

MINUTES
REGULAR MEETING
COMMISSION ON AGING
LISBON SENIOR CENTER
WEDNESDAY, JANUARY 10, 2018
9:30 A.M.

1. Call to Order

The regular meeting of the Commission on Aging, moved from Monday, January 8, 2018, to Wednesday, January 10, 2018, was called to order by Leonora Szruba, Chairman at 9:30 a.m.

MEMBERS PRESENT: Joseph Doran, Mary Grant, Carol Sadowski, Leonora Szruba,
Karen Washington

MEMBERS ABSENT: Dorothy Coggins, Donna Gahrman, Fidelis Kershaw, Blanche Todriff,

2. Reading of previous minutes

J. Doran moved to accept the minutes of December 4, 2017 as printed. M. Grant seconded the motion.

VOTE: UNANIMOUS MOTION CARRIED

It was noted that Mrs. Szruba's name was spelled incorrectly in the "Members Present" section.

3. Correspondence

1. Letter, Thomas Sparkman, First Selectman, 01/09/18, Re: Backup Bus & Security System (Mr. Sparkman will make inquiries for a solution to the backup bus issue and suggested that the Senior Coordinator obtain three bids for a security system and at which time funding will be found.)

2. Letter, Thomas Sparkman, First Selectman, 01/09/18, Re: Meals on Wheels Volunteer Liability w/attachments: 1) Town Counsel; 2) Insurance Carrier

Mrs. Szruba noted that the information from town counsel and the town's insurance carrier will need to be reviewed by the commission before being acting upon.

4. Bills and action thereon

a. Review Financial Reports

The Special Revenues Fund Balance Sheet, 1/8/18, was reviewed as was the Profit & Loss Budget vs. Actual through January 8, 2018.

b. Ratify/Approve Bills - Attached

J. Doran moved to ratify bills 1 – 14 and add to the public record. C. Sadowski, seconded the motion.

VOTE: UNANIMOUS MOTION CARRIED

M. Grant moved to approve bills 15 – 22 for payment. C. Sadowski, seconded the motion.

VOTE: UNANIMOUS MOTION CARRIED

5. Senior Coordinator's Report – Attached

Karen Washington, Senior Coordinator, submitted and reviewed her report dated 1/8/18.

BILLS FOR RATIFICATION/APPROVAL AT THE 1/10/18 COA MEETING

FOR RATIFICATION:

- 1) dll Financial Solutions - \$98.18 copier lease (70153 Copier Expenses – 12/19/17)
- 2) Izbicki Contracting - \$222.50 to fix heat regulator in Karen's office (70142 Sr Ctr Maint – 12/19/17)
- 3) Verizon - \$28.26 for van cell phone (70141 Utilities – 12/19/17)
- 4) D.B. Building Maintenance - \$390 for December janitorial service (70142 Sr Ctr Maint – 12/19/17)
- 5) ASP Security Systems - \$213 for 1st qtr 2018 monitoring service (70142 Sr Ctr Maint – 1/3/18)
- 6) W.B. Mason - \$18 credit memo for jug deposits (70141 Utilities – 1/3/18)
- 7) W.B. Mason - \$35.97 for 3 jugs water & jug deposit (70141 Utilities – 1/3/18)
- 8) W.B. Mason - \$1.50 for water cooler rental (70130 Sr Cit Services – 1/3/18)
- 9) W.B. Mason - \$18 credit memo for jug deposits (70141 Utilities – 1/3/18)
- 10) Uncas Gas - \$955.12 for 12/7 delivery 563 gals gas @ \$1.6965 (70141 Utilities – 1/3/18)
- 11) Comcast - \$66.62 for Dec-Jan cable (70141 Utilities – 1/3/18)
- 12) Eversource - \$400.04 for 2,523 kwh electricity 11/16 to 12/18 (70141 Utilities – 1/3/18)
- 13) Frontier Communications - \$44.82 for Sr Ctr phone service (70141 Utilities – 1/3/18)
- 14) Walmart - \$353.03 for food purchases & \$5.61 late charge (Sand Prog Special Revenue – 1/3/18)

FOR APPROVAL:

- 15) JKS Electric - \$634 for 2 ballasts and 2 lamps for 2 outdoor parking lot fixtures & labor (70142 Sr Ctr Maintenance)
- 16) JKS Electric - \$455.73 for 1 case fluorescent lamps and to replace batteries of alarm & heating system panels (70151 Sr Ctr Supplies & Expenses)
- 17) Staples - \$31.16 for 1 case copy paper (70151 Sr Ctr Supplies & Expenses)
- 18) W.B. Mason - \$43.57 for misc. supplies (70151 Sr Ctr Supplies & Expenses)
\$25.99 for case of kitchen paper towels (Sand Prog Special Revenue)
- 19) Karen Washington - \$67.98 reimbursement for coil postage stamps & 2 cases mini-moos (70130 Sr Cit Services)
- 20) Karen Washington - \$58.62 mileage reimbursement for CASC meeting (70150 Sr Coord Supplies & Expenses)
- 21) Karen Washington - \$37.98 reimbursement for lunch program purchases (Sand Prog Special Revenue)
- 22) Dana Nowell - \$7.49 mileage reimbursement for MOW deliveries (70114 Sr Ctr Coverage)

Commission on Aging

Monthly report

For the month of:	October	November	December
Center visitors	459/21	361/18	343/19
Van rides	50	66	36
Meals on wheels	124	102	108
Sandwich program	161	149	149
Other meals	57	58	75

On December 5th we had a representative from TVCCA come in to help seniors fill out their applications for energy assistance.

