

MINUTES
REGULAR MEETING
COMMISSION ON AGING
LISBON SENIOR CENTER
MONDAY, APRIL 3, 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, Danielle Mauri, Patricia Walburn, Karen Washington, Mary Brown, Donna Gahrman (remote)

MEMBERS ABSENT: Joseph Doran

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

VOTE: UNANIMOUS, MOTION CARRIED

3. Correspondence - none

4. Bills and action thereon

- a. Review Financial Reports- Chairman Szruba reported that there are two budget line items that will need action to be taken on them since there will not be enough funds to cover through the end of the fiscal year. Motion by K. Washington second by J. Carvalho to ask for additional appropriation of \$7,000 for #70111 – Senior Coordinator and \$1,000 for #70114 – Senior Center Coverage Wages.

VOTE: UNANIMOUS, MOTION CARRIED

Chairman Szruba reported that the Sandwich Program balance is at \$1100.13.

- b. Ratify/Approve Bills – (see attached). Motion by P. Walburn second by D. Mauri that bills #1-9 be ratified and added to the permanent record.

VOTE: UNANIMOUS, MOTION CARRIED

5. Senior Coordinator's Report – (see attached) Chairman Szruba notified the committee that E. Lefevre submitted her letter of resignation from the Senior Coordinator position effective April 1, 2023.

6. Old Business

- a. Blinds – The blinds were delivered by Home Depot but a time for installation needs to be arranged.
- b. Name change / sign – Chairman Szruba will contact the following businesses in regards to a quote for new signage for the building – Camaro Signs, Aruda Signs and Prokop Signs. She will also contact the tech school regarding pricing for a new wooden sign.
- c. Programmable thermostats – It was noted that E. Lefevre indicated that she had talked to J. Sparkman in regards to this and he will research.
- d. Floor cleaning – D. Mauri will contact the maintenance company in regards to a date for this.
- e. Veteran's breakfast – A meeting was held on Friday, March 31 to discuss organizing this activity. It will be held on Friday, May 19 at 9:30 a.m. It is anticipated that about 30-40 veterans will attend. Students from Lisbon Central School will be available to assist with this function.

BILLS TO BE RATIFIED AT THE 4/3/23 COA MEETING:

- 1) \$115 to dll Financial Solutions for March copier lease (Copier Expenses)
- 2) \$26.20 to D. Mauri for MOW deliveries (Sr Ctr Coverages Wages)
- 3) \$50 to K. Washington for March newsletter (Sr Cit Services)
- 4) \$923.14 to Uncas Gas for 2/21 delivery 468.6 gal propane @ \$1.97 (Sr Ctr Utilities)
- 5) \$44.14 to Frontier for telephone service (Sr Ctr Utilities)
- 6) \$1,350 to Feb 5 Star Cleaning Service for March cleanings (Sr. Ctr Maintenance)
- 7) \$41 to Verizon for van phone (Sr. Ctr Utilities)
- 8) \$30.45 to W.B. Mason for 3 jugs water & jug deposits (Sr Ctr Utilities) & \$41.41 for office supplies (Sr Ctr Supplies & Expenses) & \$18 CREDIT memo for jug deposits returned (Sr Ctr Utilities)
- 9) \$31.96 to Walmart for coffee (Sr Cit Services) & \$41.68 for coffee (Sr Cit Services) & \$111.32 for food purchases (Sandwich Program)

TO BE CONSIDERED WITH 3 MONTHS LEFT IN THE FISCAL YEAR:

After the 3/24 check run we have expended 88.4% (\$44,265.41) of the Senior Coordinator's salary line item with \$5,810.59 remaining. I anticipate we will need an additional \$7,000 to cover us to the end of the fiscal year for the incoming Coordinator and to cover the time for the outgoing Coordinator to do the training.

With \$693.86 left in the Sr Ctr Coverage Wages, we may need to beef this up a little also.

We have \$10,357.69 left in the Maintenance line item. However, we need to subtract a total of \$8,207 for anticipated bills (\$1,500+ for automatic door opener repair; \$2,657 for blinds and installation; \$4,050 for cleaning). This leaves \$2,150 for unexpected maintenance items and not enough for a line item transfer.

We should take action this month.

Commission on Aging

Monthly report

For the month of:	January	February	March
Center visitors	418/20	350/18	420/23
Van rides	28	26	40
Meals on wheels	365	312	321
Sandwich program	180	130	189
Other meals	45	40	80

On March 3rd we went to Bali Village and 18 people attended

On March 14th we had our Birthday Celebration

On March 17th we had a Painting with Jacqui class and 7 people attended

On March 20th we went to the Norwich Tech buffet (instead of Hank's) and 10 people attended

On March 21st we hosted our annual St Patricks Day dinner with entertainment and 63 people attended

On March 22nd we went to the Christmas Tree Shop and Cracker Barrel and 22 people attended

On March 24th we hosted AARP's Driver Safety Course and 7 people attended

On March 27th we began a weekly Diamond Art class with Chelsey to last thru April and 8 people attended

On March 28th we had a Baked Ziti Luncheon and 17 people attended

Events in April:

Series of weekly fitness classes with Donna beginning April 3rd. 10 people are signed up

Weekly Diamond Art classes thru the end of April. Full class expected each week

Bus trip to Foxwoods Bingo on April 5th. 7 people are signed up so far


Closed for Good Friday on April 7th

Brunch planned for April 10th

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7. New Business
 - a. Rug cleaning – D. Mauri will work with the maintenance company to get a quote for this. Normally it is done annually.
8. Any other business that may come before the Commission
 - a. Chairman Szruba noted that 6 new ipads are available for staff and volunteer use including charging stations. She also talked to T. Sparkman, First Selectman, regarding changes to the wifi connection. This connection is spotty at best and currently one must climb a ladder to reset as the switch is located in the ceiling. A more accessible connection would be safer and preferred.
9. Adjournment – Motion by P. Walburn second by J. Carvalho to adjourn at 10:30 a.m.

VOTE: UNANIMOUS, MOTION CARRIED


Karen Arremony, clerk

APPROVED: _____
Leonora Szruba, Chairman

RECEIVED FOR RECORD AT LISBON, CT
ON 04/05/23 AT 9:10am
ATTEST. MICHELLE GRANT, TOWN CLERK

