

16 JUN 30 AM 11:22

Members Present: Carol Sanders, Joyce Vlaun, Anita Collins,
Kathleen McNamara, Ruth Auwood, Dina
Lopes

ATTEST: *Dina Lopes*
TOWN CLERK

Absent: Elizabeth Bresser and Rev. James Johnson

Also Present: Sally Ritchie, Director of Senior Services

I. Call to Order. Chairlady Sanders called the Waterford Senior Citizens Commission Regular Meeting of June 28, 2016 to order at 4:05 p.m.

II. Establish a Quorum. A quorum was established.

III. Public Comment. There were no guests.

IV. Approval of Minutes of the May 24, 2016. Ms. Sanders asked for additions, corrections or deletions to the May 24, 2016 Minutes.

MOTION: Ms. Collins moved to approve the May 24, 2016 Regular Meeting Minutes, as presented. Seconded by Ms. McNamara. (5-0) Unanimous

Commission member Dina Lopes arrived.

V. Correspondence.

1. Letter dated June 8, 2016 from Alison C. Woods, Vice President and COO of Community Foundation of Eastern Connecticut, regarding more frequent updates on our Endowment Fund.

VI. Committee Reports

a. Budget.

1. Request for approval of Line Item Transfers. Ms. Ritchie reported a transfer is needed in order to cover an unbudgeted payment made to an HRA account and a salary increase which resulted from a position re-classification.

MOTION: Ms. McNamara moved to transfer \$2,750 out of series line item 10435-52380 (Programs) to 10435-51110 (Administration). Seconded by Ms. Lopes. (6-0) Unanimous.

MOTION: Ms. McNamara moved to transfer \$1500.00 in-series

line item 10435-52100 (Electric) to 10435-52040 (Service Contracts and Repairs) and \$1,750 from line item 10435-51210 (Clerical Technical) to 10435-51100 (Administration). Seconded by Ms. Collins. (6-0) Unanimous.

b. Nominating Committee: There was no report from the Nominating Committee.

c. Transportation Sub-Committee: There was nothing new to report from the Transportation Sub-Committee.

d. Planned Giving Sub-Committee:

1. Review of Endowment Fund 2016 Statement. The Commission reviewed the Endowment Fund 2016 Statement and will receive a statement on a quarterly basis.

2. Special Revenue Account. The Commission made a motion at its May Meeting to transfer \$5,000 from the Senior Citizens Special Revenue Fund to the Senior Services Endowment Fund.

MOTION: Ms. McNamara moved to rescind a motion made at the meeting of May 24, 2016 to transfer \$5,000 from the Senior Commission Special Revenue Fund to the Senior Commission Endowment Fund based on further review of the financial report. Seconded by Ms. Vlaun. (6-0) Unanimous.

VII. Director/Assistant Director Report for June, 2016. See attached report.

VIII. Staffing. Ms. Ritchie reported a member of her office staff is taking a full-time position and another member of her office staff is on medical leave.

Ms. Ritchie would like to hire a full time clerk, rather than two part time clerks. A Job Description will go before the Personnel Review Board at its July meeting.

IX. Report on Services to Individuals under 60 Years of Age. Ms. Ritchie and Ms. Sanders reviewed the statistics of how many individuals under the age of 60 years are assisted by Senior Services. There were 61 (9%) of individuals under the age of 60 who have been served by Senior Services.

X. New Business. There was no discussion of new business.

XI. Other Business.

a. Update on Contractors/Employee designation for PRB review. See Director's Report.

The Senior Services Commission will not meet in July.

X. Adjournment.

MOTION: Ms. Vlaun moved to adjourn the June 28, 2016
Senior Citizens Commission Regular Meeting
at 4:50 p.m. Seconded by Anita Collins. (6-0)
Unanimous.

Respectfully submitted,

Frances Gheri, Recording Secretary