

MINUTES
SPECIAL MEETING
COMMISSION ON AGING
WEDNESDAY, AUGUST 10, 2016
LISBON SENIOR CENTER
9:30 A.M.

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

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

MEMBERS ABSENT: Cava Castagnaro, Donna Gahrman, Fidelis Kershaw, Daniel Teper

2. Reading of Previous Minutes – Motion by J. Doran second M. Grant to accept the previous minutes of July 13 and August 1 (adjourned to August 8).

VOTE: UNANIMOUS, MOTION CARRIED

3. Correspondence - NONE

4. Bills and action thereon

- a. Review Financial Reports - Review

- b. Ratify/Approve Bills –

Motion by J. Doran second by M. Grant to ratify and make public bills 1-11 (see “Bills for ratification at the August 8, 2016 COA meeting”, attached).

VOTE: UNANIMOUS, MOTION CARRIED

Motion by J. Doran second by C. Sadowski to pay bills 1-11 (see “Bills for approval at the August 8, 2016 COA meeting”, attached).

VOTE: UNANIMOUS, MOTION CARRIED

5. Senior Coordinators Report – Review of July 2016 (see attached)
6. Safety Railing - Discussion
7. Copy Machine / Printer Update – Update by K. Washington
8. Eagle Scout Project - Discussion
9. Shooting Stars Special Revenue Account – Update by L. Szruba. Dime bank now the Town’s official bank.
10. Lounge Television Update – Update by K. Washington regarding wall mount unit and cable service.
11. Lounge Window Leak – NONE

AUGUST 8

BILLS FOR RATIFICATION/~~APPROVAL~~ AT THE ~~JULY 11~~, 2016, COA MEETING
FOR RATIFICATION (ALL APPROVED BY LJS ON DATE NOTED):

- 1) Verizon - \$32.16 for van cell phone (Utilities – 6/22/16)
- 2) Frontier - \$44.32 for SC telephone service (Utilities – 6/22/16)
- 3) Comcast - \$86.77 for cable TV (Utilities – 6/22/16)
- 4) Walmart - \$375.27 for food purchases incl. late fee (Sandwich Program Special Revenue – 6/30/16)
- 5) Eversource - \$509.81 for 2,648 KWH electricity, 5/18-6/30, 33 days (Utilities – 6/30/16)
- 6) Fox Hollow Enterprises:
 - a) \$94.65 for 4/19/16 oil change, plug leaking tire, fluid maint. service (Van maint – 6/30/16)
 - b) \$135 for 6/30/16 annual Sr. bus DOT inspection (Van maint – 6/30/16)
 - c) \$206.52 for 1/5/16 oil change and MTP-34 (\$119.28 out of Van Maint & \$87.24 out of Town Trucks per Tom Sparkman – 6/30/16)

~~FOR APPROVAL:~~ ALL BELOW APPROVED BY LJS 7/13/16

- 7) Karen Washington - \$69.12 mileage reimbursement (70150 – Sr Coord Expenses)
- 8) Uncas Health District - \$145 for ServSafe course/exam for Dana Nowell (70130 – Sr Cit Services)
- 9) D.B. Building Maintenance - \$740 for June janitorial service, strip/wax SC floors (70142 – SC Maint)
- 10) ASP Security Systems - \$153 for July-Sept alarm monitoring service (70142 – SC Maint)
- 11) W.B.Mason - \$380.32 ~~or \$316.33~~ (possible duplicate billing, see i) below)
 - a) \$29.99 for kitchen paper towels (Sandwich Program Special Revenue)
 - b) \$39.96 for 5 gal jugs water & deposit (70141 SC Utilities)
 - c) \$1 for water cooler rental (70130 SCit Services)
 - d) \$67.99 for restroom paper towels (70151 SC Supplies & Expenses)
 - e) \$14.94 for plastic cups (70130 – SCit Services)
 - f) \$59.97 for MiniMoos creamers (70130 – SCit Services)
 - g) \$38.49 for copy paper (70151 SC Supplies & Expenses)
 - h) \$63.99 for toner, order date 6/10/16 (70130 – SCit Services)
 - i) \$63.99 for toner, order date 6/29/16 (70130 – SCit Services) – is this a duplicate billing? NO

