

MINUTES
REGULAR MEETING
COMMISSION ON AGING
LISBON SENIOR CENTER VIRTUAL MEETING
MONDAY, SEPTEMBER 14, 2020
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 VIA CONFERENCE CALL: Leonora Szruba, Mary Grant,
Joseph Doran, Donna Gahrman, Patricia Walburn, Karen Washington
MEMBERS ABSENT: Carol Sadowski, Fidelis Kershaw
OTHERS PRESENT VIA CONFERENCE CALL: Karen Arremony

2. Reading of previous minutes – Motion by D. Gahrman second by P. Walburn to accept previous minutes of the March 2, 2020 regular meeting as mailed.

VOTE: UNANIMOUS, MOTION CARRIED

3. Correspondence - NONE

4. Bills and action thereon

- a. Review Financial Reports- Profit & Loss Budget vs. Actual July 1, 2020 through September 14, 2020 – review and discussion.
- b. Ratify/Approve Bills - Motion by J. Doran second by D. Gahrman that Bills #1-87 be ratified as written and added to public record (see attached).

VOTE: UNANIMOUS, MOTION CARRIED

5. Senior Coordinator's Report – see attached. K. Washington also reported that she received an e-mail late today that the new van should be finished the end of October and the Town should be getting the new van in November.

6. Old Business

- a. Window Issues – on hold for the moment.

7. New Business

- a. Recommendation for Filling Unexpired Term (to 2/28/21) – review and discussion. Motion by P. Walburn second D. Gahrman to recommend to Board of Selectmen Karen Arremony fill the vacancy of the unexpired term to 2/28/21.

VOTE: UNANIMOUS, MOTION CARRIED

Chairman Szruba will forward the recommendation letter to the Board of Selectmen.

- b. Blink Camera System – Mrs. Washington suggested that in looking ahead to when the Senior Center would be re-opening, it may be wise to purchase a Blink Camera System. She researched it and found a 5 camera kit on Amazon for \$284.99. There is no monthly maintenance fee. Motion by J. Doran second by M. Grant to purchase Blink Camera System.

VOTE: UNANIMOUS, MOTION CARRIED

- c. Policies and Procedures Handbook- review and discussion. Motion by J. Doran second by P. Walburn to table the acceptance of the Policies and Procedures Handbook until extra page attachments are reviewed.

VOTE: UNANIMOUS, MOTION CARRIED

- d. Reopening – review and discussion. Will discuss further at next meeting.

