

MINUTES  
REGULAR MEETING  
COMMISSION ON AGING  
LISBON SENIOR CENTER  
MONDAY, SEPTEMBER 9, 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: Leonora Szruba, Cava Castagnaro, Dotty Coggins, Joseph Doran, Mary Grant, Fidelis Kershaw, Carol Sadowski  
MEMBERS ABSENT: Edwin Brown, Judith Jencks
2. Reading of Previous Minutes  
Motion by J. Doren second by M. Grant to include the motion not included in last month's minutes ("Motion by D. Coggins second by M. Grant to authorize the chairman to write a letter to the Board of Finance and Board of Selectmen apprising them on the action taken") and accept minutes as corrected. **VOTE: UNANIMOUS, MOTION CARRIED**
3. Correspondence
  - a. Memo, from BoF Chairman Wayne Donaldson to Commission re: instruction for CoA bill submission.
  - b. Copy, Letter, from L. Szruba, Chairman CoA to Board of Finance and Board of Selectmen re: motion for normal reoccurring expenses and approval of payment, in response to memo.
  - c. Letter, August 23, 2013 from BoF Chairman Wayne Donaldson to L. Szruba, Chairman re: process required for bill payment
  - d. 9/1/2013 Profit and Loss Statement
4. Bills and action thereon
  - a. AT&T, \$24.49, billing cycle 6/25/13 – 7/24/13
  - b. Frank's Auto, 7/29/13, \$65.00 re: Senior van oil change
  - c. D.B. Building Maintenance, Inc., 8/1/13, \$390.00 re: Janitorial service for July
  - d. CL&P, 8/21/13 \$411.83, electricity from 7/19/13-8/20/13
  - e. Walmart, 9/11/13, \$421.40 + \$3.19 interest charge, from Special Revenue
  - f. Comcast, 8/13/13, \$76.93
  - g. Diversified Telecom, 8/12/13, \$94.63
  - h. Uncas Gas, 8/23/13, \$368.60 re: delivery of 2013.5 gals propane
  - i. D.B. Building Maintenance, Inc., 9/1/13, \$390.00 re: Janitorial service for August
  - j. JKS Electric LLC, 8/26/13, \$258.75, re: 2 cases fluorescent lamps
  - k. Judith Jencks, 6/28/13 \$113.00 re: mileage reimbursement
  - l. Staples, 7/28/13, \$79.96 re: 4 cases mini-moo creamers
  - m. ASP Security Systems, 8/1/13, \$216.00 re: 2 batteries replaced in control panel
  - n. HVAC Repair, \$236.59 re: replacement of a/c filters and blower belts
  - o. AT&T, \$22.76 re: billing cycle 7/25/13-8/24/13
  - p. Crystal Rock, 7/31/13, \$43.80 re: Spring water
  - q. Staples, 8/28/13, \$58.45 re: creamer, paper towels, stirrersMotion by J. Doran second by C. Sadowski to pay the 17 bills as listed on the sheet as presented by the Chairman (see attached for Chairman's list of bills - original bills also present at the meeting). **VOTE: UNANIMOUS, MOTION CARRIED**

BILLS PRESENTED TO C.O.A. ON SEPTEMBER 9, 2013

- 1) AT&T for \$24.49 covering billing cycle 6/25/13-7/24/13
- 2) Frank's Auto for \$65 dated 7/29/13 for Senior van oil change
- 3) D.B. Building Maintenance, Inc. for \$390 dated 8/1/13 for janitorial service for July
- 4) CL&P for \$411.83 dated 8/21/13 for electricity from 7/19/13-8/20/13
- 5) Walmart for \$421.40 plus \$3.19 interest charge due 9/11/13 from Special Revenue
- 6) Comcast for \$76.93 dated 8/13/13
- 7) Diversified Telecom for \$94.63 dated 8/12/13
- 8) Uncas Gas for \$368.60 for 8/23/13 delivery 203.5 gallons propane gas
- 9) D.B. building Maintenance, Inc. for \$390 dated 9/1/13 for janitorial service for August
- 10) JKS Electric LLC for \$258.75 dated 8/26/13 for 2 cases fluorescent lamps
- 11) Judith Jencks for \$113 dated 6/28/13 for mileage reimbursement
- 12) Staples for \$79.96 dated 7/28/13 for 4 cases Mini-Moo creamers
- 13) A S P Security Systems for \$216.00 dated 8/1/13 for 2 batteries replaced in control panel
- 14) H V A C Repair for \$236.59 for replacement of a/c air filters and blower belts
- 15) AT&T for \$22.76 covering billing cycle 7/25/13-8/24/13
- 16) CRYSTAL ROCK FOR \$43.80 FOR SPRING WATER DATED 7/31/13
- 17) STAPLES FOR \$58.45 FOR CREAMER, PPR TOWELS, STIRRERS  
DATED 8/28/13

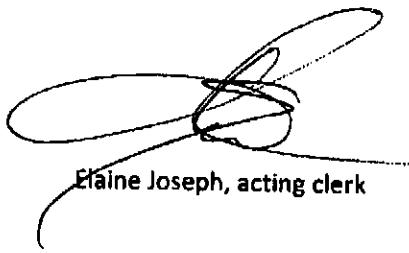
MINUTES  
REGULAR MEETING  
COMMISSION ON AGING  
MONDAY, SEPTEMBER 9, 2013  
Page 2. (cont)

Motion by J. Doran second F. Kirshaw to authorize Chairman Szruba to write a letter to Board of Finance Chairman Wayne Donaldson, to request the policy which governs the payment of bills.

VOTE: UNANIMOUS, MOTION CARRIED

5. Senior Coordinator's Report – Reading of written report as submitted by Joyce Kvist, CoA Temporary Director
6. Old Business
  - a. Staffing – review of covering staff for the absence of Judy Jencks
  - b. Transportation – NONE
7. New Business
  - a. Lounge Vents – Cost proposal by HVAC Repair. Motion by D. Coggins second C. Sadowski to replace the four registers at a cost of \$1670.12, to come from Maintenance Line Item.  
VOTE: UNANIMOUS, MOTION CARRIED
  - b. Policy and Procedure Changes – verbal report, more changes being made before CoA approval.
8. Any other business which may properly come before the Commission - NONE
9. Adjournment – Motion by J. Doran second C. Castagnaro to adjourn at 7:35 P.M.

VOTE: UNANIMOUS, MOTION CARRIED



Elaine Joseph, acting clerk

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

RECEIVED FOR RECORD AT LISBON  
CT ON 09/13/13 AT 12:00pm  
ATTEST. LAURIE TIBOCCHI, TOWN CLERK  
*L. Tibocchi*