

MINUTES
REGULAR MEETING
COMMISSION ON AGING
LISBON SENIOR CENTER
MONDAY, MAY 13, 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 7:00 p.m.

MEMBERS PRESENT: Leonora Szruba, Mary Grant, Patricia Walburn, Joseph Doran,
Donna Gahrman, Karen Washington

MEMBERS ABSENT: Blanche Todriff, Carol Sadowski, Fidelis Kershaw

OTHERS PRESENT: Ian Tattersall, LCS Student Ambassador

2. Reading of previous minutes – Motion by J. Doran second by M. Grant to approve previous minutes of April 1, 2019 as mailed. VOTE: UNANIMOUS, MOTION CARRIED

3. Correspondence

- a. Copy of letter from Hocon Gas to Thomas Sparkman, First Selectman regarding gas propane supply company. Motion by J. Doran second D. Gahrman to investigate prices and see how competitive natural gas will be when it is available to the Senior Center.

VOTE: UNANIMOUS, MOTION CARRIED

4. Bills and action thereon

- a. Review Financial Reports- Profit & Loss Budget vs. Actual July 1, 2018 through May 13, 2019 and Special Revenues Fund as of May 13, 2019 – review and discussion.

- b. Ratify/Approve Bills - Motion by J. Doran second by M. Grant to ratify Bills #1-16 and add to public record. (see attached).

VOTE: UNANIMOUS, MOTION CARRIED

Motion by J. Doran second by M. Grant to approve Bill #17 for payment (see attached).

VOTE: UNANIMOUS, MOTION CARRIED

- c. Purchase Policy (with Board of Finance Chairman)

- i. Board of Finance Chairman Mike Zelasky clarified Mrs. Szruba's question regarding whether the new Purchase Policy is an Ordinance. Mr. Zelasky stated that was an oversight and editorial changes were made and he stated that changes were also made to the introduction on how it affects the Board of Education. Mr. Zelasky handed the Commission on Aging an updated copy.

- ii. Mr. Zelasky stated if there is less than \$1,000 in the aggregate to one supplier, they are exempt from the bid requirement.

- iii. Mrs. Szruba stated that when Karen Washington makes a smaller purchase, she checks with Mrs. Szruba. On larger purchases, it goes before the Commission. Mr. Zelasky said that was fine.

Motion by J. Doran second D. Gahrman to suspend the normal order of Old Business and go to Agenda items 6.c. and 7.b.

VOTE: UNANIMOUS, MOTION CARRIED.

5. Senior Coordinator's Report – see attached.

6. Old Business

- a. Town bus – L. Szruba reported that she has not been in touch with anyone at Mohegan Sun about a bus yet.

BILLS FOR RATIFICATION/APPOVAL AT THE May 13th COA MEETING;

FOR RATIFICATION:

- 1) Staples - \$60.38 for printing calculator & ppr rolls (70150 Sr Coord Supplies & Exp – 4/17/19)
\$46.64 for pencils, pens, copy paper (70151 Sr Ctr Supplies & Exp)
- 2) Verizon - \$17.41 for van cell phone (70141 Utilities)
- 3) Lowe's - \$1,128.57 for dishwasher(s) (Sandwich Program Special Revenue)
- 4) dll Financial Solutions - \$98.18 for copy machine lease payment (70153 Copier Expenses)
- 5) Fox Hollow - \$266.75 for ignition coil & labor (70153 Sr Van Maintenance)
- 6) CASC - \$45 for conference fee (70150 Sr Coord Supplies & Exp – 5/8/19)
- 7) Walmart - \$477.77 for food supplies (Sandwich Program Special Revenue)
- 8) Comcast – \$71.26 for cable (70141 Utilities)
- 9) Uncas Gas - \$772.63 for 4/15/19 delivery 525.6 gals @ \$1.47 (70141 Utilities)
- 10) Frontier – \$44.63 for telephone (70141 Utilities)
- 11) Eversource – \$347.05 for 1,941 kwh electricity 3/19-4/18 (70141 Utilities)
- 12) Thomas Szafranski - \$102 for passenger operator license reimbursement (70130 Sr Cit Services)
- 13) W.B. Mason - \$33.19 for kitchen paper towels (Sand Prog Special Revenue)
\$31.48 for bathroom tissue & message pads (70151 Sr Ctr Supplies & Exp)
\$41.97 for water & jug deposits (70141 Utilities)
\$7.47 for cold cups (70130 Sr Cit Services)
\$18 CREDIT memo for jug deposit (70141 Utilities)
\$30.49 for creamers (70130 Sr Cit Services)
- 14) ASP Security Systems - \$288 for annual fire alarm inspections (70142 Sr Ctr Maint)
- 15) Concentra - \$78 for Szafranski DOT recertification physical (70130 Sr Cit Services)
- 16) Allstate Fire Equipment - \$163 for semi-annual kitchen fire suppression system inspection & fusible link (70142 Sr Ctr Maintenance)

