

MINUTES  
REGULAR MEETING  
COMMISSION ON AGING  
LISBON SENIOR CENTER  
MONDAY, OCTOBER 7, 2013  
7:00 P.M.

1. Call to Order

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

MEMBERS PRESENT: Dorothy Coggins, Cava Castagnaro, Joseph Doran, Judith Jencks, Leonora Szruba

MEMBERS ABSENT: Edwin Brown, Mary Grant, Fidelis Kershaw, Carol Sadowski

OTHERS PRESENT: Liz Joyal & Chris Arpin, Student Ambassadors

2. Reading of Previous Minutes (09/09/13)

A motion was made by J. Doran, seconded by D. Coggins to approve the previous minutes as printed.

VOTE: UNANIMOUS MOTION CARRIED

3. Correspondence

1. Photo ID Catalogue

2. Letter, Tim Grills, Dir., Nutrition Services, Thames Valley Council for Community Action, Inc. (TVCCA), 9/5/13, Re: Funding Reduction - Senior Nutrition Program (no impact on Lisbon)

3. C: Letter, Leonora Szruba, Chair., COA to Board of Finance, 9/17/13, Re: Request for Bill Paying Procedure Policy (Mrs. Szruba requested the letter be part of the minutes.)

4. Letter, Wayne Donaldson, Chair., Board of Finance, 9/18/13, Re: Response to 9/17/13, L. Szruba letter (Mrs. Szruba requested the letter be part of the minutes.)

4. Bills and action thereon - See Attached list with thirteen items.

A motion was made by J. Doran, seconded by D. Coggins, that we pay the bills as presented including all 13 as noted.

VOTE: UNANIMOUS MOTION CARRIED

A motion was made by J. Doran, seconded by C. Castagnaro, to have Judy look into raising the credit limit on the WalMart card to \$2,000.

VOTE: UNANIMOUS MOTION CARRIED

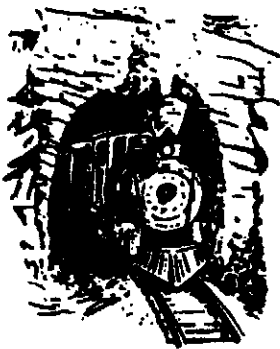
5. Senior Coordinator's Report

Mrs. Jencks reported a change in absentee ballots in that a voter may register once to be on a list to be given an absentee ballot for each election. She advised that she is working to get the information to the seniors.

6. Old Business

a. Transportation Grants

Mrs. Jencks reported that seventeen (17) folks have signed up noting that her goal is 50.



***Town of Lisbon***  
***Commission on Aging***

11 NEWENT ROAD  
LISBON, CT 06351

*The First Railroad Tunnel in America*

September 17, 2013

Town of Lisbon  
Board of Finance  
1 Newent Road  
Lisbon, CT 06351

Gentlemen:

At its regular meeting of September 9, 2013, the Lisbon Commission on Aging voted to authorize me to request you provide us with the policy dictating the procedure for approval of bills, the verified date it was formally adopted as a policy of the Town, and the entity by which it was adopted.

You should also be aware that the approval procedure of utility bills for the Town Hall and Town Garage have also been questioned, since the review and/or approval of those bills does not seem to appear in the minutes of Selectmen's or Board of Finance meetings. One of our members has also researched how the Board of Education approves bills for Lisbon Central School to see if they are in compliance with the procedures that have been suggested to us.

Very truly yours,

Leonora J. Szruba, Chair  
Lisbon Commission on Aging

cc: Board of Selectmen

Rec. 10/7/13 mm

38



# TOWN OF LISBON

INCORPORATED 1786

## BOARD OF FINANCE

1 NEWENT ROAD  
LISBON, CONN. 06351-2926  
TEL. (860) 376-3400  
FAX. (860) 376-6545



September 18, 2013

Mrs. Leonora Szruba, Chair.  
Lisbon Commission on Aging  
Lisbon Senior Center  
11 Newent Road  
Lisbon, Connecticut 06351

Lenora;

I am in receipt of your most recent letter. I thank you for bringing to my attention your groups concerns that there may be additional organizations within the town that are failing to follow proper accounting procedures. We will look into your concerns and take the appropriate action. The Board of Finance has the responsibility to insure the financial stability of the Town of Lisbon and in doing so sets rules, policies and procedures to be followed. These may be individual to an organization due to a specific need, or general in nature covering all departments and town organizations. I will attempt to find the information you have requested but in either case the Board of Finance has voted to instruct your organization to follow the established procedures that are required and followed by all other committees and boards within the Town of Lisbon. Your membership and the public have a right to know what expenses are being incurred and paid on behalf of the Senior Center. Reading and approval in your minutes provides this open government function which is critical to maintain a healthy financial climate. I have no choice but to wonder why your organization is trying to keep the payment of its bills out of the public record. I will request that the Board of Finance speak with the auditor on the need to take a much closer look at the Senior Center Finances in lieu of your refusal to comply with such a simple request.

