

**Colchester Commission on Aging**  
**Regular Meeting Minutes**  
**Monday, September 8, 2008 – Colchester Senior Center**

**MEMBERS PRESENT:** Chairman Jean Stawicki, Vice Chairman Ann Smyk, Betty Ann Oppelt, Bernie Erickson, Clara Erickson, Sally Carbone, Sue Maikshilo

**MEMBERS ABSENT:** Bill Wagner, Barbara Warden

**OTHERS PRESENT:** Cathy Russi, Rosemary Coyle, Linda Hodge, Donna Skawinski

1. **Call Meeting to Order:** The meeting was called to order at 1:05 p.m.
2. **Minutes:** Sally Carbone motioned to approve the regular meeting minutes of 8/11/08. Clara Erickson seconded. All other members present voted in favor. MOTION CARRIED.
3. **Financial Report:** Bernie Erickson reported that the senior center collected \$195.25 in July and \$330.10 in August from transportation. The out-of-town trips accounted for \$48.00 of the July amount and \$161.50 of the August total. Sue Maikshilo motioned to accept the Financial Report. Ann Smyk seconded. All other members present voted in favor. MOTION CARRIED.
4. **Chairman's Report:** Jean Stawicki read a resignation letter from Cathy Russi who will be retiring on October 3<sup>rd</sup>. Cathy stated that she has been working on cross training the staff as well as documenting what has been done for reference.

Jean reported that she and Cathy have been working together on the Capital Improvement Plan. They have made progress and are almost finished. Rosemary added this only needs to be reported to the state every 5 years. Cathy mentioned that even though they include things in the plan they submit to the town, some of those items are not included in what is submitted to the state.

Sally Carbone motioned to accept the Chairman's Report. Sue Maikshilo seconded. All other members present voted in favor. MOTION CARRIED.

5. **Senior Center Director's Report:** Cathy Russi reported that all lease deadlines and pertinent information will be included in the documentation that

she is preparing before she leaves. She will give a copy to Jean Stawicki. She mentioned that all leases are renewed by the 1<sup>st</sup> Selectman. She also detailed the responsibility that Greg has and what he does with the budget.

Cathy asked Linda Hodge about a form to complete when work is performed. Linda indicated that she and Greg are in the process of working on it.

The repair of the tile in the back hallway and the faucet in the VFW room are also in the process of being completed.

Diane Stone from the Newington Senior and Disabled Center is making a presentation today at 1:30 regarding the accreditation process. She will detail what accreditation is and why it's important.

Cathy spoke to Wendy Mis, the Health Director, about the flu clinic. It may be held in November.

The Friends of Cragin Memorial Library are furnishing entertainment for Thursday's Russian program. It begins at 10:30 with a presentation on Russian language, lunch at noon followed by the entertainment. This is a program designed to promote cultural diversity.

Jean asked about the replacement process for Cathy's position. Linda indicated that she and Cathy are working on a job description that the Board of Selectmen will call a special meeting to approve. It will then be posted. There will be a panel including one Commission on Aging member for the interview committee. Cathy has made some suggestions for other panel members. They must take several things into account when considering hiring an individual, including labor laws.

Betty Ann Oppelt motioned to accept the Senior Center Director's Report. Sally Carbone seconded. All other members voted in favor. MOTION CARRIED.

**6. Old Business:** No items were reported.

**7. New Business:** No items were reported.

**8. Adjournment:** Bernie Erickson motioned to adjourn the meeting at 1:35 p.m. Sally Carbone seconded. All other members present voted in favor. MOTION CARRIED.

Respectfully submitted,

Michelle Komoroski