

MINUTES  
REGULAR MEETING  
COMMISSION ON AGING  
LISBON SENIOR CENTER  
MONDAY, NOVEMBER 14, 2016  
7:00 P.M.

1. Call to Order: The regular meeting of the Commission on Aging was called to order by Lee Szruba, Chairman at 7:00 p.m.

MEMBERS PRESENT: Leonora Szruba, Mary Grant, Joseph Doran, Fidelis Kershaw,  
Donna Gahrman, Karen Washington  
MEMBERS ABSENT: Dorothy Coggins, Carol Sadowski, Daniel Tieper  
OTHERS PRESENT: Anastasia Milhomme, LCS Student Ambassador

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

3. Correspondence
  - a. Memo, from S. Brown, LCS re: 2016/2017 Student Ambassador list
  - b. Memo, from W. Donaldson re: FYI 2015/2016 Annual Report due by Dec 15
  - c. Memo, from BoF re: FY2017/2018 – 0% increase request
  - d. 2017 Schedule of Meetings – Motion by J. Doran second by D. Gahrman to accept the 2017 schedule of meetings (see attached). VOTE: UNANIMOUS, MOTION CARRIED

4. Bills and action thereon:
  - a. Review of Financial Reports (Profit & Loss Budget vs. Actual; Special Revenues Fund; Special Revenues Balance Sheet; Special Revenues Fund Profit/Loss) for October 2016 – review and discussion.
  - b. Ratify/Approve Bills: Motion to ratify bills 1 – 4 by J. Doran second by F. Kershaw (see attached). VOTE: UNANIMOUS, MOTION CARRIED  
Motion to approve bills 5 – 15 for payment by J. Doran second by M. Grant (see attached). VOTE: UNANIMOUS, MOTION CARRIED

5. Senior Coordinator's Report – see attached

6. Old Business
  - a. Lounge Window Leak -discussion
  - b. Van Cell Phone Replacement - K. Washington update. New smart phone purchased – cost went down.
  - c. Secure Storage at Old Town Garage – update by K. Washington. Some items already being stored there.
  - d. Volunteer Help – Update by K. Washington
  - e. Painting – New volunteer to paint walls.
  - f. Transportation – Van ramp needs non-skid paint or strips.

7. New Business – NONE

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

BILLS FOR RATIFICATION/APPROVAL AT THE NOVEMBER 14, 2016 COA MEETING:

FOR RATIFICATION:

- 1) Uncas Gas - \$782.23 for 9/23/16 delivery of 678.9 gal. propane @ \$1.1522/gal (70141 Utilities)
- 2) D.B. Building Maintenance - \$390 for September janitorial service (70142 Sr Ctr Maintenance)
- 3) dll Financial Solutions - \$103.41 copy machine lease payment (70153 Sr Ctr Copier Expenses)
- 4) Verizon - \$32.15 for van cell phone (70141 Sr Ctr Utilities)

FOR APPROVAL:

- 5) Minuteman Press - \$79.27 for 500 COA envelopes (70151 Sr Ctr Supplies & Expenses)
- 6) Allstate Fire Equipment - \$165 for testing/fusible link for kitchen fire suppression system (70142 Sr Ctr Maintenance)
- 7) Eversource - \$495.47 for 2,164 kwh electricity from 9/20 to 10/19 [29 days] (70141 Utilities)
- 8) Shoreline Fire Equipment - \$93 for fire extinguisher inspection/site service/tamper seal (70142 Sr Ctr Maintenance)
- 9) Comcast - \$62.49 for cable service (70141 Utilities)
- 10) Frontier - \$43.60 Sr Ctr telephone service (70141 Utilities)
- 11) Karen Washington/reimbursement - \$17.40 for new van phone (70141 Utilities)
- 12) Leonora Szruba/reimbursement - \$45.85 for Webstaurant Store purchase of plastic wrap, wrapped stirrers (Sandwich Program Special Revenue Account)
- 13) Walmart - \$450.54 (includes \$34.50 late charge) (Sandwich Program Special Revenue Account)
- 14) Karen Washington/reimbursement - \$51.11 for turkeys for 11/10 lunch (Sandwich Program Special Revenue Account)
- 15) W.B.Mason - \$111.03 less \$24 deposit credit = \$87.03
  - a) \$29.97 for 3 jugs water and deposit (70141 Utilities) and  
\$11.58 for plastic cups (70130 Sr Cit Services)
  - b) \$1.00 for monthly water cooler rental (70130 Sr Cit Services)
  - c) \$38.49 for case of copier paper (70151 Sr Ctr Supplies & Expenses) and  
\$29.99 for kitchen paper towels (Sandwich Program Special Revenue
  - d) less \$24 for water jug deposit refund

