

MINUTES
REGULAR MEETING
COMMISSION ON AGING
LISBON SENIOR CENTER
MONDAY, APRIL 1, 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 7:01 p.m.

MEMBERS PRESENT: Leonora Szruba, Mary Grant, Patricia Walburn, Blanche Todriff, Joseph Doran

MEMBERS ABSENT: Donna Gahrman, Carol Sadowski, Fidelis Kershaw, Karen Washington

OTHERS PRESENT: Ian Tattersall and Anna Gosselin, LCS Student Ambassadors

2. Reading of previous minutes – Motion by J. Doran second by B. Todriff to approve previous minutes as mailed. VOTE UNANIMOUS, MOTION CARRIED
3. Correspondence – Discussion regarding M. Zelasky, Chairman of Board of Finance coming to the May 13, 2019 meeting to go over any questions the Commission has regarding the new Purchase Policy. Karen Washington will be back and need to be at that meeting.
4. Bills and action thereon:
 - a. Review Financial Reports (Profit & Loss Budget vs. Actual July 1, 2018 through March 28, 2019; Special Revenues Fund as of March 31, 2019) – review and discussion.
 - b. Ratify/Approve Bills: Motion by J. Doran second by M. Grant Bills 1-21 be ratified and added to public record. (see attached). VOTE: UNANIMOUS, MOTION CARRIED
Motion by M. Grant second by B. Todriff Bills 22-27 be approved for payment (see attached). VOTE: UNANIMOUS, MOTION CARRIED
5. Senior Coordinator's Report – see attached.
6. Old Business
 - a. Town bus – Discussion regarding trying to make arrangements for back up.
 - b. Senior van and lounge issues – L. Szruba reported that K. Washington has completed all paperwork for DOT Sec. 5310 grant and will submit application when she returns.
 - c. Credit Card Payments - NONE
 - d. Rebranding – Discussion this is the right time of the year to put the sign up that Ian Tattersall suggested. Prokoff Sign will be contacted for a price.
 - e. Removal Policy – Discussion to wait until Karen gets back to canvass other senior and senior centers about their policy.
 - f. Transportation Grant – L. Szruba reported it is being worked on as discussed in 4b.
7. New Business –
 - a. Incident Reporting – Discussion regarding may want to develop policy. Concerns in future if no incident report filed, have notebook documenting everything: date, time, incident, who, where, witnesses and have person sign in log no matter how insignificant.
8. Any other business which may properly come before the Commission – NONE

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9. Adjournment – Motion by J. Doran second by P. Walburn to adjourn at 7:35 p.m.

VOTE: UNANIMOUS, MOTION CARRIED

Renee Williams

Renee Williams, clerk

APPROVED: _____
Leonora Szruba, Chairman

BILLS FOR RATIFICATION APPROVAL AT THE April 1st COA meeting

FOR RATIFICATION:

- 1) W.B. Mason - \$33.19 for case of kitchen paper towels (Sand Prog Special Revenue – 2/20/19)
\$41.97 for 3 jugs water & jug deposit (70141 Sr Ctr Utilities)
\$18 CREDIT memo for jug deposit (70141 Sr Ctr Utilities)
- 2) Uncas Gas - \$711.63 for 1/26/19 delivery of 484.1 gals @ \$1.47 (70141 Utilities)
- 3) Verizon - \$17.43 for van phone (70141 Sr Ctr Utilities)
- 4) dll Financial Solutions - \$103.09 for copy machine lease payt (70153 Copier Exp)
- 5) Izbicki Contracting - \$437 for previous billings (70142 Sr Ctr Maintenance – 3/5/19)
- 6) W.B. Mason – \$46.68 total - \$30.49 for creamers (70130 Sr Ct Services)
\$16.19 for receipt book (70151 Sr Ctr Supplies & Expenses)
- 7) Fox Hollow - \$643.78 for new van radiator, etc. (70143 – Sr Van Maintenance)
- 8) Walmart - \$504.62 for food/kitchen purchases (Sand Prog Special Revenue)
- 9) Frontier - \$43.87 for telephone bill (70141 Utilities)
- 10) Uncas Gas - \$583.19 for 2/14/19 delivery 402.2 gals @ \$1.45 – 70141 Utilities)
- 11) Eversource - \$378.70 for 2,169 kwh electricity 1/18-2/19 (70141 Utilities)
- 12) Comcast - \$71.26 for cable (70141 Utilities)
- 13) Staples – \$11.17 for counter pens & 3 tab folders (70151 Sr Ctr Supplies/Exp – 3/20/19)
- 14) dll Financial Solutions - \$103.09 for copy machine lease payt (70153 Copier Expenses)
- 15) D.B. Building Maintenance - \$390 for Feb janitorial services (70142 Sr Ctr Maint)
- 16) W.B. Mason - \$18 CREDIT memo for jug deposit (70141 Utilities)
\$18 CREDIT memo for jug deposit (70141 Utilities)
\$33.19 for kitchen paper towels (Sand Prog Special Revenue)
\$30.49 for creamers (70130 Sr Cit Services)
\$41.97 for 3 jugs water & deposit (70141 Utilities)
- 17) The Day - \$119.98 for 6 mo subscription renewal (70130 Sr Cit Services)
- 18) Uncas Gas – \$916.86 for 3/12 delivery 619.5 gals @ \$1.48 (70141 Utilities)
- 19) LCS Cafeteria - \$30 for soup for 2/13 Souper Bowl (Sand Prog Special Revenue)
- 20) Verizon - \$17.44 for van phone (70141 Utilities)
- 21) Comcast – 71.26 for cable (70141 Utilities)

FOR APPROVAL:

- 22) \$110 to Postmaster for stamps (70130 Sr Cit Services)
- 23) Walmart – \$479.71 for food/kitchen purchases (Sand Prog Special Revenue)
- 24) ASP Security Systems - \$213 for 2nd quarter monitoring (70142 Sr Ctr Maintenance)
- 25) Eversource - \$360.04 for 1,929 kwh electricity 2/19-3/19 (70141 Utilities)
- 26) Frontier – \$44.57 for telephone bill (70141 Utilities)
- 27) W.B. Mason \$41.97 for 3 jugs water & deposits (70141 Utilities)
\$23.07 for 3 paks cold cups (70130 Sr Cit Services)

Commission on Aging

Monthly report

For the month of:	January	February	March
Center visitors	503/21	448/19	501/21
Van rides	30	30	46
Meals on wheels	176	199	216
Sandwich program	244	204	205
Other meals	16	20	40

We a trip to the Bali Village on March 6th.

We had 2 trips to the Providence Performing Arts Center on March 21st and March 31st to see the Phantom of the Opera.

March 18th was our annual corned beef and cabbage luncheon. We had 35 in attendance and entertainment by Bruce Hart followed

Spring breakfast was held on March 20th.

In April we have a trip to The Log Cabin with The Travel Group to see a Country Legends show on April 8th. We have 47 people going.

On April 17th we are going to the Groton Senior Center for the Active Living Expo.

April 9th is a Wings & Fries special. On April 18th Blowout Bingo is already full with 50 sign ups.

We now have 2 new dishwashers in the kitchen.

The grant through the Department of Transportation's section 5310 grant program to get funding to purchase a new van is in the final stages of submission. All documentation and requirements must be in by April 12th.

RECEIVED FOR RECORD AT LISBON
CT ON 4/3/19 AT 7:35 pm
ATTEST. LAURIE TIROCCHI, TOWN CLERK
Laurie Tirocchi

Submitted
April 1, 2019 by
Karen Washington