December 7th was our annual holiday luncheon. There were 65 lunches served and we had entertainment provided by Dick Tarryk on his accordion.

Our trip to the Providence Performing Arts Center on December 9th had to be cancelled due to weather. We now have a credit with them for a future show.

On December 11th we went to Yankee Candle/Forest Park Lights/Cracker Barrel and on December 19th we went to the LaSalette Shrine.

In January we have trips set up to go to Foxwoods Casino on the 19th and Bradley Playhouse on the 21st.

We held our annual craft sale at the Lisbon Central School on December 14th and 19th.

Ten people attended our winter breakfast on December 20th.

In January we have Club Lisbon on the 10th, a Foot Clinic on the 19th and make your own burgers on the 31st.

We are going to start a movie day on the 2nd Friday of each month.

We continue to call and send letters to our state legislatures to save the Medicare Savings Program.

Our second Red Cross blood drive on December 27th was much more successful with over 20 people donating.

Heat has been restored to the tower area of the center.

We continue to have phone problems and are looking into a replacement phone system.

There have been 3 estimates received for new carpeting for our main hallway areas and possibly our front activity room and board room.

Submitted
January 8, 2018 by
Karen Washington

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6. Old Business

a. Requests to Selectmen

- Substitute for Town Bus – Discussed under Correspondence.
- Security System for Building – Discussed under Correspondence.
- Town Attorney's Opinion on MOW Volunteer Liability

Ms. Washington clarified that the Meals on Wheels person is not a volunteer, he is paid; the liability question is about the use of a private vehicle to deliver meals on wheels.

J. Doran moved to table this item until next month to review the information from town counsel and the insurance carrier. M. Grant seconded the motion.

VOTE: UNANIMOUS MOTION CARRIED

b. Shooting Stars Treasury Update

Mrs. Szruba reported that the December proceeds have been deposited into the special revenue account noting that when she balances the books she will write a check closing out the account and have it deposited into the special revenue account as well. She then advised that when the certificate of deposit matures, it will be closed out and deposited into the special revenue account at which time it will bring the Shooting Stars into complete compliance with the town about how those funds are handled.

At this time Mr. Doran led a discussion regarding using a "square card" to accept credit card payments for trips, etc.

c. Carpeting

Ms. Washington submitted and discussed three proposals for carpeting for different areas in the senior center

J. Doran moved to table this item until next month. M. Grant seconded the motion.

VOTE: UNANIMOUS MOTION CARRIED

d. LED Lighting

After a brief discussion, it was the general consensus of those present to ask Eversource to perform an energy audit.

7. New Business

a. Volunteer Program

In an effort to organize volunteer situations in the senior center, Ms. Washington developed detailed description for the following: Aid-Kitchen/Meals on Wheels, Receptionist, and seasonal special events person for holiday/special occasion decorating.

b. Add Headset to Current Phones

After discussing problems with the Stevens Communication's phone system, Ms. Washington advised that according to their consultant, that while a headset can be used

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with the current system, the system is old and needs a costly component. She suggested a less costly wireless system would be a better solution which would enable her to attend to any emergencies in another room while speaking to emergency help on the phone. It was the general consensus of those present to have Ms. Washington explore the less costly solution.

c. Disposal of Vacuum cleaner/Purchase New Vacuum Cleaner

Ms. Washington requested authorization to dispose of an old vacuum that doesn't work and to purchase a replacement.

J. Doran moved to allow Karen to purchase a new vacuum and cordless phone system up to a maximum of \$500. C. Sadowski seconded the motion.

VOTE: UNANIMOUS MOTION CARRIED

8. Any other business which may properly come before the Commission

J. Doran moved to add "Easter Connecticut Woodturners Club" to the agenda. M. Grant seconded the motion.

VOTE: UNANIMOUS MOTION CARRIED

a. Eastern Connecticut Woodturners Club

Mr. Doran requested permission for the use of the senior center for occasional meetings of the newly formed, fully insured Eastern Connecticut Woodturners Club.

M. Grant moved to allow the Eastern Connecticut Woodturners Club to meet in the senior center twice a month, dates to follow. C. Sadowski seconded the motion.

VOTE: UNANIMOUS MOTION CARRIED

At this time, Mary Grant led a discussion about holding COA meetings in the day time instead of in the evening.

9. Adjournment

J. Doran moved to adjourn at 10:28 a.m. M. Grant seconded the motion.

VOTE: UNANIMOUS MOTION CARRIED


Marlene LePine, clerk

APPROVED: _____
Leonora Szruba, Chairman

RECEIVED FOR RECORD AT LISBON
CT ON 01/12/2018 AT 10:30am
ATTEST. LAURIE TIROCCHI, TOWN CLERK
