

MINUTES
REGULAR MEETING
COMMISSION ON AGING
LISBON SENIOR CENTER
MONDAY, DECEMBER 2, 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, Joseph Doran, Mary Grant, Carol Sadowski,
Leonora Szruba

MEMBERS ABSENT: Edwin Brown, Cava Castagnaro, Judith Jencks, Fidelis Kershaw

OTHERS PRESENT: Liz Joyal & Chris Arpin, Student Ambassadors

2. Reading of Previous Minutes

A motion was made by J. Doran, seconded by M. Grant, to approve the previous minutes as mailed.

VOTE: UNANIMOUS MOTION CARRIED

3. Correspondence

Referring to a letter (attached) from the commission to the Board of Finance which was approved at the 11/05/13 meeting, Mrs. Szruba advised that, to date, she has not received a reply.

4. Bills and Action thereon - Attached

Mrs. Szruba reviewed the Senior Center line items on the General Government monthly financial statement, as of November 30th. She then reviewed the attached list of bills.

A motion was made by J. Doran, seconded by C. Sadowski, that the bills be paid.

VOTE: UNANIMOUS MOTION CARRIED

5. Senior Coordinator's Report - None

6. Old Business:

a. Policy and Procedures

A motion was made by M. Grant, seconded by D. Coggins, to table until January.

VOTE: UNANIMOUS MOTION CARRIED

b. Client Concerns

Mrs. Szruba reported that the lunch payment policy approved at a previous meeting is working very well.

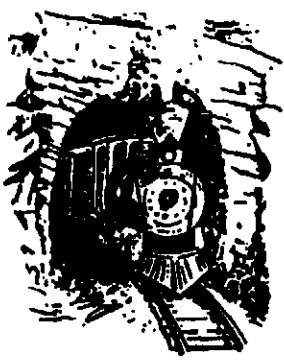
c. Back-up Van Driver

Mrs. Szruba updated the commission regarding the new back-up van driver (Heidi Astrella) becoming familiar with the van and meal delivery.

d. Lounge Vents

Noting the bill for the duct work, Mrs. Szruba commented on how nice the new vents look.

e. FY2013/14 Budget Preparation - Discussion



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

11 NEWENT ROAD
LISBON, CT 06351

The First Railroad Tunnel in America

November 4, 2013

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

Ladies and Gentlemen:

In a letter to our Commission dated September 18, 2013, your chairman alleges our "organization is trying to keep the payment of its bills out of the public record" and he will request your Board 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". If you examine the minutes of the last two meetings of our Commission, you will see the bills have been presented at the meeting for action, even though holding them for the meeting caused several of them to incur late payment fees.

Please note your Board also has not complied with a simple request dated September 17, 2013, to 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. When your Board adopted "established procedures that are required and followed by all other committees and boards within the Town of Lisbon" it seems logical those procedures should have been distributed to all the committees and boards in writing. Also, no answer has been given regarding our questioning the approval procedure for Town Hall and Town Garage utility bills.

The tone taken in your chairman's reply casts aspersions of financial wrong-doing on the part of our Commission. Does your Board really feel Seniors are fiscally irresponsible and/or unable to make sound decisions regarding money?

Very truly yours,

Leonora J. Szruba, Chair
Lisbon Commission on Aging

cc: Board of Selectmen

Rec-12/2/13

BILLS PRESENTED FOR APPROVAL AT COA MEETING – DECEMBER 2, 2013

- 1) Diversified Telecom Group - \$96.17 – 11/12/13 telephone billing
- 2) CL&P - \$256.28 – ¹¹~~12~~/19/13 electricity billing
- 3) Falvey's Motors, Inc. - \$671.50 – 11/11/13 billing for van repairs (drive motor for rear hatch and 2 struts plus labor, checked remote intermittently not working)
- 4) Adams Restaurant Equipment - \$16.00 – 10/11/13 billing for juice glasses (to come out of sandwich program special revenue account)
- 5) Raymond's Window Fashions - \$195.00 – 11/15/13 billing for 1 vertical replacement rod
- 6) Crystal Rock Water - \$34.55 – 10/31/13 billing for delivery of drinking water and dispenser rental
- 7) D.B. Building Maintenance, Inc. - \$390.00 – 11/1/13 billing for October janitorial service
- 8) Staples - \$29.99 – 10/28/13 billing for office supply purchase

FYI re Uncas Gas bill for \$486.41 – bill was paid with check #7178 on 11/8/13 and \$0.48 service charge is to be removed

FYI re A & R Appliance Service billing for dishwasher repair – it is still in warranty and there was no charge for the repair of the dispenser door

PLUS 6 ADDITIONAL

Pg. 12 Bills

Commission on Aging Bills - Approved at Meeting of: 12/2/13

Amount	Vendor	Invoice Number	Date	Regarding
426.75	HVAC REPAIR	9146	11/13	THERMOSTAT REPLACEMENT
670.12	HVAC REPAIR	9145	11/18/13	DUCT REPAIR, DIFFUSER
16.50	HEIDI ASTRELLA	736	11/15/13	FINGERPRINTING/LICENSING REA-
792.33	UNION GAS	996996	11/19/13	PROPANE
76.93	COMCAST		11/13/13	CABLE
390.17	WALMART		11/16/13	SANDWICH PROGRAM FOOD

Pg 2 of 11
12/2/13

MINUTES
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Page 2

7. New Business

a. Retirement/planning for the future

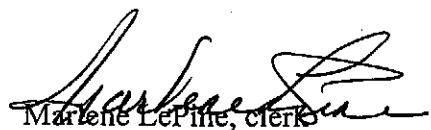
After noting Mrs. Jencks' intention to retire in the near future, Mrs. Szruba led a discussion regarding time frames relevant to the hiring and training process of her (Mrs. Jencks) replacement.

8. Any other business which may come before the Commission - None

9. Adjournment

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

VOTE: UNANIMOUS MOTION CARRIED


Marlene Lepine, clerk

APPROVED: _____
Leonora Szruba, Chairman

RECEIVED FOR RECORD AT LISBON
CT ON 12/03/2013 AT 9:30am
ATTEST. LAURIE TIROCCHI, TOWN CLERK
