

MINUTES  
REGULAR MEETING  
COMMISSION ON AGING  
LISBON SENIOR CENTER  
MONDAY, MARCH 6, 2023  
10:00 A.M.

1. Call to Order: The regular meeting of the Commission on Aging was called to order by Leonora Szruba, Chairman at 10:01 a.m.

MEMBERS PRESENT: Leonora Szruba, Karen Arremony, Joyce Carvalho, Erin Lefevre, D. Mauri, Patricia Walburn, Karen Washington, Joseph Doran, Donna Gahrman (remote)

MEMBERS ABSENT: Mary Brown

2. Reading of previous minutes – Motion by P. Walburn second by J. Carvalho to accept the previous minutes of the Regular Meeting of February 6, 2023 and Special Meeting of February 24, 2023 as presented.

VOTE: UNANIMOUS, MOTION CARRIED

3. Correspondence

- a. Copy, letter, dated 2/12/23, from Danielle Mauri to Thomas Sparkman, First Selectman, re: resignation from the Senior Center Coordinator position effective March 1, 2023.
- b. Copy, letter, dated 3/2/23, from Thomas Sparkman, First Selectman to Erin Lefevre, re: appointment of E. Lefevre to the Senior Center Coordinator/Municipal Agent for the Elderly position.
- c. Copy, letters, dated 3/2/23, from Thomas Sparkman, First Selectman to other candidates, re: status of the Senior Center Coordinator/Municipal Agent for the Elderly position.
- d. Copy, 2023-2024 Selectman's Budget Request Forms, from Board of Selectmen. All Senior Center budget items were approved as requested by the Board of Selectmen with the exception of #70114 – Senior Center Coverage Wages which was reduced by \$500.

4. Bills and action thereon

- a. Review Financial Reports- Chairman Szruba reported that there are two budget line items that will need to be closely watched in the coming months - #70111 – Senior Coordinator which is currently at 79.7% and #70114 – Senior Center Coverage Wages which is currently at 78.3%. All others are in good standing.  
Chairman Szruba reported that the Sandwich Program balance is at \$1155.64.
- b. Ratify/Approve Bills – (see attached). D. Mauri reported that item #6 is still in progress. The boiler is still leaking and James Carboni will continue with the repairs. Motion by J. Doran second by D. Mauri that bills #1-17 be ratified and added to the permanent record.

VOTE: UNANIMOUS, MOTION CARRIED

5. Senior Coordinator's Report – (see attached) D. Mauri also noted that there has been little interest in filling the vacancies in the van/bus driver positions.

6. Old Business

- a. Blinds – Three quotes were received to replace the blinds. Home Depot came in with the winning quote of \$2656.58 which includes installation and removal of the old ones. This work will be charged to line item #70142 – Senior Center Maintenance. Motion made by K. Washington second by P. Walburn to authorize the expenditure of the blind replacement as quoted by Home Depot.

VOTE: UNANIMOUS, MOTION CARRIED

BILLS FOR RATIFICATION AT 3/6/23 COA MEETING:

- 1) \$7.99 to Amazon for mechanical pencils (Sr Coord Supplies & Expenses) & \$74.94 for bank deposit bags (Sr Ctr Supplies & Expenses)
- 2) \$22.99 to Amazon for hairnets (Sandwich Program) & \$58.68 for First Aid kit, staple gun & took kit (Sr Ctr Supplies & Expenses)
- 3) \$19.65 to D. Mauri for MOW delivery mileage (Sandwich Program)
- 4) \$423.28 to Eversource for January electric bill & \$396.11 for February electric bill (Sr Ctr Utilities)
- 5) \$824.82 to Uncas Gas for 466 gals propane on 12/28/22 & \$728.93 for 389.8 gals on 1/24/23 & \$0.81 late fee on 1/28/23
- 6) \$187.56 to James Carboni Plumbing & Heating to repair leak on boiler & \$1,158.56 for parts, labor, fuel & freight charges to install bleed header & associated gaskets on boiler (Sr Ctr Maintenance)
- 7) \$67.17 to Walmart for food items (Sandwich Program)
- 8) \$126 to Jewett City Post Office for 200 stamps (Sr Citizen Services)
- 9) \$50 to K. Washington for producing February newsletter (Sr Cit Services)
- 10) \$213 to ASP Security Systems for 1<sup>st</sup> quarter monitoring ( (Sr Ctr Maintenance)
- 11) \$181.97 to Comcast for Jan-Feb cable & \$102.90 for Feb-Mar cable (Sr Ctr Utilities)
- 12) \$43.81 to Frontier for phone bill (Sr Ctr Utilities)
- 14) \$41 to Verizon for van cell phone (Sr Ctr Utilities)
- 15) \$1,050 to Fab 5 Star Cleaning for February cleaning services(Sr Ctr Maintenance)
- 16) \$50 to Home Depot for blinds measurement (Sr Ctr Maintenance)
- 17) \$12.19 to W.B. Mason for creamers (Sr Cit Services) & \$16.47 for vinyl gloves (Sandwich Program) & \$30.48 for business cards (Sr. Coord Supplies & Expenses) & \$66.55 for postcards, envelopes & sign holder (Sr Ctr Supplies & Expenses) & \$18 CREDIT memo for jug deposits (Sr Ctr Utilities)

