee for special membership. Phil Caporusso moved that the annual fee for non-

residents be increased from \$15.00 to \$25.00 in the proposed amendment. Mike Petrucelli seconded the motion. A vote was taken for acceptance with one against. The Chair entertained a motion for the proposed amendment of Article II of the By-Laws with agreed upon changes and deletions. The motion passed unanimously. Karen Craig noted that because there are changes being made to the policy per the Center By-Laws, there should be a separate vote and notice on the agenda for the next meeting.

Cynthia DeLuca inquired as to whether the statement “these By-Laws are subject to change” should be inserted into the By-Laws. Discussion ensued as to whether the actual policy pertaining to special membership should be included in the Senior Center By-Laws. In response to inquiry by Lillian Holmes, Joyce Elwell commented that notice and comment were important because we are making a change to the By-Laws.

Executive Director’s Report:

Janice Jackson noted that the old carpet in the offices facing Jepson Drive has been replaced with new tile. She spoke to Architect, Ray Oliver who informed her that bids to remove the rest of the carpet were going out shortly. Janice was informed that the remaining carpet needed to be abated because of asbestos in the tile adhesive.

Janice discussed three proposals from accountants who are interested in completing the 2008-2009 audit. The lowest quote is from Solakian, Caiafa, and Company, LLC for \$6000.00. Janice discussed the various quotes and references received from the accountants and noted that she called 19 accounting firms and many do not do audits or accept new clients. Chairman Lillian Holmes suggested that the Better Business Bureau information should be researched. Janice noted that she requested a letter of status from the current auditor/accountant and has not received it. Mike Petrucelli inquired as to how many bids would be obtained and suggested a deadline. Cynthia DeLuca suggested a letter of notification to the current accountant/auditor notifying him his services will no longer be utilized.

Janice Jackson attended a meeting in the Mayor’s office with the Red Cross and the Transit District during which she was informed the Red Cross will not provide transportation for medical appointments as of January 1, 2010. Shirley Serrano asked how much the Red Cross transports for this purpose. In response Phil Caporusso noted that the Red Cross provides substantial transportation to medical appointments outside of Milford, so he believes there is no overlap with the Center’s services.

Title VI documentation was presented by HR Manager, Sharon Szturma. She referred to a Title VI pamphlet and gave a synopsis as to the law. She commented that because the Center has received Federal funding there must be Title VI Compliance. She noted that grant funds for \$40,000.00 triggered a letter from the State regarding Title VI compliance. Sharon explained that the Title VI requirements should be posted in the building and on the Center’s website. The posting has been supplied by DOT. The newsletter will also include a two line notice of Title VI compliance. Sharon noted that she delegated the posting on the website to Mr. Shah and Eleanor Turkington. She also discussed that she would be attending Title VI training as it becomes available.

Janice discussed the situation with the Center’s existing ceramic kiln and shared a letter from Senior Fire Inspector, Andrew Vargo of the Milford Fire Department. Janice noted that she met with Andrew Vargo and Sly Moura, Supertindant of Building Maintenance regarding a different location for a new kiln that meets current specifications and requirements. Phil Caporusso requested concrete information regarding the renovations/permits required and suggested spec sheets be obtained from the kiln venders. Janice explained that new ceramic kiln specifications were sent to Andrew Vargo at the Fire Department and Sly Moura at Public Works. However, Andrew Vargo stated he needed to see plans for a new kiln from our contractor.

Cynthia DeLuca asked about the popularity of the ceramics class. The ceramic teacher, Buddy Leahy who was present, explained that it is a popular program. However, she is firing ceramics in a kiln in the basement of her home because of the issues with the Center’s kiln. There was a brief discussion concerning compensating the

ceramic teacher for her increased electric bill. Shirley Serrano suggested that due to popularity of the ceramics program, Janice should get the process started as soon as possible. Janice also discussed price quotes from three companies who sell ceramic kilns.

Phil Caporusso suggested that the old kiln might be used in a modified setting and moved that the issue be tabled until the next meeting pending the finding of a better location for its installation. Shirley Serrano seconded and the motion was voted on and passed unanimously. Mike Petrucelli suggested that Architect, Ray Oliver be contacted in order to continue the process. Janice will email board members with follow up information pertaining to the kiln.

Janice discussed the hydraulic lift repairs on the bus prompted by the Department of Motor Vehicle (DMV) inspection. Anne Marie Ventimiglia, Transportation Supervisor, commented that the lifts needed to be inspected and she had made contact with Dattco in Bridgeport. Their labor rates are \$95.00 an hour plus parts. She also discussed the various lift repairs that are needed. Janice noted that the Public Works Department informed us that they are not able to repair hydraulic lifts on our buses.

Mike Petrucelli discussed the location of the new proposed horseshoe court.

Mary Steinmetz, Program Director reported on the \$8.00 a year membership dues and complaints by some new members that join at different times throughout the year that are still asked to pay \$8.00. A discussion ensued and Phil Caporusso suggested that after July 1st the dues should be \$4.00 instead of \$8.00 a year. There was agreement by consensus.

Chairman Lillian Holmes called for a motion to adjourn. The motion passed unanimously and the meeting adjourned at 7:33 p.m.

Respectfully submitted,

Joyce Elwell, Secretary

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