BILLS FOR RADIFICATION

- 1) H.V.A.C. Repair - \$1,177.07 for evaporator blower motor replacement and annual cleaning with new air filters and blower belts for both units (70141 Utilities 3/4/20)
- 2) Sevens Communications - \$297.00 for changing out battery for telephone system backup (70141 Utilities 3/4/20)
- 3) dII Financial Services - \$98.18 for monthly lease payment for copier (70153 Copier Expenses 3/19/20)
- 4) The Day - \$119.99 for 26 week renewal of The Day newspaper (70130 Sr Cit Services 3/19/20)
- 5) Uncas Gas - \$634.92 for 3/6/20 delivery of 529.1 gals @\$1.20 (70141 Utilities 3/19/20)
- 6) Staples - \$45.26 (\$27.73) for adding machine paper rolls and ink ribbon (70150 Sr Coord Supplies 3/30/20), (\$17.53 for 9v batteries for wireless microphones (70130 Sr Cit Services 3/30/20)
- 7) Walmart \$392.94 for food purchases (Sandwich Program Special Revenue 3/30/20)
- 8) W.B. Mason -
 - a. \$24 credit for water jug deposits (70141 Utilities 3/30/20)
 - b. \$47.07 for 5 jugs of water and jug deposits (70141 Utilities 3/30/20)
- 9) ASP Security Systems - \$213 for cellular monitoring and AED cardio monitoring from 4/1/-6/30/20 (70142 Maintenance 3/30/20)
- 10) Fox Hollow Enterprises - \$645.32 for hose repairs, radiator flush/new antifreeze, oil /filter change and new radiator cap (70143 (Van Maintenance 3/30/20)
- 11) Fox Hollow Enterprises - \$427.89 for repairing loose heat shield and front hub bearing (70143 Van Maintenance 3/30/20)
- 12) Xfinity - \$76.57 for Cable (70141 Utilities 3/30/20)
- 13) Verizon - \$18.07 for van phone (70141 Utilities 3/30/20)
- 14) Frontier - \$44.09 for Sr Ctr phone service (70141 Utilities 3/30/20)
- 15) Eversource - \$283.80 for electricity (70141 Utilities 3/30/20)
- 16) D.B. Building Maintenance - \$290 for monthly cleaning (70142 Maintenance 4/9/20)
- 17) Norwich Business Machines - \$435.00 for toners for copy machine (70130 Sr Cit Services 4/9/20)
- 18) Xfinity - \$83.15 for cable (70141 Utilities 4/22/20)
- 19) DII Financial Services - \$98.18 for monthly lease payment for copier (70153 Copier Expenses 4/22/20)
- 20) Staples - \$31.16 for copy paper (70151 Sr Ctr Supplies & Expenses 4/22/20)
- 21) Verizon - \$18.03 for van phone (70141 Utilities 4/22/20)
- 22) Uncas Gas - \$507.21 for 461.1 gal of propane at \$1.10/gal (70141 Utilities 4/22/20)
- 23) Donna Gahrman - \$120.75 - for mileage reimbursement for MOW deliveries (70130 70142 Sr Van Maintenance 5/1/20)
- 24) ASP Security Services - \$288 for fire alarm inspection (70142 Maintenance 5/1/20)
- 25) Fox Hollow - \$1,120.70 for parts and labor for new head gasket (70143 van Maintenance 5/1/20)
- 26) Arico Auto Machine - (\$235) for Cleaning, inspection, resurface & pressure test- no charge (donation)
- 27) Eversource - \$265.75 for electricity (70141 Utilities 5/1/20)
- 28) Frontier - \$43.98 for telephone (70141 Utilities 5/1/20)
- 29) W.B. Mason - \$30.39 for paper towels (Sandwich Program Special Revenue 5/5/20)
- 30) Xfinity - \$76.57 for cable (70141 Utilities 5/22/20)
- 31) Walmart - \$72.05 for food purchases (Sandwich Program Special Revenue 5/22/20)
- 32) D.B. Building Maintenance - \$190 for monthly cleaning (70142 Maintenance 5/22/20)
- 33) DII Financial Services - \$98.19 for monthly lease for copier (70153 Copier Expenses 5/22/20)
- 34) Verizon - \$18.03 for van phone (70141 Utilities 5/22/20)
- 35) Karen Washington - \$356.90 for reimbursement for purchase of kitchen supplies (Sandwich Program Special Revenue 5/22/20)
- 36) W.B. Mason
 - a. \$12.19 for dry erase markers (70150 Sr Coordinator Expenses 5/29/20)
 - b. \$39.96 for 4 jugs of water (70141 Sr Ctr Utilities 5/29/20)
- 37) Anthony's Ace Hardware - \$43.99 for new flag (70151 Sr Ctr Supplies & Expenses 5/29/20)

- 64) Staples - \$17.24 for dry erase markers (70151 Sr. Ctr. Supplies 7/15/20)
- 65) USPS - \$165 for 300 postage stamps (70130 Sr. Cit. Services 7/16/20)
- 66) Walmart - \$64.10 for food purchases (Sandwich Program Special Revenue 7/23/20)
- 67) W.B. Mason - \$52.22 for acrylic paint for crafts (70151 Sr. Center Supplies & Expenses 7/23/20)
- 68) Staples - \$67.76 (70151 Sr. Center Supplies & Expenses 7/23/20)
- 69) Frontier - \$44.22 for telephone (70141 Utilities 7/23/20)
- 70) DII Financial Services - \$98.19 for monthly lease for copier (70153 Copier Expenses 7/23/20)
- 71) Xfinity - \$76.57 for cable (70141 Utilities 7/23/20)
- 72) Andrew Skinner - \$14.38 for mileage to deliver meals on wheels (70143 Sr Van Maintenance 7/23/20)
- 73) Donna Gahrman - \$73.60 38 for mileage to deliver meals on wheels (70143 Sr Van Maintenance 8/4/20)
- 74) Eversource – \$492.38 for electricity (70141 Utilities 8/4/20)
- 75) W.B. Mason - \$29.98 for white board magnets (70151 Sr Center Supplies & Expenses 8/4/20)
- 76) W.B. Mason - \$30.59 for paper towels (Sandwich Program Special Revenue 8/4/20)
- 77) Staples - \$249 credit for return of flatbed scanner (70150 Sr Coordinator Supplies 8/12/20)
- 78) D.B. Building Maintenance - \$190 for monthly cleaning (70142 Maintenance 8/12/20)
- 79) Staples - \$175.47 for desktop scanner (70150 Sr Coordinator Supplies 8/12/20)
- 80) DII Financial Services - \$98.18 for monthly lease for copier (70153 Copier Expenses 8/13/20)
- 81) Walmart - \$90.24 for food purchases (Sandwich Program Special Revenue 8/25/20)
- 82) Xfinity - \$76.58 for cable (70141 Utilities 8/25/20)
- 83) Allstate Fire Equipment – \$190 for semi-annual fire suppression system inspection and new fusible links (70142 Maintenance 8/25/20)
- 84) Eversource – \$503.70 for electricity (70141 Utilities 8/31/20)
- 85) Donna Gahrman - \$74.18 - for mileage reimbursement for MOW deliveries (70143 Sr Van Maintenance 8/31/20)
- 86) Staples - \$249 for flatbed scanner (70150 Sr Coordinator Supplies 9/3/20)
- 87) W.B. Mason - \$24.00 for 4 jug deposits (70141 Utilities 9/3/20)