FOR APPROVAL:

- 17) The Bulletin - \$191 for 1 year subscription renewal (70130 Sr Cit Services)

Commission on Aging

Monthly report

For the month of:	February	March	April
Center visitors	448/19	501/21	421/21
Van rides	30	46	52
Meals on wheels	199	216	235
Sandwich program	204	205	199
Other meals	20	40	55

On April 8th we had 45 people go on a trip with the Travel Group to the Log Cabin for a Country Legends show.

We had 13 people for our wings & fries on April 9th.

Blowout bingo was held on April 18th. We had over 50 attend.

We hosted an AARP safe driver course on April 12th.

The semi-annual inspection on the fire suppression system was done on April 16th.

In May we have a trip to the Essex Steam Train and Riverboat on the 31st.

Taco day to celebrate Cinco de Mayo was on May 3rd. We are having a burgers and fries special on May 22nd.

Our craft sale that was scheduled for May 11th has been postponed. It is now going to be held on September 28th as part of the Lisbon Fall Festival along with the annual Pen Turning event. It will now be a craft sale and flea market.

The Department of Transportation's section 5310 grant program to get funding to purchase a new van has been submitted.

Submitted
May 13, 2019 by
Karen Washington

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- b. Window Issues – Mrs. Szruba mentioned that back in November or December, Mr. Sparkman had sent a letter to the Commission stating that there may be outside funding sources that could possibly offer aid, like a grant from STEAD or trying Home Depot. New estimates to be obtained and if the estimates for the window are received one week before the next meeting, Mrs. Szruba will draft a letter to the Board of Selectman for the Commission to review and approve.
- c. Taking Credit Card Payments – J. Doran gave a report regarding the information he obtained on setting up a credit card account.
- d. Rebranding – Driveway Sign. Discussion on getting a wood sign, low to the ground and two-sided, showing Senior Center Parking with arrows. Motion by J. Doran second P. Walburn to obtain 3 prices for the driveway sign.
VOTE: UNANIMOUS, MOTION CARRIED
- e. Removal Policy – Mrs. Washington stated that she has checked with other towns and they do not have an official policy. Lisbon Senior Center has a Code of Conduct and can use the Town Attorney to ask any questions.
- f. Incident Reporting Log – Mrs. Washington has a notebook in place for any future incidents.

7. New Business –

- a. Floors – Mrs. Washington stated that the cost would be around \$290.00 to clean and wax the floors. Motion by J. Doran second P. Walburn to have floors stripped and polished (70130).
VOTE: UNANIMOUS/MOTION CARRIED
- b. Alternate Food Shopping Site – Discussion regarding the possibility of obtaining an Aldi's credit card and what the procedure would be to complete the process. Mrs. Washington to investigate and report back.

8. Any other business which may properly come before the Commission – NONE

9. Adjournment – Motion by J. Doran second by M. Grant to adjourn at 8:12 p.m.

VOTE: UNANIMOUS, MOTION CARRIED

Renee Williams

Renee Williams, clerk

APPROVED: _____

Leonora Szruba, Chairman

RECEIVED FOR RECORD AT LISBON
CT ON 05/21/2019 AT 10:05am
ATTEST. LAURIE TIROCCHI, TOWN CLERK
Maryanne Wakely, Asst