

MINUTES
REGULAR MEETING
COMMISSION ON AGING
LISBON SENIOR CENTER
MONDAY, NOVEMBER 4, 2013
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: Dorothy Coggins, Cava Castagnaro, Joseph Doran, Judith Jencks, Fidelis Kershaw, Leonora Szruba

MEMBERS ABSENT: Edwin Brown, Mary Grant, Carol Sadowski

OTHERS PRESENT: Liz Joyal & Chris Arpin, Student Ambassadors

2. Reading of Previous Minutes

A motion was made by J. Doran, seconded by F. Kershaw, to approve the previous minutes with a correction to the spelling of "Jenks" at the bottom of page 1 which should be "Jencks."

VOTE: UNANIMOUS MOTION CARRIED

3. Correspondence

1. Newsletter Deadline Notice (11/15/13)

4. Bills and action thereon

A motion was made by J. Doran, seconded by F. Kershaw, to pay the bills. (1 - 8 attached)

VOTE: UNANIMOUS MOTION CARRIED

At this time Mrs. Szruba reviewed a draft of a letter directed to the Board of Finance regarding bill paying procedures. A motion was made by D. Coggins, seconded by J. Jencks, to have Lee send the letter to the Board of Finance as it is written.

VOTE: UNANIMOUS MOTION CARRIED

Mrs. Jencks submitted four (4) additional bills for payment. (Attached)

A motion was made by J. Doran, seconded by F. Kershaw, that the additional bills be paid.

VOTE: UNANIMOUS MOTION CARRIED

5. Senior Coordinator's Report

Mrs. Jencks discussed the following items: Medicare Part D open enrollment, window blinds repair, senior van repair, Pickle ball (LCS, Monday & Thursday, 2:30 - 3:30), and holiday sale dates at LCS. A leaf raking community service project was discussed with LCS Student Ambassadors/volunteers Liz Joyal and Chris Arpin, volunteers: Mrs. Sandra Joyal, and Haley and Jordan Joyal, senior students at Norwich Free Academy.

6. Old Business

a. Policy and Procedures

A motion was made by J. Doran, seconded by D. Coggins, to table until the next meeting.

VOTE: UNANIMOUS MOTION CARRIED

Commission on Aging bills for meeting of November 4, 2013

- 1) \$243.20 dated 10/21/13 to Frank's Auto for 60,000 mile service on Senior van
- 2) \$76.93 dated 10/13/13 to Comcast for cable service (includes notation last bill paid on 10/11/13 and new due date of 11/7/13)
- 3) \$90.00 dated 10/9/13 to Shoreline Fire Equipment for site service, fire extinguisher service and tamper seal (with due date of 10/24/13)
- 4) \$312.38 plus \$3.83 interest charge dated 10/11/13 to Walmart for food purchases to be paid out of Sandwich Program Special Revenue (with due date of 11/11/13 and notation the account has 2 payments due – some of which was paid on 10/11/13)
- 5) \$94.75 dated 10/12/13 to Diversified Telecom for Senior Center portion of some kind of phone service (due date of 11/06/13)
- 6) \$306.25 dated 10/21/13 to CL&P for electricity (with due date of 12/20/13 and notation past due amount of \$395.26 was paid on 10/11/13)
- 7) \$485.93 dated 10/11/13 to Uncas Gas for 10/10/13 delivery of 267.2 gals
\$1.8186/gal
- 8) \$0.92 dated 10/17/13 reimbursement to Leonora Szruba for redeeming 3 returned undeliverable newsletters at Jewett City Post Office

Commission on Aging Bills - Approved at Meeting of: 11/4/13

Amount	Vendor	Invoice Number	Date	Regarding
1 389.45	RAINVILLE PLUMBING & HEATING	1435	10/30/13	PLUMBING REPAIRS
2 18.38	AT&T	W/A	10/24/13	CELL PHONE
3 160.-	MARIE DUMAINE		11/1/13	BALANCE CLASS
4 195.-	ALFRED NOTRE DAME	1653	11/4/13	WIRELESS ACCESS POINT
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b. Client Concerns

Mrs. Jencks reported that the lunch paying procedure set up at the previous meeting is working very well.

c. Backup Driver

Mrs. Jencks advised that Heidi Astrella will be the backup van driver and is in the process of getting her public service license.

d. Lounge

Mrs. Jencks advised that the time frame for the completion of the repair to the vents in the lounge has been extended until mid November.

7. New Business

a. FY2013/14 Budget

Noting receipt of the budget paperwork, Mrs. Jencks advised that the center's budget is due to the Selectmen on the last day of December.

b. Bus Driver

Mrs. Jencks advised the Commission that due to a change in his work hours, the current bus driver's availability for day trips will be limited. She then asked Joseph Doran to drive. Mr. Doran consented to drive the bus for day trips.


c. Plumbing

Mrs. Jencks discussed plumbing issues in the bathroom in her office.

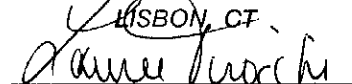
9. Adjournment

A motion was made by J. Doran, seconded by C. Castagnaro, to adjourn at 7:30 p.m.

VOTE: UNANIMOUS MOTION CARRIED


Mariene LePine, clerk

APPROVED: _____
Leonora Szruba, Chairman

RECEIVED FOR FILING
11/6 2013 at 1:40 PM.
TOWN CLERK'S OFFICE
WISBON, CT.

TOWN CLERK