

MINUTES
REGULAR MEETING
COMMISSION ON AGING
LISBON SENIOR CENTER
MONDAY, MAY 9, 2016
7:00p.m.

1. Call To Order

The regular meeting of the Commission on Aging was called to order at 7:00 pm by Leonora Szruba, Chairman.

MEMBERS PRESENT: Dorothy Coggins, Joseph Doran, Donna Gahram, Mary Grant, Fidelis Kershaw, Leonora Szruba, Karen Washington

MEMBERS ABSENT: Carol Sadowski, Daniel Teper

STUDENT AMBASSADOR: Anastasia Milhomme

2. Reading of Previous Minutes

Joe Doran moved to approve the previous minutes (04/06/2016 Special).

Mary Grant seconded the motion.

VOTE: UNANIMOUS – MOTION CARRIED

3. Correspondence

1. Employee Polygraph Protection flier received and to be posted

2. Notification received by Selectman's Office regarding inputs for the June issue of the town's newsletter being submitted by Friday, May 13, 2016.

4. Bills and Action Thereon

1. Review Financial Reports

The town's profit & loss statement through April 2016 was reviewed as was the Special Revenue Fund for the Senior Center Sandwich Program. Karen Washington addressed a potential issue with the Senior Center Van.

2. Ratify / Approve Bills

Joe Doran moved to ratify bills #1-#6. Seconded by Donna Gahrman.

VOTE: UNANIMOUS – MOTION CARRIED

Joe Doran moved to approve and pay bills #7-#16. Seconded by Mary Grant.

VOTE: UNANIMOUS – MOTION CARRIED

5. Senior Coordinator's Report

Karen Washington, Senior Center Coordinator, submitted and reviewed her report dated May, 9, 2016.

There was discussion on whether money could be received for website ads. Karen to further investigate.

6. Old Business

a. Safety Railing

Tabled to investigate center railing options and whether a removable railing is possible.

BILLS FOR RATIFICATION/APPROVAL AT THE MAY 9, 2016, COA MEETING

FOR RATIFICATION: (all approved by LJS)

- 1) W.B. Mason - \$1 for water cooler rental (Utilities)(approved 4/16/16)
- 2) D.B. Building Maintenance - \$390 for March janitorial service (Maintenance)(Approved 4/16/16)
- 3) Verizon - \$32.16 for van cell phone (Utilities)(Approved 4/16/16)
- 4) Frontier Communications - \$46.37 for telephone service (Utilities)(approved 4/28/16)
- 5) Eversource - \$382.39 for 2,386 kwh electricity, 3/18-4/20, 33 days (Utilities)(approved 4/28/16)
- 6) Comcast – \$86.77 for cable TV service (Utilities)(approved 4/28/16)

FOR APPROVAL:

- 7) AA Lock & Key - \$225.25 for parts & labor to replace & rekey cylinder (70142 Maintenance)
- 8) DB Building Maintenance - \$390 for April janitorial service (70142 Maintenance)
- 9) Uncas Gas - \$477.08 for 4/21 delivery 438.5 gals propane @ \$1.0868 + 0.52 finance charge (70141 Utilities)
- 10) Walmart - \$479.67 for food purchases (Sandwich Program Special Revenue)
- 11) Senior Resources - \$125 for CHOICES training for Karen Washington (70150 Sr Coord Expenses)
- 12) NCOA - \$145 for membership dues for Karen Washington (70150 Sr Coord Expenses)
- 13) Allstate Fire Equipment - \$144 for s/annual kitchen fire suppression system inspection & replace fusible links (70142 Maintenance)
- 14) Adams Restaurant Supply - \$85.63 for 20 qt. pot & lid, 3 scoops (Sandwich Program Special Revenue)
- 15) ASP Security Systems - \$93 for annual fire alarm inspection (70142 Maintenance)
- 16) W.B. Mason - \$192.77 including g); \$169.78 without g)
 - a) \$5.88 for whiteboard cleaner (70151 Supplies)
 - b) \$22.99 for ink cartridge (70151 Supplies)
 - c) \$28.99 for carton bathroom tissue (70151 Supplies)
 - d) \$29.99 for kitchen paper towels (Sand Prog special revenue)
 - e) \$59.97 for 3 cases mini moo creamers (70130 Sr Cit Services)
 - f) \$21.96 for water jugs less deposit credit (70141 Utilities)
 - g) \$22.99 for ink cartridge (is this duplicate of 16b above?)

Commission on Aging

Monthly report

For the month of:	February	March	April
Center visitors	323/20	431/22	358/20
Van rides	93	70	92
Meals on wheels	122	119	116
Sandwich program	126	163	161
Other meals	30	30	26

TVCCA has changed some things in their program. They are not taking any new clients unless they are a current client's family member, who would have to pay in full. We can still refer them to TVCCA but they will be put on a waiting list. TVCCA will no longer be providing frozen weekend meals unless clients pay in advance, the full cost of each meal. They will work to set up payment options.

The Norwich Bulletin covered our website and interviewed both me and Judy for the article. We can potentially earn money for selling ads on the website. I have pitched it to two businesses who seem interested. I will follow up with them.

We had our semi-annual AARP driving class on April 15th

We had our annual yard sale. The town crew was able to take all of the leftover items to Goodwill for us.

Our newly formed travel committee has created a list of trips for 2016. Our plan going forward is to have the list of trips for 2017 ready by year end.

Submitted May 9, 2016 by
Karen Washington

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- b. Sign Extension for Bingo
The extension is on hold until the dates of the Bingo are confirmed.

- c. Copy Machine / Printer
Karen Washington to compare purchase versus lease pricing.

7. New Business

- a. Boy Scout Eagle Project
Joe Doran, seconded by Donna Gahrman, motioned for Karen Washington to investigate the possibility of a shed being installed as a possible Eagle Scout project.
VOTE: UNANIMOUS – MOTION CARRIED

- b. Stripping Floors
Dorothy Coggins, seconded by Fidelis Kershaw, to schedule the cleaning of the floors before the end of June.
VOTE: UNANIMOUS – MOTION CARRIED


- c. Shooting Stars Revenue Account Update
Leonora Szruba working with town on how to handle bills requiring a quick payment turn around. A purchase card is being set up to address this issue.

- 8. Any other business that may come before the Commission
Karen Washington to investigate options in addressing a reported leak in the corner of the pool room.

- 9. Adjournment
Joe Doran, seconded by Mary Grant, motion to adjourn meeting at 7:50 pm.
VOTE: UNANIMOUS – MOTION CARRIED

APPROVED: _____
Leonora Szruba, Chairman


Laurie Tirocchi, acting clerk

RECEIVED FOR RECORD AT LISBON
CT ON 05/11/2016 AT 10:05am
ATTEST. LAURIE TIROCCHI, TOWN CLERK
 Asst