# Commission on Aging

## Monthly report

For the month of:	August	September	October
Center visitors	415/23	413/21	444/20
Van rides	140	106	106
Meals on wheels	112	127	137
Sandwich program	220	157	170
Other meals	49	7	56

We held our annual Ham & Bean luncheon on the 5<sup>th</sup> with 22 in attendance. It was followed by guitarist and singer Judy Hall.

Sen. Cathy Osten came for a talk on the 12<sup>th</sup> regarding acts at the state level affecting seniors and veterans. There are handouts detailing both.

The semi-annual fire suppression inspection was done on the 13<sup>th</sup>

On the 14<sup>th</sup> we had our semi-annual AARP driving class.

We had our first Blow-out Bingo on the 20<sup>th</sup> since we changed the format. The attendance for bingo has been steadily increasing with an average of 25 people per week.

We had a full bus for the Essex Steam Train and River Boat lunch excursion on the 21<sup>st</sup>. This trip was very successful and we will have it more than once per year. We have planned trips to Hank's Restaurant, Aqua Turf and Yankee Candle for November and December.

Our annual Pen Turning/Quilt Show/Bake Sale on the 22<sup>nd</sup> was very successful. We had a steady stream of people from 9-3. Over 30 pens were turned.

Rite-Aid held a pneumonia vaccination clinic on the 27<sup>th</sup>.

On the 19<sup>th</sup> we had 12 people attend a seminar on reverse mortgages.

We held a family paint night on the 28<sup>th</sup>.

We had over 75 people attend a seminar on the 29<sup>th</sup> on asset preservation and probate law with Judge Charles Norris as a speaker.

Submitted November 14, 2016 by  
Karen Washington

**TOWN OF LISBON  
2017 SCHEDULE OF MEETINGS**

In accordance with the provisions of Connecticut State Statutes #1-225, notice is hereby given that the regularly scheduled meeting of the

Comm. on Aging  
Name of Board/Commission/Committee

will be held on the following dates:

January <u>9</u>	July <u>10</u>
February <u>6</u>	August <u>7</u>
March <u>6</u>	September <u>11</u>
April <u>3</u>	October <u>2</u>
May <u>1</u>	November <u>13</u>
June <u>5</u>	December <u>4</u>

The above meetings will be held at 7 o'clock p.m. in the  
SENIOR CENTER in Lisbon.

Signed: [Signature], Chairman  
[Signature], Secretary

**Notice:**

Chairman and Secretary of all administrative and executive boards, commissions, agencies, bureaus or other bodies must file with the Town Clerk no later than January 31<sup>st</sup> of each year a schedule of the regular meetings of such bodies for the ensuing year, and no such meeting may be held sooner than thirty (30) days after the schedule has been filed. Thus, it is imperative that the Chairman and Secretary of these respective bodies file with the Town Clerk not later than December 1, 2016 a schedule of the regular meetings that will be held in 2017.

**RECEIVED**

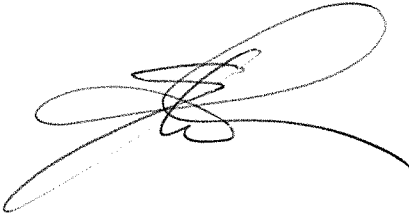
**NOV 15 2016**

**TOWN CLERKS OFFICE  
TOWN OF LISBON**

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REGULAR MEETING  
COMMISSION ON AGING  
MONDAY, NOVEMBER 14, 2016  
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9. Adjournment – Motion by J. Doran second by M. Grant to adjourn at 7:40 p.m.

VOTE: UNANIMOUS, MOTION CARRIED



Elaine Joseph, clerk

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