

MINUTES  
REGULAR MEETING  
COMMISSION ON AGING  
LISBON SENIOR CENTER  
MONDAY, JANUARY 7, 2019  
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, Joseph Doran, Donna Gahrman, Patricia Walburn, Karen Washington

MEMBERS ABSENT: Blanche Todriff, Mary Grant, Carol Sadowski, Fidelis Kershaw

OTHERS PRESENT: Ian Tattersall, LCS Student Ambassador

2. Reading of previous minutes – Motion by J. Doran second by D. Gahrman to approve previous minutes as mailed. VOTE: UNANIMOUS, MOTION CARRIED

3. Correspondence - NONE

4. Bills and action thereon:

- a. Review of Financial Reports (Profit & Loss Budget vs. Actual; Special Revenues Fund Profit/Loss) dated January 7, 2019 – review and discussion.

- b. Ratify/Approve Bills: Motion by J. Doran second by P. Walburn to pay bills (see attached). VOTE: UNANIMOUS, MOTION CARRIED

5. Senior Coordinator's Report – see attached.

Motion by J. Doran Second by P. Walburn to add the following to the Agenda under Item 8:

a) Reappointments, b) Purchase Policy, c) Painting

VOTE: UNANIMOUS, MOTION CARRIED

6. Old Business

- a. Backup Town Bus – K. Washington gave an update Still in negotiations with Sprague.

- b. Senior Van and Lounge Windows Issues – Draft Letter sent to the Board of Selectmen no word back yet.

- c. Accepting Credit Card Payments – J. Doran reported it is pending.

- d. Rebranding – Ian Tattersall, LCS Student Ambassador, suggested a two-sided sign at the end of the driveway near the road with an arrow pointing to where the Lisbon Senior Center is located.

7. New Business –

- a. FY 2019/2020 Budget – see attached. Modest increase. Motion by J. Doran second by D. Gahrman to approve Budget as presented.

VOTE: UNANIMOUS, MOTION CARRIED

- b. Refrigerator – Commission gave K. Washington authority to investigate replacing the current refrigerator/freezer to just a refrigerator for the sandwich program. Motion by D. Gahrman second by P. Walburn to contact T. Sparkman, First Selectman, regarding disposal of old unit.

VOTE: UNANIMOUS, MOTION CARRIED

BILLS FOR APPROVAL/RATIFICATION AT THE JANUARY 7, 2019 COA MEETING:\

FOR RATIFICATION: NONE

FOR APPROVAL:

- 1) Staples - \$31.16 for carton of copy paper (70151 Sr Ctr Supplies & Expenses)
- 2) Walmart - \$476.41 - \$463.14 for food purchases (Sand Prog Special Revenue)  
\$13.27 for hanging supplies (70151 Sr Ctr Supplies & Exp)
- 3) Comcast - \$65.24 for cable service (70141 Sr Ctr Utilities)
- 4) Frontier - \$44.31 for Sr Ctr phone service (70141 Utilities)
- 5) A.S.P. Security - \$213 for Jan-Mar monitoring service (70142 Sr Ctr Maintenance)
- 6) Eversource - \$373.27 for 2,046 kwh electricity, 11/16-12/18/18 (70141 Utilities)
- 7) Verizon - \$17.41 for van phone (70141 Utilities)
- 8) Uncas Gas - \$688.84 for 12/14 delivery 468.6 gals @ \$1.47 (70141 Utilities)
- 9) D.B. Building Maintenance - \$390 for November janitorial service (70142 Maintenance)
- 10) dll Financial Services - \$103.19 copy machine lease payt + late chg (70153 Copier Exp)
- 11) The Bulletin - \$100 for 6 mo subscription renewal +ppr bill fee (70130 Sr Cit Services)
- 12) W.B. Mason - \$218.46 total
  - a) \$29.39 for carton creamers (70130 Sr Cit Serv, dtd 12/3)  
\$29.98 for kitchen paper towels (Sand Prog Spec Rev)
  - b) \$35.97 for water & jug deposits (70141 Utilities, dtd 12/7)  
\$29.56 for cold cups (70131 Sr Cit Services)
  - c) \$35.37 for dry erase markers & 5x8 planner (70151 Sr Ctr Supplies, dtd 12/18)
  - d) \$14.74 for 8.5x11 planner (70150 Sr Coord Exp, dtd 12/19)
  - e) \$31.03 for kitchen paper towels (Sand Prog Spec Rev, dtd 12/21)  
\$30.42 for creamers (70130 Sr Cit Services)
  - f. \$30.42 for creamers (70130 Sr Cit Services, dtd 12/28)
  - g. Credit Memo \$18 for jug deposits (70141 Utilities, dtd 12/11)
  - h. Credit Memo \$30.42 for creamers (70130 Sr Cit Services, dtd 12/27)