# Commission on Aging

## Monthly report

For the month of:	December	January	February
Center visitors	334/20	418/20	350/18
Van rides	28	28	26
Meals on wheels	305	365	312
Sandwich program	125	180	130
Other meals	98	45	40

On February 1<sup>st</sup> we hosted the Red Cross Blood Drive

On February 7<sup>th</sup> we had our Souper Bowl and 25 people attended

On February 10<sup>th</sup> we had an Art Class and 6 people attended

On February 14<sup>th</sup> we had our Birthday Celebration

On February 15<sup>th</sup> we went to Mr. Zs and 7 people attended

On February 22<sup>nd</sup> we had our Pizza special and 21 people attended

On February 24<sup>th</sup> we went to Longhorn and 11 people attended

Things in March:

Bali Village 3/3, 19 are signed up

Birthday Celebration 3/14

St. Patricks Day Celebration 3/15, 43 people signed up

Hanks Restaurant 3/20, 2 people are signed up and may be canceling

Art Class 3/17, 6 people are signed up

Christmas Tree Shop+Cracker Barrel 3/22, 16 people are signed up

AARP Safe Driving Class 3/24, 4 people are signed up

Baked Ziti 3/28, 10 people are signed up

Submitted  
March 1, 2023 by  
Danielle Mauri

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- b. Name/sign change – Chairman Szruba reported that the official announcement of the winning entry would be made on Wednesday at the next Shooting Stars meeting. The judges met and voted on “Lisbon Active Aging Center” as the winning entry which will be presented to the Board of Selectmen for approval.
  - c. Programmable thermostats – D. Mauri reported that she has scheduled both Lowe’s and Home Depot to review the current setup and provide estimates. There are at least six thermostats that would be replaced. Lowe’s is scheduled for 3/21/23 and Home Depot is scheduled for 3/31/23.
  - d. Floor cleaning – Fabulous Five, the current cleaning service, has stated that they will wax and buff out the floors in the dining area for free one weekend in the near future.
7. New Business
- a. Senior Coordinator – Erin Lefevre was introduced to the Committee. She began her position on March 1, 2023. D. Mauri will continue on for a few weeks as needed for training and to ensure a smooth transition.
  - b. Veteran’s breakfast – J. Doran and J. Carvalho have been discussing the idea of sponsoring a Veteran’s breakfast at the Lisbon Senior Center. J. Doran regularly attends the Griswold Coffee House for veterans and will suggest the idea at their next meeting to see if there is interest. J. Carvalho suggested that the Shooting Stars would sponsor the event, possibly to be held sometime in May.
8. Any other business that may come before the Commission
- Motion made by J. Doran second by D. Mauri to add to the agenda the election of officers.  
VOTE: UNANIMOUS, MOTION CARRIED
- a. Election of officers – K. Washington nominated L. Szruba to another term as Chair and J. Doran to another term as Vice-Chair. These terms are annual appointments. Motion made by P. Walburn second by J. Carvalho to close nominations.  
VOTE: UNANIMOUS, MOTION CARRIED
- It is noted for the record, that K. Arremony, Clerk to the Board, cast one ballot in favor of these nominations.
9. Adjournment – Motion by J. Doran second by K. Washington to adjourn at 10:55 a.m.  
VOTE: UNANIMOUS, MOTION CARRIED

*Karen Arremony*

Karen Arremony, clerk

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

RECEIVED FOR RECORD AT LISBON, CT  
ON 3/8/2023 AT 9:27 AM  
ATTEST, MICHELLE GRANT, TOWN CLERK  
*Janet Lefevre* Asst.