BILLS FOR APPROVAL AT THE AUGUST 8, 2016, COA MEETING:

- 1) Verizon - \$32.17 for van cell phone (70141 – SC Utilities)
- 2) dll Financial Solutions - \$173.18 for copy machine lease payment (includes one-time \$75 doc fee) (70153 SC Copier Expenses)
- 3) Frontier - \$49.87 for SC telephone service (70141 SC Utilities)
- 4) Comcast - \$86.77 for cable service (70141 SC Utilities)
- 5) Fox Hollow Enterprises - \$149.06 for van oil change, inspections, rotate tires (70143 Van Maint)
- 6) Eversource - \$641.52 for 3,401 kwh electricity, 6/20-7/20, 30 days (70141 SC Utilities)
- 7) CT Asso/SC Personnel - \$50 for annual membership fees (70150 S Coord Expenses)
- 8) Ocean State Computers - \$60.45 for switch & patch cord (70153 – SC Copier Expenses)
- 9) DB Building Maintenance - \$390 for July janitorial service (70142 SC Maint)
- 10) W.B. Mason - \$80.50
 - a) \$61.53 for water, jug deposit, cups (70130 SCit Services)
 - b) CREDIT \$24 for jug deposit (70130 SCit Services)
 - c) \$27.50 for hand soap (70151 SC Supplies & Expenses)
 - d) \$1 for water cooler rental (70130 SCit Services)
 - e) \$14.47 for letter pouches (70151 SC Supplies & Expenses)
- 11) Walmart - \$1,293.58 (includes late charge)
 - a) \$406.62 – Sandwich program special revenue account
 - b) \$886.96 – 70130 SCit Services (television set, mount*, 3 yr service plan)

*The mount was returned on 7/18 since it didn't fit the TV set. We will be credited \$119.96 on a future bill and that amount will be put back into this line item.

Commission on Aging

Monthly report

For the month of:	April	May	June
Center visitors	358/20	393/20	347/22
Van rides	92	87	115
Meals on wheels	116	102	92
Sandwich program	161	147	141
Other meals	26	32	9

Thomas Szafranski has been hired to fill the van driver position. He has been training and is filling in for Vikki for most of the month of July. He will become a permanent employee effective August 1st

I have completed the 5 week CHOICES training at Senior Resources. I will be taking the required test to become a certified trainer.

State Representative Doug Dubitsky was here on Saturday, July 9th to discuss any issues that residents might have. The subject of the State Commission on Aging was discussed. It is now part of the State Department on Aging and Social Services.

We are taking our first trip with The Travel Group on July 13th to a twin lobster do wop at the HuKeLau. We needed a minimum of 10 people for them to pick us up and we have 18 going.

Our family & friends paint night and open house on Friday July 15th has 14 signed up so far. Carrie from The Art House and I will be promoting it throughout the week.

July 21st is Senior Day at the Lisbon Farmer's Market. Senior Resources will be here at 1:20 that day to give out vouchers for eligible recipients.

The June 28th Lighthouse Tour went great. The bus is full for the July 26th trip.

The cell phone for the van has become obsolete and difficult to use. We would like to look into getting an updated phone.

Our annual picnic is scheduled for August 24th

Submitted July 11, 2016 by
Karen Washington

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12. Van Cell Phone Replacement – Motion by J. Doran second by D. Coggins to authorize K. Washington to purchase a new cell phone for van.

VOTE: UNANIMOUS, MOTION CARRIED

13. Wireless Mouse & Keyboard for Reception Area Computer – Determined to be unnecessary at this time.

14. Secure Storage at "Old" Town Garage – Update by K. Washington. Looking into a storage unit for the garage.

15. Adjournment – Motion by J. Doran second by C. Sadowski to adjourn at 10:11 AM.

VOTE: UNANIMOUS, MOTION CARRIED



Elaine Joseph, clerk

Approved by: _____

Leonora Szruba, Chairman

RECEIVED FOR RECORD AT LISBON
CT ON 8/10/16 AT 11:30 am
ATTEST. LAURIE TIROCCHI, TOWN CLERK
Laurie Tirocchi