

AGENDA
REGULAR MEETING
COMMISSION ON AGING
LISBON SENIOR CENTER
MONDAY, MAY 5, 2014
7:00 P.M.

1. Call to Order

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

MEMBERS PRESENT: Cava Castagnaro, Joseph Doran, Mary Grant, Judith Jencks,
Leonora Szcuba

MEMBERS ABSENT: Edwin Brown, Dorothy Coggins, Fidelis Kershaw, Carol Sadowski,

OTHERS PRESENT: Elizabeth Joyal, Chris Arpin, Student Ambassadors

2. Reading of Previous Minutes (04/07/14)

A motion was made by J. Doran, seconded by, M. Grant, to approve the previous minutes with the following corrections: 1) Mary Grant's name should be under Members Absent, 2) under Sr. Coordinator's Report, the word "art" should read "yard".

VOTE: UNANIMOUS MOTION CARRIED

3. Correspondence

Town Newsletter Deadline Notice (May 17th)

4. Bills and action thereon

Mrs. Szcuba advised that both the Board of Selectmen and Board of Finance approved the \$9,000 addition appropriation request from the COA.

Bills 1 - 10 Attached

(11) \$34.75, Crystal Rock, 4/30/14, Re: Bottled Water

(12) \$30 plus tax, Wolverine Sports, Re: 1 Dz. Pickleball Balls

A motion was made by J. Doran, seconded by C. Castagnaro, to approve all bills as presented.

VOTE: UNANIMOUS MOTION CARRIED

5. Senior Coordinator's Report - Attached

Judith Jencks, Sr. Coordinator/Municipal Agent submitted and reviewed the attached April Senior Coordinator's report.

6. Old Business

a. Retirement Planning

After noting her letter to the Selectmen regarding a suggested time line for the hiring process for Mrs. Jencks replacement, Mrs. Szcuba reviewed a letter from Thomas Sparkman, First Selectman, inviting two members of the COA to participate in the hiring process for the Sr. Coordinator's position. A motion was made by M. Grant, seconded by J. Doran, to have Judith Jencks and Leonora Szcuba represent the Commission on Aging during the hiring process.

VOTE: UNANIMOUS MOTION CARRIED

BILLS FOR APPROVAL AT May 5th, 2014, COMMISSION ON AGING MEETING:

- 1) Izbicki Contracting LLC dated 2/11/14 for \$2,100.65 – main heating recirculator pump material and labor (70142 S/C maintenance)
- 2) Anthony's Ace Hardware Company dated 3/14/14 for \$4.99 – padlock for outside lighting timer (70142 S/C maintenance ??)
- 3) CT Asso. of Senior Center Personnel dated 4/14/14 for \$100 – dues for 2013-2014 and 2014-2015 (70150 Sr Coord expenses)
- 4) CL&P dated 4/17/14 for \$300.07 – 3/19-4/16/14 electricity @ 1,745 KWH (70141 S/C utilities)
- 5) Frank's Auto dated 4/17/14 for \$35.00 – oil change for Senior van (70143 Sr Van maintenance)
- 6) Uncas Gas dated 4/15/14 for \$861.35 + \$1.15 finance charge – 466.4 gals gas delivered 4/10/14 (70141 S/C utilities)
- 7) Comcast dated 4/13/14 for \$78.52 – 4/23-5/22 cable (70141 S/C utilities)
- 8) Diversified Telecom dated 4/12/14 for \$98.97 – Senior Center telephone bill (70141 S/C utilities)
- 9) Leonora Szruba dated 4/17/14 for \$13.23 – reimbursement to redeem returned newsletters at Jewett City Post Office (70130 Sr Cit services)
- 10) Walmart dated 4/16/14 for \$342.35 + \$3.80 interest charge – sandwich program purchases (Sandwich Program special revenue account)

Commission on Aging

Monthly report

For the month of:	April
Center visitors	353/22 days
Van rides	121
Meals on wheels	190
Sandwich program	133
Other meals	19

The issues with the foot clinic have been resolved in a positive manner for all.

Trips for 2014 are just about finalized for the year.

May 9 will be pot luck lunch followed by entertainment with "Kenny C." May 16 is the AARP driving class. The Senior Center will be closed for voting on May 19 and for Memorial Day May 26. Two of our artists will be displaying 3 works of art each and folks will be voting on which to send to the regional art show. A third artist will choose her own work to show.

Lisbon and Preston will be Wii bowling four times a year here. The next event is June 17th. The Tongue Waggers which is a current events discussion group will be moving to Mondays in June. The annual yard sale will be June 21.