# Commission on Aging

## Monthly report

For the month of:	October	November	December
Center visitors	492/22	475/18	441/19
Van rides	54	52	26
Meals on wheels	102	95	84
Sandwich program	136	131	160
Other meals	52	51	84

On December 2<sup>nd</sup> we had a trip to the Bradley Playhouse to see "A Christmas Story"

We had a trip to Yankee Candle/Forest Park Lights/Cracker Barrel on December 10<sup>th</sup>. Due to the number of people on the wait list we also made the trip on December 17<sup>th</sup>.

On December 19<sup>th</sup> we had a trip to The National Shrine of Our Lady of LaSalette.

Our Foot Clinic was held on December 12<sup>th</sup>. We continue to add more patients.

We served over 75 meals for our annual Holiday Luncheon. We had entertainment by accordion player, Dick Tarryk.

Our annual craft sale at Lisbon Central School was held on December 18<sup>th</sup> and 20<sup>th</sup>.

December 19<sup>th</sup> we had our winter breakfast.

On January 4<sup>th</sup> we are holding a Red Cross Blood drive.

We have 2 trips to the Groton Senior Center for lunch on January 9<sup>th</sup> and 22<sup>nd</sup>.

Club Lisbon is being held on January 15<sup>th</sup> with entertainment by John Banker.

We now have a full-sized freezer for the kitchen.

We are getting an estimate for additional painting in the lounge.

Submitted  
January 7, 2019 by  
Karen Washington

Lisbon Senior Center 2019-2020 Budget

Line item	Name	Requested Budget	This Year Estimate	Last Year Actual	Approved
70111	Senior Coordinator's Wages	42,805	41,559	39,031	
70112	Van Driver's Wages	23,334	22,659	19,533	
70113	Nutrition Site Server's Wages	18,113	17,587	15,850	
70114	Senior Center Coverage Wages	4,800	4,800	4,261	
70130	Senior Citizen's Services	3,500	3,500	1,746	
70141	Senior Center Utilities	15,000	15,000	14,183	
* 70142	Senior Center Maintenance	13,000	10,000	14,106	
* 70143	Senior Van Maintenance	2,500	1,900	1,846	
70150	Senior Coord's Supplies & Expenses	1,000	1,000	991	
* 70151	Senior Center Supplies & Expenses	1,200	1,000	898	
70153	Senior Center Copier Expenses	1,400	1,400	1,198	
		126,652	120,405	113,641	

\* 70142 increased cost for new carpet in lounge

\* 70143 increased cost to keep current van running. If new van is aquired this estimate will go down

\*70151 Increased cost of paper goods (toilet paper, etc.)

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Motion by D. Gahrman and by P. Walburn to allow K. Washington to investigate the purchase price of a new refrigerator for the sandwich program.

VOTE: UNANIMOUS, MOTION CARRIED

8. Any other business which may properly come before the Commission

- a. Reappointments – Motion by J. Doran second by D. Gahrman to recommend to the Board of Selectmen the Reappointments of Leonora Szruba, Patricia Walburn, Mary Grant and Blanche Todriff for the term 3/1/19-2/28/21.

VOTE: UNANIMOUS, MOTION CARRIED

- b. Purchase Policy – Discussion about inviting a member of the Board of Finance to come and review the new Purchase Policy and Procedures effective 3/31/2019, so that the Commission understands the intent of the Policy.

- c. Painting – Motion by P. Walburn second by D. Gahrman to approve \$600 from Line #70130 for painting the lounge.

VOTE: UNANIMOUS, MOTION CARRIED

9. Adjournment – Motion by J. Doran second by P. Walburn to adjourn at 7:49 p.m.

VOTE: UNANIMOUS, MOTION CARRIED

*Renee Williams*  
Renee Williams, clerk

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

RECEIVED FOR RECORD AT LISBON  
CT ON 01/11/2019 AT 11:30am  
ATTEST. LAURIE TIROCCHI, TOWN CLERK  
*Maryanne Waleky, Asst*