



TOWN OF COLCHESTER

Commission on Aging
95 Norwich Ave., Colchester, Connecticut 06415
(860) 537-3911

Where Tradition Meets Tomorrow

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Nancy Liverant

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Colchester Commission on Aging Meeting Minutes

Monday, August 8, 2011 – Colchester Senior Center

Members Present: Chairperson Rose Levine, Jean Stawicki, Goldie Liverant, Marilyn Finnegan, Rob Gustafson, Herb Davis

Members Absent: Vice-Chair Theresa Hendricksen, Betty Ann Oppelt, Sue Maikshilo

Others Present: Patti White

- 1. Call Meeting to Order:** The meeting was called to order by Chair Rose Levine at 1:02 p.m.
- 2. Minutes:** Goldie Liverant motioned to approve the regular meeting minutes of 7/11/11 with the following corrections: The state municipal grant that funds transportation was cut by 25%, not 75%. And the senior center staff is preparing the Taste of Thursday lunches on the last Thursday of each month, not TVCCA. Marilyn Finnegan seconded. All other members present voted in favor. MOTION CARRIED.
- 3. Financial Report:** Patti White reported that \$333.00 was collected for transportation in the month of July. Of that, \$102.00 was for out of town trips. There was discussion regarding the funds for transportation. The suggested donations are deposited into the town's general fund.
- 4. Chairman's Report:** Rose Levine attended the Board of Selectmen Commission Chairmen meeting and reported that the Commission is now full, that they are working on a bylaw review and that their goals include educational events, promoting the new senior center and taking on a new project. Rose spoke with the Geriatrician who is slated to speak at the 'Caring for a Loved One with Alzheimer's Disease or Any Other Dementia' program. It is tentatively scheduled for Tuesday, September 27th from 7-9 pm. An attorney who specializes in elder law and Rose, who is a Dementia Care Manager will also present. Rose shared samples of resource guides listing housing, social services, financial programs, tax credits etc. These could be used as examples to compile a listing of phone numbers and services that are pertinent to seniors in Colchester. This could be available online as well as in print. She also said she is working on a professional provider network for Colchester. There is a lot of confusion over what services are available in this area and who can provide them. It is very important to understand the choices and the differences between them.

5. Senior Center Director's Report: Patti White reported that CCCI will be presenting a program on elder care at the October 4th AARP meeting. It will take place at 2 pm at the senior center. There will also be a program on August 18th at Three Rivers College by the Senior Resources Agency on Aging entitled 'Observe vs Admit'. This will educate on the problem that exists when seniors go to the emergency room and don't get admitted. They can be help up to 3 days for observation. If that occurs, Medicare won't cover the expense if the patient then gets admitted to a convalescent home. They are trying for legislation to make observation obsolete. Patti reported that the town of Bolton has a program called Senior Needs Assistance Program. It is partially funded by the Older American's Act. Participants need to be 60 years or older and a resident of Bolton. They can register and receive chore assistance, home help, handyman services or outreach & social support at little or no cost.

September is National Senior Center month and there will be a luncheon on the 27th at the center to show appreciation for their volunteers.

6. Senior Center Building Committee Update: There was discussion on how to make the Commission on Aging have a voice on the building committee that will plan and execute the new school and community/senior center at William J. Johnston Middle School. The committee will have 7 members and the Board of Selectmen are still accepting applications. Goldie and Herb offered to meet with Gregg Schuster next Tuesday to discuss the Commission's position with him.

7. Old Business:

A. Bylaw Review: The bylaw committee met and Rose passed out copies of the proposed revisions. There will be a vote to accept changes at the next meeting on 9/12/11.

B. Goals of Commission on Aging: Discussed in Chairman's Report.

8. New Business: No items were reported.

9. Adjournment: Herb Davis motioned to adjourn the meeting at 2:35 pm. Jean Stawicki seconded the motion. All other members present voted in favor. MOTION CARRIED.

Respectfully submitted,



Michelle Komoroski

Colchester Commission on Aging By-Laws and Suggested Changes-Aug. 2011

As authorized by the Ordinance establishing a Commission on Aging adopted at a special Town of Colchester meeting on August 18th, 1977, and subsequently revised on June 30th, 1994(Vol 7, Pg 69), the following By-Laws are herewith established to enable the Commission to function in fulfilling its duties.

The Articles included in these By-laws are intended to augment the Ordinance, and shall not be construed or interpreted to negate or amend any authority or function stipulated or limited by the Ordinance.

Article I- Commission Meetings

- A. Regular meetings of the Commission shall be held at 1:00 pm on the second Monday of each month. **Change: The time and place for regular meetings shall be set by the Commission each December for the upcoming year.**
- B. Annual ELECTION MEETING SHALL BE HELD IN June, place and time to 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 may attend all meetings and shall 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 the voting rights of the absent. The Chairperson shall rotate alternates to serve in this capacity as needed.**

It is desirable that alternate members attend all meetings and will.....

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.

The officers(Executive Board) shall be the Chairperson, and Vice-Chairperson.

- 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 all the restrictions imposed upon the chairperson. The Vice-Chairperson shall perform such other duties as may be assigned by the Chairperson.
- D. 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- Volunteer Positions

Corresponding Secretary- The Corresponding Secretary shall be responsible for correspondence **and all proceedings of the Commission**, and shall perform all other duties incidental to the office of Corresponding Secretary.

Change: remove highlighted section(minutes taken by Clerk). Add: This will be a voluntary position filled as needed. Add to Article III

Treasurer- The Treasurer shall keep records of all funds, receipts and disbursements, State and Federal funds, organization and private donations, trusts, abd any other funds received in the name of the Commission, and shall balance with Town expenditure records at least quarterly.

Financial Reporter- shall report to the Commission on a monthly basis the revenues received from Senior Center bus usage: for recreational, errand, and appointment usage. They will also keep track of any expenditures for Commission Events. This will be a volunteer position

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. Commission 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

A. 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 of the Commission called for that purpose, provided that written notice of the proposed amendment shall be given to each member of the Commission at least thirty(30) days prior to such meeting. Such amendment shall require affirmative vote of at least five(5) members of the Commission.