Wayne Donaldson

Chairman Lisbon Board of Finance

Rec. 10/07/13  
m

BILLS PRESENTED TO COA FOR ACTION OCTOBER 7, 2013

- 1) \$153.00 – ASP Security Systems dated 10/1/13 for monitoring 10/1/13 to 12/31/13
- 2) ~~\$25.30~~ – Crystal Rock dated 8/31/13 for water and cold cups *See Add'l # 12*
- 3) \$381.94 (purchases) + \$4.21 (interest charges) – Walmart – payment due 10/12/13 for sandwich program purchases (to be paid from Special Revenue account) {showing past due amount approved 9/11 and paid 9/23}
- 4) ~~\$76.93~~ – Comcast dated 9/13/13 for 9/23 to 10/22 cable service {showing past due amount approved 9/11 and paid 9/23} *See Add'l Bill # 11*
- 5) \$96.39 – Diversified Telecom dated 9/12/13 for telephone service (376-4195)
- 6) \$110.70 – reimbursement to Vikki Lawhead from sandwich program Special Revenue account for groceries purchased 9/27/13 for which Walmart did not accept the Center's credit card
- 7) \$395.26 – CL&P dated 9/20/13 for 8/20 to 9/19 electricity {showing past due amount approved 9/11 and paid 9/23}
- 8) \$82.94 – Staples dated 9/27/13 for creamer (Sr. Cit. services) and kitchen paper towels (sandwich program special revenue acct.)
- 9) \$740 – D.B. Building Maintenance, Inc. dated 10/1/13 for Sept janitorial service and stripping and waxing Center floors
- 10) *\$22.99 – REIMBURSEMENT TO LEE SZRUBA FROM SANDWICH PROGRAM SPECIAL REVENUE ACCOUNT FOR PURCHASE (8/22/13) OF FOOD SERVICE SIZE ALUMINUM FOIL NOT SOLD AT WALMART.*
- 11) *153.86, Comcast (Incl. #4)*
- 12) *43.85 (Incl. #2)*
- 13) *78.80 HT & T*

*Rec. 10/7/13*  
*ur*

MINUTES  
REGULAR MEETING  
COMMISSION ON AGING  
MONDAY, OCTOBER 7, 2013  
Page 2 Old Business contd.

b. Lounge Vents

Mrs. Szruba advised that the lounge vents work approved at the last meeting will be completed by the end of the month.

c. Policy and Procedure Changes

Mrs. Jencks reported that the proposed changes have been made to the Policy and Procedure document which she will copy and have available for the commission members to pick up and review before the next meeting.

7. New Business:

a. 2014 Meeting Schedule - See attached schedule.

b. Post Office Returned Mail Procedure

Mrs. Szruba explained that undeliverable newsletters are returned (Return Service Requested) to the post office at a charge of forty-six cents each is billed to the town. The practice has been to pay the total charges via check but not collect the returned newsletters as they are returned intermittently and charges would need to be paid when collected. Mrs. Szruba suggested that collecting the returned newsletters would help determine why they were undeliverable, i.e. incorrect address or addressee no longer a resident, etc. which would ultimately save postage fees for the initial mailing and return.

It was the general consensus of those present to have Mrs. Szruba pick up the returns, and pay the charges for which she will be reimbursed.

c. Shooting Stars

After noting that the Shooting Stars raise money to buy items for the senior center using their own tax ID number, not the towns, Mrs. Szruba advised the Commission of the action of the Shooting Stars to deny access to their financial records to the Town Auditor noting that those records are audited "in house" every year. A discussion followed.

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

A motion was made by J. Doran, seconded by J. Jencks, to add: Facility Usage, Back-up Driver and Client Concerns to the agenda.

VOTE: UNANIMOUS MOTION CARRIED

a. Facilities Usage

A discussion was held regarding acquiring authorization for use of the building after hours for activities such as chair caning classes, etc. (It was determined that authorization would be from the Selectman's office.)

b. Back-up Driver

Options regarding back-up drivers were discussed after which a motion was made by J. Jencks, seconded by D. Coggins, to have Judy speak to Heidi Astrella and Joe Doran about filling in.

# TOWN OF LISBON

## 2014 SCHEDULE OF MEETINGS

In accordance with the provisions of Connecticut State Statutes §1-225, notice is hereby given that the regularly scheduled meeting of the

COMMISSION ON AGING  
(Name of Board/Commission/Committee)

will be held on the following dates:

January 6

July 7

February 3

August 4

March 3

September 8

April 7

October 6

May 5

November 3

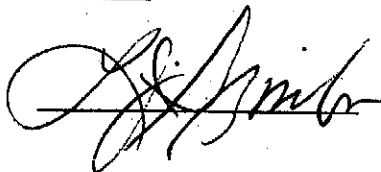
June 2

December 1

The above meetings will be held at 7 o'clock P m in the

SENIOR CENTER in Lisbon.

Signed:



Chairman

N/A

Secretary

Chairman and Secretary of all administrative and executive boards, commissions, agencies, bureaus or other bodies must file with the Town Clerk no later than January 31<sup>st</sup> of each year a schedule of the regular meetings of such bodies for the ensuing year, and no such meeting may be held sooner than thirty (30) days after the schedule has been filed. Thus, it is imperative that the Chairman and Secretary of these respective bodies file with the Town Clerk not later than December 1, 2013.

**RECEIVED**

**OCT 09 2013**

**TOWN CLERKS OFFICE  
TOWN OF LISBON**

MINUTES  
REGULAR MEETING  
COMMISSION ON AGING  
MONDAY, OCTOBER 7, 2013  
Page 3 Other Business contd.

c. Client Concerns

Mrs. Jencks led a discussion regarding creating a procedure that will allow families to pay for their senior relative's lunches when the senior is no longer able to handle money.

A motion was made by J. Doran, seconded by C. Castagnaro, to adopt a procedure, that will allow a senior's family to give a sum (\$20) of money to the lunch program from which each lunch for that senior will be deducted. VOTE: UNANIMOUS MOTION CARRIED

9. Adjournment

A motion was made by J. Doran, seconded by C. Castagnaro, to adjourn at 8:12 p.m.

VOTE: UNANIMOUS MOTION CARRIED

  
Marlene Lef Inc, clerk

APPROVED: \_\_\_\_\_  
Leonora Szruba, Chairman

RECEIVED FOR RECORD AT LISBON  
CT ON 10/9/13 AT 10:35am  
ATTEST. LAURIE TIROCCHI, TOWN CLERK  