Commission on Aging

Monthly report

For the month of:	June	July	August
Center visitors	0	0	0
Van rides	19	23	29
Meals on wheels	242	250	326
Sandwich program	15	6	3
Other meals	19	15	21

The Lisbon Senior Center has been closed since March 18, 2020 due to the Covid-19 pandemic. As of right now we do not have a reopening date. The State of Connecticut is still in Phase 2 of reopening which recommends that people 65 and older to stay home and stay safe.

We have been having bi-weekly zoom meetings with the Connecticut Association of Senior Center Personnel to share information, ideas and challenges we face. These meetings have included the Commissioner for the State Department on Aging and Commissioners from other states. It has been helpful to hear from other centers on what they have been doing for their seniors during this time.

We have had 3 drive through lunch events – on June 30th, July 30th and August 28th. They have been well received. Along with a boxed lunch we have had giveaways such as homemade masks and activity supplies.

On September 24th we are having another drive through lunch that will include a flu shot clinic hosted by Walgreens.

The center has had some modifications put in place to be ready for when we do phase in our opening. There is now plexiglass on the front desk and luncheon counters. There are also hand sanitizer dispensers at the front and back doors. Touch free soap dispensers for the bathrooms were ordered on May 21st and are still on backorder.

Effective August 31st our Meal Site Server resigned from the position. This position will be posted and filled when the senior center reopens. In the meantime the Meals on Wheels are being prepared daily by a fill-in employee.

I've reached out to our representative from Matthews Bus Alliance for the status of the building of our new mini bus.

TOWN OF LISBON

2021 SCHEDULE OF MEETINGS

In accordance with the provisions of Connecticut State Statutes §1-225, notice is hereby given that the regularly scheduled meeting of the

COMMISSION ON AGING
(Name of Board/Commission/Committee)

will be held on the following dates:

January 4

July 12

February 1

August 2

March 1

September 13

April 5

October 4

May 10

November 8

June 7

December 6

The above meetings will be held at 7 o'clock p m in the

SENIOR CENTER 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 31st 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 and Secretary of these respective bodies file with the Town Clerk not later than December 1, 2020 a schedule of the regular meetings to be held in 2021.

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8. Any other business which may properly come before the Commission – Motion by J. Doran second by P. Walburn to add 2021 Schedule of Meetings to the Agenda.

VOTE: UNANIMOUS, MOTION CARRIED

Reviewed and discussion. Motion by M. Grant second by P. Walburn to approve the 2021 Schedule of Meetings as follows: 1/4/21, 2/1/21, 3/1/21, 4/5/21, 5/10/21, 6/7/21, 7/12/21, 8/2/21, 9/13/21, 10/4/21, 11/8/21 and 12/6/21 (See Attached).

VOTE: UNANIMOUS, MOTION CARRIED

9. Adjournment – Motion by J. Doran second by P. Walburn to adjourn at 7:51 p.m.

VOTE: UNANIMOUS, MOTION CARRIED

Renee Williams

Renee Williams, clerk

APPROVED: _____

Leonora Szruba, Chairman

RECEIVED FOR RECORD AT LISBON
CT ON 9/18/2020 AT 10:50 am
ATTEST. LAURIE TIROCCHI, TOWN CLERK

Laurie Tirocchi