

Meeting of the Committee on Aging Minutes
Wednesday, May 24, 2023 6:30PM Town Office Building

Members in attendance: Joan Gay, Bill Joyce, Joyce Mason, Jean Panciera, Mary Solera, and Ex-officio member Mercedes Riccuiti

Visitors/Interested Parties: First Selectman Nancy Gorski, Sandy Allard, Kathleen Amoia, Glen Johnson, Kate Moran

1. **Call to Order**

The meeting was called to order by Nancy Gorski at 6:30 PM.

2. **Introduction of Members**

Nancy Gorski introduced the members. Visitors were identified.

3. **Election of Officers**

Chair

Joyce Mason moved to nominate Joan Gay for Chair, seconded by Bill Joyce.

Voting in favor: Joan Gay, Bill Joyce, Joyce Mason, Jean Panciera, Mary Solera.

Motion carried.

Nancy Gorski turned the meeting over to Joan Gay.

Vice Chair

Joan Gay moved to nominate Joyce Mason for Vice-Chair. Seconded by Mary Solera.

Voting in favor: Joan Gay, Bill Joyce, Joyce Mason, Jean Panciera, Mary Solera.

Motion carried.

Clerk

Mary Solera moved to nominate Jean Panciera for Clerk, seconded by Joyce Mason.

Voting in favor: Joan Gay, Bill Joyce, Joyce Mason, Jean Panciera, Mary Solera.

Motion carried.

4. **Meeting Schedule**

A discussion was held on the dates and times for the regular meetings through the end of 2023. Joan Gay moved to schedule regular meetings to be held on the fourth Wednesday Panciera. Voting in favor: Joan Gay, Bill Joyce, Joyce Mason, Jean Panciera, Mary Solera. Motion carried.

5. **Meeting Requirements**

Joan Gay reviewed the Killingworth Charter and the Freedom of Information requirements as follows.

General Meetings:

- Must be open to the public.
- No later than Jan. 31, the schedule of the annual regular meetings must be filed with the Town Clerk and the Board of Selectmen and no regular meeting shall be held sooner than 30 days after the schedule has been filed.
- Agenda must be filed with the Town Clerk no less than 24 hours before the meeting.

Special Meetings:

- Notice must be filed with the Town Clerk not less than 24 hours before the meeting.
- Notice must specify the time and place of the special meeting and the business to be transacted.
- No other business could be considered other than the business noted in the notice.

Minutes:

- Must be filed with the Town Clerk and with the First Selectman within 7 days of the meeting.
- Must be available for public inspection not later than 7 days after the date of the session in which such minutes refer.
- Must include:
 - the roll call vote of those present
 - a description of the items discussed or transacted
 - reference any correspondence received
 - the recorded vote of each member on all issues.

Votes:

- Must be reduced to writing and made available for public inspection at the Town Clerk's Office within 48 hours of the meeting.

6. Meeting Process

Joan suggested that meetings be all inclusive with voting members and visitors participating in the meeting discussions. When groups are assigned to research a topic, one voting member needs to be on the committee with non-voting interested parties. The Committee concurred. Joan reminded members to sign-up for Sharepoint that is dedicated to the Committee on Aging. Joan will meet with Elizabeth to have the interested parties invited to join Sharepoint. Sharepoint will consist of the minutes, running list of votes, documents, research results, etc. Joan Gay indicated that a separate file of all motions made at each meeting will be formed and posted on Sharepoint.

7. Review of Charge to the Committee on Aging

Joan reviewed the Board of Selectmen's charge to the Committee on Aging: On February 13, 2023, the Board of Selectmen charged the Committee on Aging as follows: to study the conditions and needs among senior residents and community related to housing, economics, employment, health, and recreational matters; to review services provided and make recommendations to the Board of Selectmen, the Municipal Agent and to the Town; and to provide and sponsor programming. The Committee has the authority to apply for available state, federal and private grants to support its purpose.

A discussion was held regarding the specific charges for which members and interested parties are encouraged to list suggestions for each charge and submit them to Joan Gay the week prior to the next meeting. Joan will develop a table of the suggestions and present them at the next meeting at which time priorities will be determined and committees assigned to research them.

A means to determine the needs of the aging population was discussed. Chiqui Mercedes, Municipal Agent for the Elderly, to provide at each meeting the number requests made and for what specific need.

8. Next Steps

Joan Gay will meet with Nancy Gorski regarding grant money available for a senior center.