

MINUTES
SPECIAL MEETING
COMMISSION ON AGING
LISBON SENIOR CENTER
THURSDAY, FEBRUARY 8, 2018
9:30 A.M.

The special meeting of the Commission on Aging was called to order by Leonora Szruba, Chairman, at 10:00 a.m.

MEMBERS PRESENT: Joseph Doran, Mary Grant, Fidelis Kershaw, Leonora Szruba,
Karen Washington

MEMBERS ABSENT: Dorothy Coggins, Donna Gahrman, Carol Sadowski, Blanche Todriff

1. Reading of previous minutes
J. Doran moved to accept the previous minutes (1/10/18 & 2/5/18) as presented. M Grant seconded the motion. VOTE: UNANIMOUS MOTION CARRIED
2. Correspondence
Memo, Michael Zelasky, Chair., Board of Finance, 1/29/18, Subject: Lisbon Budget Update
3. Bills:
 - a. Review Financial Statements
The Profit & Loss Budget vs. Actual through January 2018 statement and Special Revenues Fund Balance Sheet as of January 31, 2018 were reviewed.
 - b. Ratify/Approve Bills – Attached
J. Doran moved that all bills be approved for payment. M. Grant seconded the motion. VOTE: UNANIMOUS MOTION CARRIED
4. Senior Coordinator's Report - Attached
Karen Washington, Senior Coordinator, submitted and reviewed the Senior Coordinator's monthly report dated 2/5/18.
5. Security System
Ms. Washington advised that she is still exploring vendors and systems.
6. Volunteer Liability
Ms. Washington advised that the liability question was actually concerning an employee using their private vehicle to deliver meals (on wheels).
7. Town Attorney/Insurance Company Opinions
The opinions submitted at the previous COA meeting were discussed.
J. Doran moved to establish a policy that "meals-on-wheels" are delivered with the senior van only. The motion was seconded by F. Kershaw. VOTE: UNANIMOUS MOTION CARRIED

BILLS FOR APPROVAL AT THE 2/5/18 COA MEETING:

- 1) Walmart - \$304.51 for food purchases (Sand Prog Special Revenue)
- 2) Uncas Gas - \$1014.07 for 1/2/18 delivery 590.2 gals @ \$1.7165 plus \$1 for 11/30/17 finance charge (70141 Utilities)
- 3) Comcast - \$90.30 for 1/23 to 2/22 cable (70141 Utilities)
- 4) dII Financial Solutions - \$98.18 for monthly copier lease payment (70153 Sr Ctr copier expenses)
- 5) Frontier - \$44.47 for Sr Ctr telephone service (70141 Utilities)
- 6) Verizon - \$28.28 for van cell phone service (70141 Utilities)
- 7) Stevens Communications – \$285.50 for 2 telephone service calls (70142 Sr Ctr Maintenance)
- 8) W.B.Mason - \$19.47
 - a. \$35.97 for 3 water jugs deposit and 3 jugs water (70141 Utilities)
 - b. \$1.50 monthly water cooler rental fee (70130 Sr Cit Services)
 - c. \$18.00 credit memo for water jug deposit return (70141 Utilities)
- 9) Staples Business Advantage - \$246.03
 - a. \$17.38 for correction tape (70151 Sr Ctr Supplies & Expenses)
 - b. \$11.34 for 1 ream large copy paper (70151 Sr Ctr Supplies & Expenses)
 - c. \$217.31 for 3 handset telephone system (70142 Sr Ctr Maintenance ??)
- 10) Dana Nowell - \$11.77 mileage reimbursement for MOW delivery on 1/16/18 (70114 Sr Ctr Coverage)

44.47~FRONTIER 70141
340.00~DB MAINT
18.-WB MASON-CREDIT
12.- " " -CREDIT

Commission on Aging

Monthly report

For the month of:	November	December	January
Center visitors	361/18	343/19	350/20
Van rides	66	36	32
Meals on wheels	102	108	103
Sandwich program	149	149	162
Other meals	58	75	22

Club Lisbon was held on January 10th. We had an auction by Judy.

We had trips to Foxwoods Casino on the 19th, Bradley Playhouse on the 21st and the Groton Senior Center for lunch on the 22nd.

Our Blood Pressure clinic was on the 10th and our Foot Clinic was on the 24th.

We had a fire inspection done by our Fire Marshall. The batteries needed to be replaced in the emergency light boxes.

We had a special build your own burger on the 31st, 22 people attended.

On February 7^h we have our annual Souper Bowl and make your own pizza on the 27th.

We have been invited to the New London Senior Center on the 9th for a Valentine's Day party.

On February 23rd we are going the Groton Senior Center for their annual Gnog Show, and on the 13th for lunch.

Cordless phones have been installed to make it easier to perform tasks while taking care of calls.

A new vacuum cleaner was purchased.

Submitted
February 5, 2018 by
Karen Washington

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8. COA Recommendations to Board of Selectmen
Mrs. Szruba advised that she will notify the Board of Selectmen of Commission's action regarding the policy concerning the delivery of meals-on-wheels.
9. Shooting Stars - Treasury Update
Mrs. Szruba reported that checks from the closed accounts have been delivered to the town's treasurer to be deposited into the Shooting Stars' special revenue account noting that, with that, the Shooting Stars are in full compliance with the town's ordinance.
10. Shooting Stars - Square Account
J. Doran moved to send a letter of request to the Board of Selectmen indicating that the Shooting Stars would like to start a square account. M. Grant seconded the motion.
VOTE: UNANIMOUS MOTION CARRIED
11. Carpeting
After reviewing three carpeting estimates (BT Tile, Floor Covering Shop, Colonial Carpet), a motion was made by J. Doran to go with Colonial Carpet, the Mohawk Modern, and staying within the budget.. F. Kershaw seconded the motion. VOTE: UNANIMOUS MOTION CARRIED
12. LED Lighting/Eversource Energy Audit – No Update
13. Purchases:
 - a. Telephone System
 - b. Vacuum CleanerMs. Washington reported that both the new phone system and vacuum have been purchased and are working well.
14. Meeting Space for Woodturners' Organization
M. Grant moved to approve the use of the senior center on March 13th by the woodturners' organization for their meeting. F. Kershaw seconded the motion.
VOTE: UNANIMOUS MOTION CARRIED
15. Proposed Purchasing/Bidding Ordinance
The proposed Board of Finance Purchasing/Bidding Ordinance was reviewed and discussed.

J. Doran moved to adjourn at 11:00 a.m. M. Grant seconded the motion.

VOTE: UNANIMOUS MOTION CARRIED


Marlene Lepine, Clerk

APPROVED: _____
Leonora J. Szruba, Chairman

RECEIVED FOR RECORD AT LISBON
CT ON 02/09/2018 AT 9:35am
ATTEST, LAURIE TIROCCHI, TOWN CLERK
