COMMISSION ON THE ELDERLY
Regular Meeting Minutes
Date: October 5, 2026
Time: 3:05 p.m.
Location: Derby Senior Center

A. Call to Order

B. Pledge of Allegiance

Members stood for the Pledge of Allegiance.

C. Roll Call

Members recorded as present: Ronald Sill, Jennifer Desroches, Steven Kalina, Michael McFarland, Janet Misiewicz, Joan Shaw, and Shirley Erickson. All members are present.
Also present: Dawn Hebert, Senior Center Director.

D. Public Comment

The presiding officer invited public comment three times. No comments were received, and the public comment portion of the meeting was closed.

E. Director's Report

Dawn Hebert presented the Director's Report and updated September new-member enrollment from 16 to 18 since the written report was prepared. She also reported that a member who joined that day had heard favorable comments about the Derby Senior Center.

Members discussed the popularity of the Center's trips, noting that they fill quickly. A member who attended the Big E trip reported a positive experience and sufficient time to enjoy the event.
Motion: by Ronald Sill moved to accept the Director's Report.
Seconded: by Michael McFarland.
Vote: The motion carried.

F. Financial Reports

1 Senior General Fund

Members reviewed the Senior General Fund report and discussed instructor compensation. The Director explained that instructors generally set their own class fees. Compensation for the replacement line-dancing instructor remained $50 per class, the same rate paid to the previous instructor before retirement.

The Director explained that the $4,300 contracts amount was now being charged to expenses and had therefore been crossed out on the report. She also stated that $800 for instructors would be paid from the available balance. Members noted that salaries were now grouped into a single category. These details reflect the oral explanation provided at the meeting; the underlying financial schedules were not included in the transcript.

2. September Transaction Report

The Director reported that the luncheon celebrating Labor Day and Lillian's 100th birthday generated a profit of $283.50, while Apple Fest generated a profit of $495.81.

In response to a question about raffle items, the Director explained that most items were donated. Members also contributed purchased items or assembled snack baskets. The Center occasionally purchased replacement baskets from Goodwill when baskets were not returned for reuse.

3 Account Interest and Trip Expenditures

Members discussed the account referred to as the "silo account," which included a prior $20,000 donation received following a person's death and funds associated with land. The Director's research was reported to show $1,620 in interest to date, after expenditures totaling $6,000 for two Big E trips and a Yankee Butterfly trip.

4 Action on Financial Reports

An initial motion and second occurred after review of the general fund report. Before moving to the September minutes, members identified additional financial-report pages that remained to be reviewed. Following that review, the presiding officer requested the financial-report motion again.
Motion: Steven Kalina moved to accept the financial report.
Second: by Janet Misiewicz.
Vote: The motion carried.

G. Approval of September Meeting Minutes

Members reviewed the September meeting minutes and were invited to raise questions. No specific corrections were recorded.
Motion: by Joan Shaw to accept the September meeting minutes.
Second: by Steven Kalina
Vote: The motion carried.

H. Old Business — Mission Statement

The Commission reviewed the mission statement developed at the previous meeting, proposals submitted by Steven Kalina and Jennifer Desroches, and the existing statement. Members favored concise wording that addressed the needs of older adults and used "older adults" rather than "elderly" in the descriptive text.

Members supported presenting the proposed mission statement as three bullet points. The wording below reflects the proposal discussed, with transcription errors corrected. The statement was not formally adopted at this meeting:

The Derby Elderly Commission's mission is to:

- Foster a welcoming, supportive community where Derby's older adults can thrive.
- Connect residents with trusted local services, resources, and opportunities.
- Listen to the needs of older adults and work together to develop practical solutions that promote dignity, connection, and well-being.

The presiding officer proposed preparing a typed version of the revised mission statement for inclusion in the next meeting packet. Members discussed placing its approval under old business at the next meeting, noting that adoption was not on the current agenda.
Motion: by Ron Sill to bring to next meeting for approval.
Second: by Joan Shaw.
Vote: The motion carried. Final adoption of the mission statement was deferred to the next meeting.

I. New Business

1 Line-Dancing Program

The Director confirmed that a new line-dancing instructor had been hired through a referral. Members discussed the transition and emphasized the importance of programming suited to senior participants.

2 Senior Center Staffing

The Director reported that she was interviewing candidates for an additional staff position. The position was described as 26 hours per week, Monday through Thursday, with a stated daily schedule of 9:00 a.m. to 4:00 p.m. Responsibilities included secretarial and office support, event coordination, contacting agencies for sponsorships, and securing donations.

The position was advertised on the City of Derby's website and Indeed. The Director conducted several interviews and anticipated another the following week. Members were encouraged to refer interested candidates. The stated weekly hours and daily schedule should be verified against the official job posting.

Mary Jo was providing temporary assistance for approximately three to four hours per week and was not interested in the full position. The Director reported that Mary Jo had secured 100 roses for Lillian's birthday and 80 apples for Apple Fest.

3 Community Fair and Outreach

The Director reported that three Senior Center members had volunteered to represent the Center at a fair at Warsaw Park on Wednesday, from 10:00 a.m. to 2:00 p.m. Volunteers planned to promote the Center's services by distributing pens, newsletters, and File of Life materials previously purchased by the Commission. The fair's exact date was not stated.

Commission members were encouraged to consider projects that would benefit seniors and raise awareness of both the Commission and the Senior Center. No specific project was adopted.

J. Adjournment

Motion: by Ronald Sill moved to adjourn.

Second: by Steven Kalina.

Vote: The motion carried by voice vote. No opposition was recorded. The meeting adjourned at approximately 3:33 p.m.

Submitted by:

Jennifer Desroches

RECEIVED

By Marc J Garofalo MPA, MMC, MCTC at 11:05 am, Oct 29, 2026