COMMISSION ON THE ELDERLY
MEETING MINUTES
August 3,2026 at 3:10 p.m.

A. Call to Order at 3:10 p.m.
The meeting of the Commission on the Elderly was called to order at 3:10 p.m.

B. Pledge of Allegiance The members present recited the Pledge of Allegiance.

C. Roll Call
Ronald Sill Excused, Joan Shaw Present, Jennifer Desroches Present, Steven Kalina Present, Michael McFarland Absent, Janet Misiewicz Present, Shirley Erickson Present

D. Public Portion
The Chair asked three times whether anyone wished to speak during the public portion. There being no public comment, the public portion was closed.

E. Director's Report
The Commission reviewed the Director's Report. Members noted that attendance at Senior Center programs remained strong and that a variety of activities were being offered, including programs for crafters and other participants.
Members discussed a staffing update. The Director reported that the recently hired coordinator did not continue in the position, and that the vacancy would be advertised again. Members were asked to share the opportunity with any qualified candidates they may know.
Motion: made to accept the Director's Report by Joan Shaw
Second: by Janet Misiewicz
Vote: The motion carried unanimously.

F. Financial Report
The Commission reviewed the financial materials, including the detailed budget reflecting newly posted transactions and the Transaction Reports for June and July. Members noted that no significant financial concerns were identified, as the fiscal year had only recently begun.
The Director reviewed several transaction items and explained that the reports were prepared using Quicken. Members commented that the reports were detailed, clear, and easy to understand.
Motion: made to accept the Financial Report by Steven Kalina
Second: by Joan Shaw
Vote: The motion carried unanimously.

G. Approval of Prior Meeting Minutes
The Commission reviewed May 4,2026 meeting minutes. Members discussed whether materials should be emailed in advance of future meetings to allow additional time for review. Members agreed that receiving the reports ahead of time would be helpful.

RECEIVED
By Marc J Garofalo MPA, MMC, MCTC at 11:15 am, Aug 14, 2026

H. Old Business

Yankee Candle and Magic Wings Trip: Members asked whether reservations had been made for the Yankee Candle and Magic Wings trip. The Director reported that the trip was planned for Wednesday, October 7, and that information had been posted on the trip board. The cost was reported as $25, including admission to the butterfly attraction, with Derby residents receiving priority.

Gas/HVAC Update: Members asked whether the gas issue on the second floor had been resolved. The Director reported that a new HVAC system had been installed for the upper floor and that the system was working safely and properly.

The Big E Trip: The Director reported that the Finance Director approved use of the transportation fund to cover the bus cost. A check in the amount of $2,360 had been issued and was available at City Hall for mailing. The Director reported that the trip filled quickly, with 19 Derby residents and 32 non-Derby participants, and noted that the trip generated new memberships.

I. New Business

Mission Statement: Members discussed the Commission's mission statement, which was last updated in 2023. The Chair noted that some language may no longer reflect the Commission's current activities and suggested revisiting the statement to make it more practical and current. Members discussed whether the existing language regarding studying the needs of elderly residents, working with public and private agencies, and making recommendations to the Mayor and Board of Aldermen/Alderwomen should be revised. Members noted examples of communication and advocacy, including matters related to the bus, garage, gas leak, and elevator repair.

Members agreed that the mission statement should be revisited. Members were encouraged to review mission statements from other Commissions on the Elderly and bring suggestions to the next meeting.

Next Meeting Preparation

For the next meeting, members will review the mission statement and consider possible revisions. The Director's Report and Financial Report will be scanned and emailed in advance when possible so members may review them prior to the meeting.

J. Adjournment

Motion: to adjourn made by Joan Shaw

Second: by Janet Misiewicz

Vote: motion carried unanimously. The meeting adjourned at 3:30 p.m.

RECEIVED
By Marc J Garofalo MPA, MMC, MCTC at 11:16 am, Aug 14, 2026