

MINUTES
REGULAR MEETING
COMMISSION ON AGING
LISBON SENIOR CENTER
MONDAY, APRIL 7, 2014
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 7:10 p.m.

MEMBERS PRESENT: Cava Castagnaro, Dorothy Coggins, Joseph Doran, Mary Grant, Judith Jencks, Carol Sadowski, Leonora Szruba

MEMBERS ABSENT: Edwin Brown, Fidelis Kershaw,

OTHERS PRESENT: Elizabeth Joyal, Chris Arpin, Student Ambassadors

2. Reading of Previous Minutes

A motion was made by J. Doran, seconded by D. Coggins, to approve the previous minutes as presented.

VOTE: UNANIMOUS MOTION CARRIED

3. Correspondence

Mrs. Jencks noted receipt of postage due (for returned newsletters) notice from the USPS.

4. Bills and action thereon

Bills 1 - 13 on attached sheet. Bills 14 -18 below:

14. \$10.78, USPS, Re: Return Postage - Returned Newsletters

15. \$26.65, Crystal Rock, Re: Water

16. \$34.98, Staples, Re: Misc supplies

17. \$153, ASP Security Systems, Re: 3-Month Monitoring Service

18. \$20.05, AT&T, Re: Van Cel Phone

A motion was made by J. Doran, seconded by D. Coggins, to pay the bills (18).

VOTE: UNANIMOUS MOTION CARRIED

5. Senior Coordinator's Report

Mrs. Jencks reported that: the town will be replacing her computer with which she has been having problems; Elaine (Joseph) did an outstanding job filling in, considering she does not have a background; the location of the art show mentioned in the newsletter has been changed to Norwich Tech.; the art sale is moving to June, Pickle ball will be outside starting April 14th, at 3 o'clock; Vicki (Lawhead) and Elaine (Joseph) will be taking the Serve Safe next week so that there will be two more people who are certified to work in the kitchen; on the 14th there will be a CPR AED class for the senior center staff or anyone at the town hall; she is recruiting volunteers to deliver meals on wheels; the (air) supply registers (in the large room next to the kitchen) need to be replaced; the range hood suppression system is obsolete and needs to be addressed; last week a representative from Colonial Carpet measured for new tile; the Regional Transportation Grant has been renewed; recent issues with the foot clinic are being worked out.

BILLS FOR ACTION AT COA MEETING OF APRIL 7, 2014

- 1) D.B. Building Maintenance, Inc. - \$390 Invoice dated 3/1/14 for February janitorial service and \$390 Invoice dated 4/1/14 for March janitorial service for a total of \$780 from Senior Center Maintenance line item
- 2) CL&P - \$302.67 Invoice dated 3/20/14 for 2/19-3/19 electricity from Utility line item
- 3) Comcast - \$79.02 Invoice dated 3/13/14 for cable from Utility line item
- 4) Uncas Gas - \$1,171.35 Invoice dated 3/17/14 for 3/15/14 delivery of 526.4 gals propane @ \$2.2252/gal from Utility line item
- 5) ASP Security Systems - \$140 Invoice dated 2/7/14 for 1/23/14 loose battery connection service from Senior Center Maintenance line item
- 6) Frank's Auto - \$267.98 Invoice dated 1/20/14 for oil change and brake work from Van Maintenance line item
- 7) Staples - \$167.93 Invoice dated 2/14 for coffee creamer and printer ink cartridges from Senior Center Services line item (\$59.97) and Senior Coordinator's Expenses? (\$107.96)
- 8) Diversified Telecom - \$95.66 Invoice dated 3/12/14 for telephone service from Utilities line item
- 9) Crystal Rock - \$25.65 Invoice dated 2/28/14 for water for cooler from Utilities line item
- 10) Walmart - \$393.22 Invoice dated 3/16/14 - \$390.52 for food items and \$2.70 interest charge from Sandwich Program Special Revenue Account
- 11) Starting Time Golf - \$32.28 Order dated 3/12/14 for shipping fee for indoor golf set purchase approved at March COA meeting from Senior Citizen Services line item
- 12) Leonora Szruba - \$32.34 reimbursement - \$24.99 for wrapped straws and stirrers from Webstaurant Supply (per Uncas Health District) from Sandwich Program Special Revenue Account; \$6.86 plus \$0.49 for newsletters returned by USPS from Senior Citizen Services line item
- 13) JKS Electric LLC - \$553.00 Invoice dated 3/16/14 to replace outside lighting time clock and repair emergency light battery units from Senior Center Maintenance

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6. Old Business

a. Retirement Planning

Mrs. Szruba advised that the Selectmen have not responded to her communication regarding time lines.

b. Policies and Procedures

Mrs. Szruba advised that, to date, the Selectmen have not forwarded their comments regarding the revisions to the Policies and Procedures document.

c. Sandwich Program Special Revenue Account

Mrs. Jencks reviewed a Profit & Loss by Class sheet; a Town of Lisbon Profit & Loss Budget vs. Actual through April 7, 2014 sheet as well as a Special Revenues Fund Balance Sheet to demonstrate the profitability of the sandwich program.

d. Shooting Stars

Mrs. Szruba reported that the town's audit has been completed and the Shooting Stars' financial records have been returned. She also reported that the sub-committee has met with Mr. Donaldson (Chairman, Board of Finance) at which time he was presented with a document of "rules & regulations" if the shooting Stars decide to go with a "special revenue account". She noted that changes were made then advised that the subcommittee will be meeting to review Mr. Donaldson's and the Auditor's reply.

e. Senior Sports

Mrs. Szruba advised that new golf set has been delivered and used and reported to be "lots of fun".

7. New Business

a. Heating System

After reviewing costs associated with the furnace, since its installation, a motion was made by J. Doran, seconded by C. Castagnaro, that we request a slot on the agenda for the next Board of Selectmen's meeting to discuss our financial dilemma.

VOTE: UNANIMOUS MOTION CARRIED

A motion was made by J. Doran, seconded by D. Coggins, to request an additional appropriation of \$9,000 to the Senior Center maintenance line item.

VOTE: UNANIMOUS MOTION CARRIED

8. Any other business that may come before the Commission

A motion was made by J. Doran, seconded by J. Doran, seconded by C. Sadowski, to add New London Day renewal and Mayo Clinic Health Letter renewal to the agenda.

VOTE: UNANIMOUS MOTION CARRIED

a. New London Day Renewal

b. Mayo Clinic Health Letter Renewal

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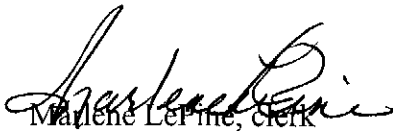
A motion was made by J. Doran, seconded by C. Castagnaro, to approve both.

VOTE: UNANIMOUS MOTION CARRIED

9. Adjournment

A motion was made by J. Doran, seconded by C. Castagnaro, to adjourn at 8:21 p.m.

VOTE: UNANIMOUS MOTION CARRIED


Marlene Lefine, clerk

APPROVED: _____
Leonora Szruba, Chairman

RECEIVED FOR RECORD AT LISBON
CT ON 04/09/2014 AT 10:45am
ATTEST, LAURIE TIROCCHI, TOWN CLERK
