

MINUTES  
REGULAR MEETING  
COMMISSION ON AGING  
LISBON SENIOR CENTER  
MONDAY, APRIL 6, 2015  
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: Dorothy Coggins, Joseph Doran, Donna Gahrman, Mary Grant,  
Leonora Szruba, Karen Washington

MEMBERS ABSENT: Phyllis Kershaw, Carol Sadowski, Daniel Teper

2. Reading of previous minutes

J. Doran moved to approve the previous minutes as mailed. M. Grant seconded the motion.

VOTE: UNANIMOUS MOTION CARRIED

3. Correspondence

1. Press Release, Re: Lisbon Community Survey (for the revision of the town's Plan of Conservation and Development)

Donna Gahrman arrived at this time.

4. Bills and action thereon – Attached

Bills 1 – 6: J. Doran moved to ratify bills 1 through 6 and enter them into the public record.

D. Coggins seconded the motion.

VOTE: UNANIMOUS MOTION CARRIED

Bills 7 – 17: J. Doran moved to approve bills 7 through 17 with the exception of bills 14 and 17. Donna Gahrman seconded the motion.

VOTE: UNANIMOUS MOTION CARRIED

Special Action: After reporting that the Sr. Coordinator's Supplies & Expenses line item was over-expended, Mrs. Szruba advised being requested, by the First Selectman, to transfer some of the expenses to the Senior Center Supplies & Expenses line item.

D. Coggins moved to transfer expenses ( \$117.45-computer ink cartridges-7/24/14; \$51.28-8/28/14; \$125.94-12/18/14) totaling \$294.67 from the Sr. Coordinator's Supplies & Expenses line item to the Senior Center Supplies & Expenses line item.

VOTE: UNANIMOUS MOTION CARRIED

5. Senior Coordinator's Report – Attached

Karen Washington, Sr. Coordinator/Municipal Agent, distributed and reviewed her report dated April 6, 2015.

6. Old Business

- a. Transition – See Sr. Coordinator's Report

BILLS FOR APPROVAL AT THE APRIL 6, 2015, COMMISSION ON AGING MEETING

For ratification and entry into the public record:

- 1) Eversource - \$337.55 for 1,909 kwh electricity 1/20-2/19/15 – approved by LJS 3/5/15
- 2) Allstate Fire Equipment - \$144.00 for NFPA semi-annual fire suppression system inspection and 1 fusible link – approved by LJS 3/5/15
- 3) A S P Security Systems - \$138.50 for quarterly monitoring service – approved by LJS 3/16/15
- 4) D.B. Building Maintenance - \$390.00 for February janitorial service – approved by LJS 3/16/15
- 5) Verizon - \$47.46 for van cell phone service – approved by LJS 3/23/15 (1<sup>st</sup> S/M directed this cell phone be placed on its own separate account, which accounts for the increase in monthly cost)
- 6) Diversified Telecom - \$108.65 for Senior Center telephone service – approved by LJS 3/23/15

For Commission approval:

- 7) Eversource - \$328.57 for 1,825 kwh electricity 2/19-3/19/15
- 8) Uncas Gas - \$411.27 for 284.4 gals propane @ \$1.4461 on 3/12/15
- 9) Comcast - \$81.54 for 3/23-4/22/15 cable bill
- 10) Crystal Rock - \$25.20 for bottled water, fuel surcharge & equipment rental
- 11) The Day – subscription renewal – which one? 12 wks/\$42.25; 26 weeks/\$91.50; or (52) weeks/\$183.00
- 12) Staples - \$59.98 from Special Revenue for kitchen paper towels and \$59.97 from Sr. Cit. Services for mini-moo creamers for a total of \$119.95
- 13) Lowe's - \$100.68 for 2 boxes of ceiling tiles
- 14) ~~W.B. Mason - \$10.99 for Purell Everywhere system~~
- 15) Walmart - \$309.48 from Special Revenue for sandwich program food purchases (finally, we have just current charges)
- 16) Reimbursement to Leonora Szruba - \$67.40 for Webstaurant purchase of 4 aprons (\$13.96 Special Revenue account) and white and green placemats (\$53.44 Senior Center Supplies)
- 17) WebsiteBackup - \$70.00 for Website Backup Service Plan – NOTE: Recommend not approving this bill since I haven't been able to get in touch with anyone to verify it is a legitimate billing. The bookkeeper's note says this is not the town's current web person, so I feel it warrants further investigation.

SPECIAL ACTION: Because the Senior Coordinator's Supply & Expense line item is overdrawn by \$178.30, we have been requested to transfer the following billings to the Senior Center Supplies & Expenses line item:

Dated 7/24/14 - \$117.45 computer printer ink cartridges (request made by Judy's fill-in)

Dated 8/28/14 - \$51.28

Dated 12/18/14 - \$125.94

These total \$294.67 which would eliminate the overdraft and put \$116.37 back into the first line item

# Commission on Aging

## Monthly report

<b>For the month of:</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>
Center visitors	278/18 days	195/20 days	337/21 days
Van rides	81	NA	91
Meals on wheels	138	138	138
Sandwich program	134	120	150
Other meals	14	N/A	30

It was a smooth transition with Judy's retirement on Wednesday, April 18<sup>th</sup>. I'm very happy to be here. Everyone is very helpful and I make progress every day.

Corned beef and cabbage lunch on March 17<sup>th</sup> was well attended, and we received many compliments.

Reverse mortgage program had to be rescheduled to June 24<sup>th</sup> due to scheduling issues.

We are currently accepting donations of items, baked goods and crafts for the yard sale that is on Saturday, April 25<sup>th</sup> from 9am - 2pm

Rick Hamel met with Allstate Fire Equipment on Thursday, April 2, 2015 and the suppression system was tested and approved by both.

Rick also did the annual fire inspection of the building. A copy was sent along with the latest health inspection to the TVCCA Nutrition Program manager.

Blowout Bingo is scheduled for the 30<sup>th</sup>.

Submitted April 6, 2015 by  
Karen Washington

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7. New Business

a. Attendance

Mrs. Szruba led a discussion regarding attendance relative to the requirements in the Commission's By Laws.

b. 25<sup>th</sup> Anniversary

J. Doran moved to go ahead with the 25<sup>th</sup> Anniversary celebration on or around June 24, 2015. The motion was seconded by M. Grant. VOTE: UNANIMOUS MOTION CARRIED

8. Any other business which may properly come before the Commission - None

9. Adjournment

J. Doran moved to adjourn at 7:53 p.m. D. Gahrman seconded the motion.

VOTE: UNANIMOUS MOTION CARRIED

  
Marlene LePine, clerk

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

RECEIVED FOR RECORD AT LISBON  
CT ON 04/07/2015 AT 11:10am  
ATTEST. LAURIE TIROCCHI, TOWN CLERK  
