

MINUTES
REGULAR MEETING
COMMISSION ON AGING
LISBON SENIOR CENTER
MONDAY, JULY 2, 2018
7:00 P.M.

1. Call to Order

The regular meeting of the Commission on Aging was called to order by Leonora Szruba, Chairman, at 7:00 p.m.

MEMBERS PRESENT: Joseph Doran, Mary Grant, Leonora Szruba, Blanche Todriff,
Patricia Walburn, Karen Washington
MEMBERS ABSENT: Donna Gahrman, Fidelis Kershaw, Carol Sadowski
OTHERS PRESENT: Anastasia Milhomme, Student Ambassador

2. Reading of previous minutes

M. Grant moved to approve the previous minutes as mailed. P. Walburn seconded the motion.

VOTE: UNANIMOUS MOTION CARRIED

3. Correspondence - None

4. Bills and actions thereon

a. Review Financial Statements

Mrs. Szruba reviewed line item balances under Seniors and Senior Center on the monthly expenditure report through June 2018 along with the balance sheet for the sandwich program.

Blanche Todriff arrived at this time.

b. Ratify/Approve Bills – Attached

J. Doran moved to ratify bills 1 – 5 and make it part of the public record. B. Todriff seconded the motion.

VOTE: UNANIMOUS MOTION CARRIED

J. Doran moved that the bills be paid. M. Grant seconded the motion.

VOTE: UNANIMOUS MOTION CARRIED

5. Senior Coordinator's Report – Attached

Karen Washington, Senior Coordinator submitted and reviewed her report dated July 2, 2018.

6. Old Business

a. Painting Project

Mrs. Szruba determined that obtaining estimates is still in progress.

b. Town Bus Backup Date (should read Town Backup Bus Update)

Ms. Washington suggested reaching out to a contact that she has at the Mohegan Sun.

c. New Senior Van Update

Mrs. Szruba reported that she has been advised by Thomas Sparkman, First Selectman, that he is keeping his eyes out for grants.

d. Participation

Mrs. Szruba advised that reviewing the surveys is in process.

BILLS FOR APPROVAL/RATIFICATION AT THE July 2, 2018, COA MEETING:

FOR RATIFICaTION:

- 1) Verizon - \$28.26 for van cell phone (70141 Utilities)
- 2) Uncas Gas - \$938.50 for 5/2/18 delivery 603.2 gals propane @ \$1.5601 (70141 tilities)
- 3) dll Financial Solutions - \$98.18 for copy machine lease payment (70153 Copier Expenses)
- 4) W.B. Mason - \$1.50 for water cooler rental (70130 Sr Cit Services)
- 5) W.B. Mason - \$35.97 for 3 jugs water & jug deposit (70141 Utilities)

FOR APPROVAL:

- 6) Frontier - \$47.40 for Sr Ctr phone bill (70141 Utilities)
- 7) Eversource - \$473.81 for 2,446 kwh electricity from 5/18 to 6/19 (70141 Utilities)
- 8) Uncas Health District - \$145 ServSafe registration for Donna Gahrman (70130 Sr Cit Services)
- 9) Camcast - \$65.26 for cable service (70141 Utilities)
- 10) ASP Security Systems - \$213 for 3rd quarter monitoring services (70142 Sr Ctr Maintenanc)
- 11) Concentra - \$75 for van driving physical for Donna Gahrman (70130 Sr Cit Services)
- 12) Reimb to Donna Gahrman - \$102. For DMV charge & fingerprinting for van driving license endorsement (70130 Sr. Cit Services)
- 13) Reimb to Karen Washington - \$248.86 for Webstaurant purchases for kitchen (Sandwich Program Special Revenue Account)
- 14) Walmart - \$470.05 for food purchases & late charge (Sandwich Program Spec Revenue Acct)
- 15) W.B. Mason - \$111.95 for copy paper and 2 pkt portfolios (70130 Sr Cit Servicess)

TO BE SUBMITTED FOR PAYMENT UPON DELIVERY & INSTALLATION:

- 16) P.O.. #7914 to W.B. Mason for \$630 for desk for Karen's office (70150 Sr Coord Supplies & Expenses)

Commission on Aging

Monthly report

For the month of:	April	May	June
Center visitors	408/21	504/22	396/21
Van rides	50	44	46
Meals on wheels	72	67	63
Sandwich program	210	222	218
Other meals	29	36	26

We had a 3 day trip to Lancaster, PA hosted by The Travel Group. 16 people went on the trip from our center.

On June 5th we had a special lunch of American Chop Suey with 18 people in attendance.

Spring breakfast was on June 21st with 8 people.

In July we have 4 trips: Theatre by the Sea to see Momma Mia on the 7th, Elizabeth Park on the 10th, Wrights Chicken Farm on the 12th, and the Essex Steam Train and Riverboat on the 17th.

We are having our Luau on the 18th with the New London Senior Center joining us as our guests. Airborne Jazz Trio will be performing.

July 26th is Senior Day at the Lisbon Farmer's Market. On July 6th Senior Resources will be here to give out farmer's market vouchers for those who have qualifying incomes.

Special lunches will be make your own pizza on July 11th and ham & swiss special on July 31st.

We now have volunteer coverage at the reception desk 4 days a week. A welcome packet for newcomers is in the works.

The Senior Coordinator will be out on medical leave during the month of August.

Submitted
July 2, 2018 by
Karen Washington

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- e. Square Account/Credit Card Update
Referring to the minutes of the June 20, 2018 Board of Finance meeting, Mrs. Szruba read the motion to approve beginning the process to accept credit cards with the Commission on Aging to develop a policy for review and final approval by the Board of Finance.
 - f. Lounge Window Issue – Still Unresolved
 - g. Parking Situation – Tabled Until the August Meeting
 - h. Backup Van Driver Update
Noting bills, Mrs. Szruba advised that Donna Gahrman is in the process of meeting the requirements for the position.
 - i. Farmers Market Senior Day Reminder
Ms. Washington advised that July 26th is Senior Day at the Farmers Market. She also advised that on July 6th vouchers will be issued to qualifying seniors (Senior Farmers Market Nutrition Program) through the Senior Resources Agency on Aging between the hours of 9:30 and 11:30 at the senior center.
 - j. Purchasing Order Update
After noting her written comments to the Board of Finance, Mrs. Szruba referred to the July 20th Board of Finance meeting minutes in which the Board voted to revisit the Policy (Purchase Order) and take the ordinance off the table.
7. New Business – None
8. Any other business which may properly come before the Commission – None
9. Adjournment
J. Doran moved to adjourn at 7:35 p.m. M. Grant seconded the motion.

VOTE: UNANIMOUS MOTION CARRIED


Marlene LePine, clerk

APPROVED: _____
Leonora J. Szruba, Chairman

RECEIVED FOR RECORD AT LISBON
CT ON 07/03/2018 AT 9:35am
ATTEST. LAURIE TIROCCHI, TOWN CLERK
