

MINUTES  
REGULAR MEETING  
COMMISSION ON AGING  
LISBON SENIOR CENTER VIRTUAL MEETING  
MONDAY, NOVEMBER 9, 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 7:05 p.m.

MEMBERS PRESENT VIA CONFERENCE CALL: Leonora Szruba, Karen Arremomy,  
Joseph Doran, Patricia Walburn, Karen Washington

MEMBERS ABSENT: Mary Grant, Donna Gahrman, Fidelis Kershaw, Carol Sadowski

2. Reading of previous minutes – Motion by P. Walburn second by K. Arremomy to accept previous minutes of the September 14, 2020 regular meeting as mailed.

VOTE: UNANIMOUS, MOTION CARRIED

3. Correspondence

- a. Memo, Winter 2020 Lisbon Quarterly Newsletter Submission Deadline: November 20

- b. Copy, Letter from First Selectman Thomas Sparkman to Karen Arremomy dated 9/29/2020 re: Appointment as member of Commission on Aging filling a vacancy for the term 2/28/2019-2/28/2021.

- c. Copy, Memo, from Stephen E. Brown, Lisbon Central School Service-Learning Coordinator dated 10/26/2020 re: Student Ambassadors.

4. Bills and action thereon

- a. Review Financial Reports- Profit & Loss Budget vs. Actual July 1, 2020 through October 27, 2020 – review and discussion.

- b. Ratify/Approve Bills - Motion by J. Doran second by P. Walburn that Bills #1-23 be ratified as written and added to public record (see attached).

VOTE: UNANIMOUS, MOTION CARRIED

5. Senior Coordinator's Report – see attached.

6. Old Business

- a. Policies and Procedures Handbook – Review and discussion. All members received the 4 attachments to the Handbook. Motion by P. Walburn second by K. Arremomy that Commission on Aging approves the Policies and Procedures Handbook as they have been updated and forward to the Board of Selectmen for approval.

VOTE: UNANIMOUS, MOTION CARRIED

- b. Reopening – Review and discussion of the Reopen Connecticut Sector Rules for Phase 2 reopen by Governor Ned Lamont dated September 1, 2020, screening questions, and draft of Reopening Announcement prepared by Karen Washington with Rules to be followed. Will await the Go Ahead from Uncas Health District on when reopening can occur. Further discussion at next meeting.

7. New Business - NONE

## BILLS FOR RADIFICATION

- 1) DLL Financial Services - \$98.18 for monthly lease payment for copier (70153 Copier Expenses 9/11/20)
- 2) DB Building Maintenance - \$190 for August janitorial services (70142 Maintenance 9/11/20)
- 3) Verizon - \$18.16 for van phone (70141 Utilities 9/11/20)
- 4) Agway - \$75.99 for grass seed (70142 Maintenance 9/11/20)
- 5) ASP Security Systems - \$213 for cellular monitoring and AED cardio monitoring from 10/1/20-12/31/20 (70142 Maintenance 09/03/20)
- 6) Xfinity - \$76.58 for Cable (70141 Utilities 9/23/20)
- 7) W.B. Mason - \$17.47 for packing tape (70151 Senior Center Supplies 9/23/20)
- 8) The Day - \$119.99 for 26 weeks (Sr Cit Services 9/23/20)
- 9) Staples - \$79.39 for electric stapler and staples (70150 Sr Coord Supplies 9/23/20)
- 10) Frontier - \$43.89 for van phone (70141 Sr Center Utilities 9/23/20)
- 11) Walmart - \$99.01 for food purchases (Sandwich Program Special Revenue 9/23/20)
- 12) W.B. Mason –
  - a. \$3.50 for staples (70150 Sr Coord Supplies 9/24/20)
  - b. \$47.97 for 3 jugs of water and jug deposits (70141 Utilities 9/24/20)
- 13) Eversource - \$376.20 for electricity (70141 Utilities 10/1/20)
- 14) W.B. Mason - -\$24 credit for jug deposit (70141 Utilities 10/1/20)
- 15) Donna Gahrman - \$143.17 – for mileage reimbursement for MOW deliveries (70142 Sr Van Maintenance 10/2/20)
- 16) DB Building Maintenance - \$290 for <sup>Sept.</sup> August janitorial services (70142 Maintenance 10/2/20)
- 17) Shoreline Fire Equipment - \$378.61 Annual fire extinguisher inspections & testing (70142 Maintenance 10/15/20)
- 18) DLL Financial Services - \$98.18 for monthly lease payment for copier (70153 Copier Expenses 10/21/20)
- 19) Verizon - \$18.18 for van phone (70141 Utilities 10/21/20)
- 20) Frontier - \$43.50 for van phone (70141 Sr Center Utilities 10/21/20)
- 21) W.B. Mason - \$121.98 for refund for return of soap (dispensers for soap still on backorder with no date in sight) (70151 Senior Center Supplies 10/23/20)
- 22) Walmart - \$148.16 for food purchases (Sandwich Program Special Revenue 10/23/20)
- 23) Xfinity - \$77.58 for Cable (70141 Utilities 10/26/20)

# Commission on Aging

## Monthly report

For the month of:	August	September	October
Center visitors	0	0	0
Van rides	19	18	30
Meals on wheels	326	267	231
Sandwich program	3	0	1
Other meals	19	39	23

The Lisbon Senior Center is still remaining closed with no reopening date set as of yet.

The meals on wheels numbers are much less for September and October because of a shutdown of the meal processing center from September 28<sup>th</sup> through October 12<sup>th</sup>. This was due to cases of COVID-19 among staff.

We continue to have monthly meal events. On September 24<sup>th</sup> we had a drive through meal and it included a flu shot clinic. It was well received with over 30 people getting the flu shot. On October 22<sup>nd</sup> we had our first walk through take out meal. Everyone was required to wear a mask, keep a 6 foot distance, enter through the main doors and exit through the library doors. It went well and we will be having the same type of walk through meal on November 19<sup>th</sup>.

There is now COVID-19 signage that was obtained through the Connecticut Conference of Municipalities. These signs were free for the town. They include floor stickers and signage for 6 foot distancing, mask wearing (including one that is a yard sign), hand sanitizing/washing, and a personalized banner that is outside of our front door. It indicates that we are doing our part in keeping our community safe.

Walmart approved a grant for Shooting Stars in the amount of \$1,500. Normally this is used for our holiday luncheon but this year it will be put to use for items to be purchased for implementing many COVID-19 related updates for public safety in our building.

Effective October 6<sup>th</sup> our van driver resigned from the position and we now have a new driver, Charles Martin, who has taken the position.

Shoreline Fire Equipment did the annual inspection of our fire extinguishers on October 6<sup>th</sup>.

Submitted  
November 9, 2020 by  
Karen Washington

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8. Any other business which may properly come before the Commission – Joe Doran gave a brief update on the Turning Club. They have met twice at the Senior Center in the parking lot. They are planning to meet again this Saturday, November 14, 2020 late morning/early afternoon.
9. Adjournment – Motion by J. Doran second by P. Walburn to adjourn at 7:50 p.m.

VOTE: UNANIMOUS, MOTION CARRIED

*Renee Williams*

Renee Williams, clerk

APPROVED: \_\_\_\_\_

Leonora Szruba, Chairman

RECEIVED FOR RECORD AT LISBON  
CT ON 11/12/2020 AT 9:15am  
ATTEST. LAURIE TIROCCHI, TOWN CLERK  
*Laurie Tirocchi*