



TOWN OF COLCHESTER

Commission on Aging
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Where Tradition Meets Tomorrow

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Colchester Commission on Aging Special Meeting Minutes

Sayle Furnan
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TOWN CLERK

Monday, November 24, 2014 - Colchester Town Hall

Members Present: Chair Gary Siddell, Rose Levine, Rob Gustafson, Goldie Liverant, Susan Choma, Jean Stawicki

Members Absent: None

Others Present: Patty Watts, Mary Tomasi, Art Shilosky

- 1. Call Meeting to Order:** Chair G. Siddell called the meeting to order at 8:35 a.m.
- 2. Possible Seating of Alternate:** G. Siddell seated S. Choma as a voting member in lieu of one of the vacancies on the committee.
- 3. Vote on 2015 Meeting Dates and Time:** R. Levine motioned to change the September meeting to the 21st in observance of Rosh Hoshanah. R. Gustafson seconded. All members present voted in favor. MOTION CARRIED. R. Gustafson motioned to accept the calendar as proposed with the September change. G. Liverant seconded. All members present voted in favor. MOTION CARRIED.
- 4. Vote to Recommend Bylaw Revisions to Board of Selectmen:** G. Siddell reported that the vote taken at the October meeting to move the bylaws forward to the Board of Selectmen needed to be redone because there were only four members present and according to the existing bylaws, there needs to be an affirmative vote of at least five members. There was also discussion regarding the political make-up of the Commission. G. Liverant motioned to move the bylaws forward as previously proposed to the Board of Selectmen with the additional change to Article VI substituting the "affirmative vote of five members" to "a majority vote". R. Levine seconded. All members present voted in favor. MOTION CARRIED. A copy of the bylaw changes is attached.
- 5. Discussion of Annual Report and Budget to Present to Board of Selectmen:** G. Siddell shared a proposed annual report to communicate changes and the direction that the Commission on Aging is going to the Board of Selectmen, Board of Finance and Economic Development Commission. He asked members to review and bring feedback to the December 8th Commission on Aging meeting for discussion. The budget will include moving the clerk costs from the senior center budget to the Commission on Aging budget as well as funding for 2 Lunch and Learn events, and a small printing and mailing budget.
- 6. Adjournment:** R. Gustafson motioned to adjourn the meeting at 8:57 a.m. G. Liverant seconded the motion. All members present voted in favor. MOTION CARRIED.

Respectfully submitted,

Michelle Komoroski

Michelle Komoroski

Article I – Commission Meetings

- A. Regular meetings of the commission shall be held each month. The time and place for the 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~~ given to the Commission members by the Nominating Committee ~~one month at~~ least ten (10) days prior to the annual election meeting.
- C. Special meetings may be scheduled, as required, by notification ~~of~~ to each member by the Chairperson.
- D. At all regular and special 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. Alternative members shall attend all meetings and take the place of a regular member ~~what 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 alternatives to serve in this capacity as needed.

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 the Corresponding Secretary.
- E. All minutes of Commission business will be recorded by the clerk selected by the Town.
- F. Treasurer: The Treasurer will ~~report~~ accept, on behalf of ~~to~~ the Commission, ~~on a~~ the monthly ~~basis~~ the revenues report received from the Senior Center Director of

Senior Services for bus usage designated as: recreational, appointment, and errand usage. The Treasurer will also keep track of any monies and expenditures for Commission events.

- G. 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~~ with at least one member not on the Executive Board. ~~The Chairperson of the Commission shall appoint the members of the nominating committee~~ The Committee shall chose a Nominating Committee Chair to preside and report the nominations, and it's 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, shall elect a Chairperson, and shall 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 – Reporting

- A. The Commission Chair, or designee, will prepare and deliver the quarterly report to the Board of Selectmen.
- B. The Commission Chair, in collaboration with the Executive Board, will prepare an Annual Report and Budget each November. This report and budget will be presented to the Commission prior to delivery to the Board of Selectmen.

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Article VI – Amendments

- A. ~~Except as otherwise required by law, these By-Laws may be amended for acceptance by the Commission on Aging at any special meeting called for that purpose, provided that written notice of the proposed amendment(s) shall be is given to each member of the Commission at least 30 ten (10) days prior to such meeting. Such amendment(s) shall require affirmative vote of at least five (5) members of the~~

Commission, a majority vote. Upon acceptance of amendments, the proposed changes will be submitted to the Board of Selectmen by the Commission Chair.