



TOWN OF COLCHESTER

Commission on Aging
95 Norwich Ave., Colchester, Connecticut 06424
(860) 537-3911

Where Tradition Meets Tomorrow

Colchester Commission on Aging Meeting Minutes

Monday, November 14, 2011 – Colchester Senior Center

Received for record at Colchester, Conn.
November 16, 2011 at 8:58 a.m.
Attest, Nancy A. Bray, Town Clerk

Members Present: Chairperson Rose Levine, Goldie Liverant, Marilyn Finnegan, Jean Stawicki, Betty Ann Oppelt, Herb Davis

Members Absent: Rob Gustafson

Others Present: Patti White

- 1. Call Meeting to Order:** The meeting was called to order by Chair Rose Levine at 1:08 p.m.
- 2. Minutes:** Goldie Liverant motioned to approve the regular meeting minutes of 10/11/11. Jean Stawicki seconded. All members present voted in favor except Jean, Betty Ann Oppelt and Herb Davis who abstained because they were not present at the October meeting. MOTION CARRIED.
- 3. Financial Report:** Betty Ann Oppelt reported that \$396.00 was collected for transportation in the month of October. Of that, \$127.00 was for out of town trips.
- 4. Chairman's Report:** No items were reported.
- 5. Senior Center Director's Report:** Patti White reported that the Holiday Fair will be held this Saturday from 9 am – 2 pm. The Tea Cup Baskets have already raised \$1,000 between the schools and town hall.
- 6. Senior/Community Center Building Committee Update:** Patti White reported that Rosemary Coyle spoke with the Board of Selectmen regarding the Senior Center Study Group's recommendation that the chairperson or her designee be appointed to the building committee. Upon her resignation, Chairperson Theresa Hendricksen designated the Vice Chair, Norm Dupuis. Norm has submitted an application which is one of 6 being considered for the one opening. Interviews should take place at their next meeting on Thursday, November 17th. The Commission agreed to submit a letter detailing their support of Norm and the fact that he has a specific knowledge base gained through the process of the study group that will add value to the building committee. Jean and Herb agreed to write and submit the letter to the First Selectman. The group asked Patti to email a copy to Rosemary Coyle as she is the liaison to the Commission on Aging.
- 7. Senior Resource List:** Marilyn Finnegan and Rose Levine have come up with 2 lists, so far through the letter M. They will sync their lists and re-address in December.

Members discussed including tips with each section detailing information pertinent to seniors.

8. Handyman Project: No items were reported.

9. Set Meeting Dates for 2012: Jean Stawicki motioned to hold the 2012 meetings on the second Monday of the month at 8:30 am. Goldie Liverant seconded the motion. All other members present voted in favor. MOTION CARRIED.

10. Old Business:

A. Bylaw Review: Rose Levine passed out a proposal of Articles II through V. She asked members to read so they can discuss and vote on in December.

11. New Business: There was discussion regarding appointing a Vice Chair to the Commission due to the vacancy left when Theresa resigned. They decided to wait until the 2 openings were filled. Jean motioned to send a letter to the Board of Selectmen recommending that both Rob Gustafson and Herb Davis be moved from alternates to members and that Marilyn Finnegan be reappointed when her term ends in December. Goldie Liverant seconded. All other members present voted in favor. MOTION CARRIED.

12. Adjournment: Marilyn Finnegan motioned to adjourn the meeting at 2:20 pm. Rose Levine seconded the motion. All other members present voted in favor. MOTION CARRIED.

Respectfully submitted,


Michelle Komoroski

Article 1: Commission Meetings

- A. Regular meetings of the commission shall be held each month. The time and place for regular meetings shall be set by the Commission each November.
- B. The annual election meeting shall be held in June. The place and time will be determined by the Executive Board. Nominations for officers shall be presented by the Nominating Committee one month prior to the annual election meeting.
- C. Special meetings may be scheduled as required by notification of each member by the Chairperson.
- D. At all regular meetings, an attendance of at least four (4) members shall constitute a quorum. Annual election and special meetings shall have at least five (5) members in attendance for transaction of business.
- E. Alternate members shall attend all meetings and take the place of a regular member when a regular member is absent from a meeting. When taking the place of a regular member, such alternate member shall be counted toward a quorum and shall have all voting rights of the absent member. The Chairperson shall rotate alternates to serve in this capacity as needed.

Passed at Sept.Meeting

Article II: Officers

- A. The officers of the Commission shall be: Chairperson, Vice Chairperson, Corresponding Secretary, and Treasurer. The Officers of the Commission shall be the Executive Board.
- B. Chairperson: The chairperson shall preside at all meetings of the Commission, appoint committees, and shall have the duties normally conferred by parliamentary usage on such officer.
- C. Vice-Chairperson: In the absence of the Chairperson, or in the event of that person's inability or refusal to act, the Vice-Chairperson shall assume the duties of the Chairperson, and when so acting, shall have all the powers and be subject to all the restrictions imposed upon the Chairperson. The Vice-Chairperson shall perform such other duties as may be assigned by the Chairperson.
- D. Corresponding Secretary: The Corresponding Secretary shall be responsible for any correspondence, and shall perform all other duties incidental to the office of Corresponding Secretary. All minutes of Commission business will be recorded by the clerk selected by the
- E. Treasurer: The Treasurer will report to the Commission on a monthly basis the revenues received from Senior Center bus usage: recreational, appointment, and errand usage. They will also keep track of any monies and expenditures for Commission events.
- F. Tenure of Officers: Officers will be elected for a term of one year. No person shall serve in the same office for more than three consecutive terms.

Article III- Committees

- A. Nominating Committee: The nominating committee shall consist of three (3) Members of the Commission other than the Executive Board. The Chairperson of the Commission shall appoint the members of the nominating committee and its chairperson.
- B. Other Committees: Any other committees of the Commission can be established as need arises. Such committees may include Program Committee, Legislative Committee, By-Laws Committee, or Project Committees. Commission members may volunteer to serve on such committees, elect a Chairperson, and report to the Commission at regular or special meetings.

Article IV- Rules of Order

Robert's Rules of Order shall apply at all meetings.

Article V- Amendments

- A. Except as otherwise required by law, these By-Laws may be amended at any special meeting called for that purpose, provided that written notice of the proposed amendment(s) shall be given to each member of the Commission at least 30 days prior to such meeting. Such amendment(s) shall require affirmative vote of at least (5) members of the Commission.