We will start doing a monthly birthday cake for all who celebrate their birthday that month.

I have attached the NCOA fact sheet on Senior Centers and as you review this you will see how on target the Lisbon Senior Center is. Under services you will see that we are a true gateway to the aging network and a designated focal point (this was just updated by Senior Resources). The only program and services we don't do is employment assistance. Please note the impact senior centers have. We continually help people improve their quality of life in many different ways.

Submitted May 5, 2014 by
Judith M. Jencks

(6e)

SENIOR CENTER HEATING SYSTEM INSTALLED IN 2009

\$192.50 – April 2010 – replace zone valve head

\$75.00 – July 2011 – replace warranted circulator on boiler

\$75.00 – November 2011 – turned up thermostats to radiation only, checked zone valves and boilers

\$647.70 – April 2012 – replace circulator on boiler, 1 Wilo high efficiency circulator on boiler

\$280.70 – August 2012 – parts and labor for installing higher PSI relief to prevent flooding of mechanical room at Senior Center

\$2,862.73 – February 2013 – parts and labor for work performed at Senior Center in November and December 2012 ...

\$1,739.60 – January 2014 – parts and labor for work performed at Senior Center's basement and boiler room in January (copy of detailed p/order attached)

*\$2,100.65 – February 2014 – material and labor to replace main heating recirculator pump (copy of bill attached)

\$7,973.88 Cost of repairs to system since installation

*This bill is pending since there is no money left in the Senior Center Maintenance line item

Additional cost of running the system:

The Senior Center is open 30 hours of the 168 hours in a calendar week. The heating contractor told our Director (in the presence of the COA Chair) to leave the thermostats as they are instead of turning the heat down for the evening/night and weekends. The system does NOT automatically turn itself down and up and we do not have programmable thermostats, which we would not be able to activate with the system as it is currently set to work.

Uncas Gas propane delivery costs fiscal year-to-date: \$6,681.79

This cost is higher than normal; even given the extremely cold winter, the costs would be less if we had the capacity to ramp down the heating requirements at night and over weekends when the building is unoccupied.

There may also be extra, though minimal, cost on our electric bills due to the system running full tilt 24/7.

We have also paid a little over \$500 in costs associated with relocating the smoke alarm, replacing ceiling tiles and drying the carpeting due to water coming down from the mechanical room in the tower.

The Commission on Aging is turning to the Board of Selectmen for guidance. We are very concerned that so many taxpayer dollars are "going up the chimney" and the heating system is still prone to breakdowns and frequent repairs.

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b. Policies and Procedures

Mrs. Szruba advised that, during a Selectmen's meeting, Mr. Sparkman indicated that he has received but not reviewed comments on the document from Town Counsel.

d. Shooting Stars

Mrs. Szruba reported that the sub committee met and has established a sample ordinance regarding a special revenue account for the Shooting Stars. She advised that another meeting is to take place with the chairman of the Board of Finance at which time she would like to suggest inviting Nancy Gosselin, Town Treasure, to participate for her expertise as she handles those types of accounts

e. Heating System

Mrs. Szruba reviewed a sheet showing costs associated with repairs to the heating system since its installation which she had presented at a Selectmen's meeting when requesting their guidance. (attached)

7. New Business

a. CPR/AED

Mrs. Jencks reported that she, Vikki Lawhead, Sr. Van Driver; Glenda White, Mealsite Server and Elaine Joseph (fill-in) are now CPR and AED (automated external defibrillator) Certified.

b. ServSafe

Mrs. Jencks advised that both Vikki Lawhead and Elaine Joseph have passed the ServSafe (food safety) course.

c. Proposals

Mrs. Jencks discussed her efforts in obtaining proposals for the range hood and supply registers.

8. Any other business that may come before the Commission

A motion was made by M. Grant, seconded by C. Castagnaro, to add: Van Driver and Meals on Wheels Drivers, to the agenda. VOTE: UNANIMOUS MOTION CARRIED

a. Van Driver

Mrs. Jencks discussed adding a third senior van driver for back-up.

b. Meals on Wheels Drivers

Mrs. Jencks also discussed using volunteers to deliver Meals on Wheels.

9. Adjournment

A motion was made by J. Doran, seconded by C. Castagnaro, to adjourn at 7:33 p.m.

VOTE: UNANIMOUS MOTION CARRIED

APPROVED: _____

Leonora Szruba, Chairman


Marijane LePine, Clerk

RECEIVED FOR RECORD AT LISBON

CT ON 05/07/2014 AT 11:40am

ATTEST, LAURIE TIROCCHI, TOWN CLERK

