

MINUTES  
REGULAR MEETING  
COMMISSION ON AGING  
LISBON SENIOR CENTER  
MONDAY, OCTOBER 3, 2011.  
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: Edwin Brown, Joseph Doran, Mary Grant, Fidelis Kershaw,  
Ivy Mather, Leonora Szruba

MEMBERS ABSENT: Dorothy Coggins

OTHERS PRESENT: Student Ambassadors Chris Arpin, Blake Wawrzynowicz

2. Reading of previous minutes:

a. 8/1/11 Reg.

b. 7/12/11 Can.

After Mrs. Szruba noted that item b. should read 8/12/11 Can., a motion was made by I. Mather, seconded by M. Grant, to waive reading the previous minutes and accept them as presented

VOTE: UNANIMOUS MOTION CARRIED

3. Correspondence

At this time Mrs. Jencks reported that Shoreline Fire Equipment inspected the fire extinguishers throughout the building.

4. Bills and action thereon

Mrs. Jencks advised that she has't received a monthly expenditure report for quite a while.

5. Senior Coordinator' Report - Attached

6. Old Business

a. Code of Conduct - Attached

A motion was made by J. Doran, seconded by I. Mather, to accept the amended Lisbon Senior Center Code of Conduct and forward to the Selectmen for review.

VOTE: UNANIMOUS MOTION CARRIED

b. Vacancy

A motion was made by J. Jencks, seconded by M. Grant, to submit the name of Cava Castagnaro, to the Selectmen, for the term through 2/18/13.

VOTE: UNANIMOUS MOTION CARRIED

c. Web Site

It was reported that the town's web site is scheduled to be live within the next two weeks.

# Commission on Aging

## Monthly report

For the month of:	June	July	August
Center visitors	408/22 days	345/21 days	389/20 days
Van rides	108	105	NA
TVCCA Meals	72	62	NA
Meals on wheels	162	178	188
Sandwich program	170	95	176
Other meals	10	10	0

**Senior Center Trips:**            **none**

Hurricane Irene has been the primary focus for the last two weeks. All town buildings were closed August 28<sup>th</sup>. On Tuesday, the 30<sup>th</sup>, I spoke with the First Selectman and we decided to call in Vikki. Vikki and I reviewed who on the meals on wheels list might be in the most need as 95% of Lisbon was without power. I spoke to John Arpin, Lisbon's EMO, we decided to place a hose outside the Senior Center so the public could get water. That was available from 9am to 7pm until Sept 5<sup>th</sup>. I decided to make a pasta meal on Wed., August 31, so the seniors could gather, have a hot meal and get answers to their questions. Vikki spent a great deal of time delivering meals, getting water for toilet flushing, getting essential groceries for the Senior Center and seniors plus giving out MRE's and drinking water. Joyce Kvist and Heather Jencks helped. The regular schedule for both the Senior Center and the van were suspended. The Senior Center schedule resumed on Wed. and the Van schedule resumed on Sept. 6. As a way to prepare for the next hurricane or winter storm we have been giving out 2 MRE's and 4 bottled waters per person.

Upcoming events for September: 14<sup>th</sup> Senator Edith Prague will be here at 1:00, 22<sup>nd</sup> breakfast and games, 23<sup>rd</sup> the AARP driving class.

Submitted September 12th by  
Judith M. Jencks

# Commission on Aging

## Monthly report

<b>For the month of:</b>	<b>July</b>	<b>August</b>	<b>Sept</b>
Center visitors	345/21 days	389/20 days	372/21 days
Van rides	105	103	119
TVCCA Meals	62	NA	49
Meals on wheels	178	188	210
Sandwich program	95	176	185
Other meals	10	0	10

**Senior Center Trips:**                      **Oct 16**                      **Bradley Playhouse**

Open Enrollment begins Oct. 15 and goes until Dec. 7<sup>th</sup>. This is the time period in which folks can change Medicare Part D and Medicare Advantage Plans.

The Driving Class is free for the month of Nov. to all veterans and their spouses.

Upcoming events for Oct. 4 Wii bowling league starts, 14 felted ornament class, 18 Flu Shot clinic, 28 make your own pizza and foot clinic and Nov. 1 the AARP driving class.

Submitted Oct. 3rd by  
Judith M. Jencks

# Lisbon Senior Center

## Code of Conduct

All participants and staff should expect to feel welcome and safe. All will be treated with respect. All will be treated with courtesy. This code of conduct applies to all.

Examples of inappropriate behavior:

- Disruptive actions
- offensive, shouting or loud language
- threatening or intimidating behavior or language
- stealing or damage to town property
- any crime, misdemeanor or violation of law
- physical or threatening of physical harm
- sexually explicit language or profanity
- discrimination of any sort

Emergency situations:

Are situations in which an individual's actions are perceived to present imminent danger to the life or safety of others. Such incidents include assault and other crimes of violence, or the threat or attempt to commit such crimes. When such behavior or actions are observed, the police will be called.

In the event law enforcement is involved and charges result in conviction, the individual will be permanently suspended.

Disciplinary Process

1<sup>st</sup> Occurrence – Verbal warning to include a review of the Code of Conduct and to include possible suggestions of ways to not have the incident occur again.

2<sup>nd</sup> Occurrence – Warning written and delivered to the individual or group to include a review of number 1 and attach the Code of Conduct

3<sup>rd</sup> Occurrence – Will result a minimum suspension of 30 days or permanent suspension

### Appeal Process

- The individual or group may appeal at any point to the Lisbon Commission on Aging.
- The appeal must be made in writing to the Lisbon Commission on Aging within 10 working days of receiving disciplinary action
- The Lisbon Commission on Aging will notify the individual or group of the appeal meeting date
- The individual or group must attend that Lisbon Commission on Aging meeting
- The individual or group will present their case in person and in writing
- The Lisbon Commission on Aging will make a written report outlining the decisions within 20 working days of the appeal meeting.

Approved by the Lisbon Commission on Aging and forwarded to the Board of Selectmen.

10/03/11

## 2012 SCHEDULE OF MEETINGS

In accordance with the provisions of Connecticut State Statutes #1-255  
Notice is hereby given that the regularly scheduled meeting of the

COMMISSION ON AGING

(Name of Board or Commission)

will be held on the following dates:

January 9

July 9

February 6

August 6

March 5

September 10

April 2

October 1

May 7

November 5

June 4

December 3

The above meetings will be held at \_\_\_\_\_ o'clock \_\_\_\_\_ m in the  
\_\_\_\_\_ in Lisbon.

Signed:  Chairman

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 not later than December 1, 2011 a schedule of the regular meetings that will be held in 2012.

RECEIVED

OCT 4 - 2011 1:15 PM RL

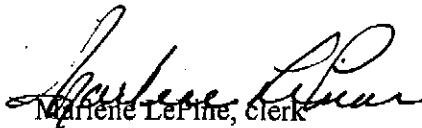
TOWN CLERK'S OFFICE  
TOWN OF LISBON

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6. New Business
  - a. 2012 Meeting Schedule - Attached
7. Any other business which may properly come before the Commission - None
9. Adjournment

A motion was made by J. Doran, seconded by E. Brown, to adjourn at 7:35 p.m.

VOTE: UNANIMOUS MOTION CARRIED

  
Mariette Lepine, Clerk

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

RECEIVED FOR RECORD AT LISBON.  
CT ON 10-4-2011 AT 1:15 PM  
ATTEST. BETSY M. BARRETT, TOWN CLERK