

**Organizational Meeting**  
**Commission for Elderly Services**  
**January 20, 2016**

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DANA BRADY  
CLERK  
TOWN AND CITY CLERK  
HARTFORD, CONNECTICUT

**Commissioners Present**

Chairman James Hubbard  
Vice Chairman Grace Forbes  
Comm. Rene Caisse  
Comm. Dawn Lathrop  
Comm. Diane Stroman

**Commissioners Absent**

Ex.Comm. Sue E. Behun  
Ex. Comm. Joan Lawlor  
Comm. Marcia Dobrowski

**Others Present**

Mayor David Cassetti

**Call To Order:**

Mayor David Cassetti called the Organizational Meeting to order at 4:23 p.m., at the Doyle Senior Center. All rose and pledged Allegiance to the Flag. The clerk took roll call attendance, five commissioners present, two had excused absences, and one was absent. A quorum was called.

**Nomination and Election for a Chairman:**

Mayor Cassetti asked for nominations for a Chairman for the Commission for Elderly Services. Comm. Caisse made a motion to nominate James Hubbard as Chairman for the Commission for Elderly Services. Mayor Cassetti asked if there were any other nominations, being none, Comm. Lathrop 2<sup>nd</sup> the motion. Mayor Cassetti asked that the secretary cast one ballot for James Hubbard. All in favor, so carried. **Commissioner James Hubbard** was re-elected as Chairman.

**Nomination and Election for a Vice Chairman:**

Mayor Cassetti asked for nominations for a Vice Chairman for the Commission for Elderly Services. Comm. Lathrop made a motion to nominate Comm. Grace Forbes as Vice Chairman for the Commission for Elderly Services. Mayor Cassetti asked if there were any other nominations. Comm. Rene Caisse nominated Commissioner Lawlor as Vice Chairman for the Commission for Elderly Services. Mayor Cassetti asked if there were any other nominations as there weren't any more, Comm. Caisse 2<sup>nd</sup> the motion. Since Comm. Lawlor was not present, Mayor Cassetti asked that the secretary cast one ballot for Grace Forbes. All in favor, so carried. **Commissioner Grace Forbes was re-elected as Vice Chairman.**

**Hire a Recording Clerk:**

Mayor Cassetti called for a recording clerk. Chairman Hubbard made a motion to hire Mary C. Gibson as the Recording Clerk for the Commission for Elderly Services. Comm. Caisse 2<sup>nd</sup> the motion. Her current salary will be in effect. All in favor, motion carried.

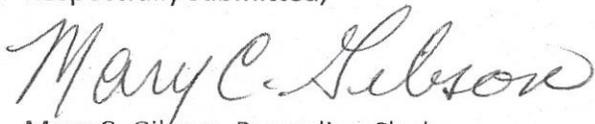
**Adoption of Robert Rules of Order:**

Mayor Cassetti asked that the Commission adopt Robert Rules of Order as a guide to conduct its meetings. Chairman Hubbard made a motion to adopt Robert Rules of Order. Comm. Caisse 2<sup>nd</sup> the motion. All in favor, motion carried. The Commission for Elderly Services will conduct its meetings with Robert Rules of Order as its guide.

**Adjournment:**

Mayor Cassetti asked for a motion to adjourn the Organizational Meeting at 4:29 p.m. Comm. Caisse made a motion to adjourn and Chairman Hubbard 2<sup>nd</sup> the motion. All in favor, so carried.

Respectfully submitted,

A handwritten signature in cursive script that reads "Mary C. Gibson".

Mary C. Gibson, Recording Clerk

Commission for Elderly Services