<u>Milford Council on Aging Meeting Minutes</u>
<u>Tuesday October 17, 2017, 5:30 p.m.</u>

Call to order: Meeting was called to order at 5:30pm by Lillian Holmes.

1. <u>Roll Call</u>: Board Members Present: Lillian Holmes, Dr. Philip Caporusso, Gloria Lanna, Judge
   Beverly Streit-Kefalas, Shirley Serrano, Richard Dowin, Doreen Fontana, Terry Nolan.
   Absent: Cynthia DeLuca

   BOA Liaisons: Bill Bevan, Ellen Beatty

   Staff: Janice Jackson, Amanda Berry, Mary Allen Heerema, Jim Convery, Kanaiyalal Shah

2. <u>Agenda</u>: Lillian entertained a motion to approve the agenda. Doreen made the motion and Shirley seconded. The motion prevailed.

3. <u>Minutes</u>: Lillian entertained a motion to adopt the September 11th meeting minutes. Gloria made a motion, Beverly seconded. The board voted with one abstention (Beverly) and the motion prevailed.

4. <u>Chairman's Report and Correspondence</u>: Lillian extended condolences from the Board to Janice on the passing of her mother. She also noted that the board was invited to the Senior Center
   Veteran's Day celebration on November 9th.

   Janice Jackson reported the following correspondence:
   There were many emails and an article in the Milford Living Magazine regarding our members
   enjoying trips with the Senior Center travel department.

5. <u>Treasurer's Report</u>: Doreen gave the reports for September. A motion was made to refer the Treasurer's reports to the finance committee by Phil. Dick seconded. The motion prevailed.

6. <u>Committee Reports</u>:

   a. Personnel Committee: no meeting, no report.
   b. Finance Committee: no meeting, no report.

7. <u>Old Business</u>:

   a. By-Laws revision - A meeting has been scheduled to discuss the revisions.

   b. Discussion of backup system for server - the board discussed the proposals for backup systems from The Business Network Group and Sextant BTS. There was discussion of the specifics for each proposal and the pricing. Terry made a motion to accept the proposal from Sextant BTS. Dick seconded the motion. The board voted and the motion prevailed.

   c. 14 Passenger Bus - Jim reported on the current state of the Senior Center buses, the repairs that were needed and why getting another bus was important. There was a discussion of purchasing a 2014 bus that was available. Janice noted that a former driver for the Center designated $20,000.00 in his Will for the Senior Center and it could be used towards the purchase of a bus. Janice also mentioned that they could apply for a Department of Transportation grant, however, the process can take up to two years. Phil made a motion to purchase the used bus. Beverly asked that the motion include that the Center would use the donation for the purchase. Beverly seconded the motion and the motion prevailed. Lillian suggested getting a sign or plaque dedicating the bus to the former driver.

8. <u>Executive Director's Report</u>: Janice Jackson reviewed her written report furnished to the Board for September.

9. <u>New Business</u>: The Certified Resolution for the Community Development Block Grant Application. Lillian entertained a motion to have the Board Secretary sign the resolution. Shirley made the motion and Doreen seconded it. The motion prevailed.

   Lillian asked about the center's insurance and if check signers are bonded. Janice said she checked with the insurance company and yes board members are bonded but the insurance representative thought the amount was too low. Lillian wanted to get clarification on if both Board members and staff were covered. Phil asked if the insurance representative could come to our next meeting to explain the coverage?

10. Janice responded that she will ask our Agent, Michael Albacherli to attend and discuss our liability insurance at our November 13th meeting.

The Chair entertained a motion to adjourn. Shirley made the motion, Phil seconded, the motion prevailed.

There being no other business before the Board, the meeting adjourned at 6:20 P.M.

Respectfully submitted,

Terry Nolan, Secretary
Milford Council on Aging
Board of Directors