

MINUTES
SPECIAL MEETING
COMMISSION ON AGING
LISBON SENIOR CENTER
WEDNESDAY, FEBRUARY 12, 2014
10:15 A.M.

Call to Order - The Special Meeting of the Commission on Aging was called to order by Leonora Szruba, Chairman, at 10:15 AM.

MEMBERS PRESENT: Leonora Szruba, Dorothy Coggins, Joseph Doran, Mary Grant, Carol Sadowski

MEMBERS ABSENT: Fidelis Kershaw, Edwin Brown, Cava Castagnaro, Judith Jencks

1. Reading of previous minutes:

A motion was made by M. Grant seconded by J. Doren, to accept Jan 7th & Feb 4th minutes, with the correction to the spelling of C. Sadowski's name under item #7, #10, and Bills.

VOTE: UNANIMOUS MOTION CARRIED

2. Correspondence

- a Letter, from Steve Brown re: Student Ambassadors are Elizabeth Joyal and Chris Arpin

3. Bills and action thereon –

- a. American Society of Aging dated 1/6/2014, \$250.00 – annual professional membership renewal
 - b. Walmart dated 1/16/2014, \$394.80 less Shooting Stars reimbursement of \$149.09 for Club Lisbon, giving tree gift cards, \$245.71 (to be paid out of Sandwich program special revenue)
 - c. CL&P dated 1/21/2014, \$307.73 – 12/18/2013 to 1/20/2014 electric bill
 - d. Crystal Rock dated 12/31/2013- \$34.60, bottled spring water
Crystal Rock dated 1/31/2014 \$25.45, bottled spring water
 - e. Allstate Fire Equipment dated 12/30/2014, \$144.00 – semi-annual range guard system inspection and one fusible link
 - f. Uncas Gas dated 1/7/2014, \$951.45, 1/3/2014 delivery of 406.9 gals propane @\$2.3383
Uncas Gas dated 1/27/2014 \$1,490.23, 1/23/2014 delivery of 533.5 gals propane @ \$2.7933
 - g. Comcast dated 1/13/2014, \$76.93 – 1/23 to 2/22 cable
 - h. Adams Restaurant Equipment dated 10/22/2013, \$27.00 – 2 12"x18" cutting boards (Sandwich program special revenue account)
 - i.. Heidi Astrella dated 1/21/2014, \$90.00 – reimbursement for fees paid for Class D driver's license to be back up van driver
 - j. Diversified Telecom dated 1/12/2014, \$94.64 – landline telephone billing
 - k. AT&T bill cycle ended 12/24/2013, \$23.55 – cell phone billing for senior van
AT&T bill cycle ended 1/24/2014, \$24.38 – cell phone billing for senior van
 - l. Izbicki Contracting dated 1/12/2014, \$1,739.60 – repair leak in basement, isolate circulator pump and clean up water (includes 21 hours labor [\$1,367.50] and parts [\$372.10])
 - m. Staples dated 12/27/2013, \$323.96 – paper towels, toilet tissue, hand towels, fax machine
 - n. National Council on Aging dated 2/4/2014, \$145 – membership renewal
 - o. ASP Security Systems dated 2/7/2014, \$140.00 – responded to trouble signal (loose battery connection)
 - p. D.B. Building Maintenance dated 2/1/2014, \$390.00 – January janitorial service
 - q. JKS Electric dated 2/2/2014, \$225.00 - labor, material to relocate 1st floor smoke detector
 - r. The Day dated 1/21/2014, \$183.00 – 1 year subscription renewal
 - s. Frank's Auto dated 1/20/2014, \$267.98 – 62,000 mile service, replace front brakes, rotate tires
- Motion by J. Doren second D. Coggins to pay all 19 bills listed. Motion amended by J. Doren second

BILLS PRESENTED FOR APPROVAL AT COA MEETING OF FEBRUARY 12, 2014

- 1) American Society on Aging dated 1/6/14 - \$250 – annual professional membership renewal
- 2) Walmart dated 1/16/14 - \$394.80 less Shooting Stars reimbursement of \$149.09 for Club Lisbon, giving tree gift cards = \$245.71 (to be paid out of Sandwich program special revenue)
- 3) CL&P dated 1/21/14 - \$307.73 – 12/18/13 to 1/20/14 electric bill
- 4) Crystal Rock dated 12/31/13 - \$34.60 - bottled spring water
Crystal Rock dated 1/31/14 - \$25.45 - bottled spring water
- 5) Allstate Fire Equipment dated 12/30/13 - \$144.00 – semi-annl range guard system inspection and one fusible link
- 6) Uncas Gas dated 1/7/14 - \$951.45 – 1/3/14 delivery of 406.9 gal. propane @ \$2.3383
Uncas Gas dated 1/27/14 - \$1,490.23 – 1/23/14 delivery of 533.5 gal. propane @ \$2.7933
- 7) Comcast dated 1/13/14 - \$76.93 – 1/23 to 2/22 cable
- 8) Adams Restaurant Equipment dated 10/22/13 - \$27.00 – 2 12x18” cutting boards (Sandwich program special revenue account)
- 9) Heidi Astrella dated 1/21/14 - \$90.00 – reimbursement for fees paid for Class D driver’s license to be back-up van driver
- 10) Diversified Telecom dated 1/12/14 - \$94.64 – landline telephone billing
- 11) AT&T bill cycle ended 12/24/13 – \$23.55 – cell phone billing for Senior van
AT&T bill cycle ended 1/24/14 - \$24.38 – cell phone billing for Senior van
- 12) Izbicki Contracting dated 1/12/14 - \$1,739.60 – repair leak in basement, isolate circulator pump and clean up water (includes 21 hours labor [\$1,367.50] and parts [\$372.10])
- 13) Staples dated 12/27/13 - \$323.96 – paper towels, toilet tissue, hand towels, fax machine
- 14) National Council on Aging dated 2/4/14 - \$145 – membership renewal
- 15) ASP Security Systems dated 2/7/14 - \$140 – responded to trouble signal – loose battery connection
- 16) D.B. Building Maintenance dated 2/1/14 - \$390 – January janitorial service
- 17) JKS Electric dated 2/2/14 - \$225 – labor, material to relocate 1st floor smoke detector
- 18) The Day dated 1/21/14 - \$183 – 1 year subscription renewal
CONSIDERATION: this paper is no longer read by anyone on a regular basis
- 19) Frank’s Auto dated 1/20/14 - \$267.98 – 62,000 mi. service, replace front brakes, rotate tires
CONSIDERATION: there is only \$20.30 left in the Van Maint. line item, we need to request a line item transfer to cover the rest of the fiscal year (June 30)

MINUTES
SPECIAL MEETING
COMMISSION ON AGING
WEDNESDAY, FEBRUARY 12, 2014
Page 2 (Bills cont.)

by C. Sadowski to include #12 being paid under protest, and #15 not to be paid pending correspondence with JKS Electric, to let them know they may be responsible for bill.

VOTE: UNANIMOUS, MOTION CARRIED

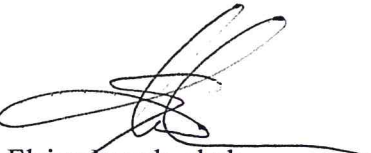
Motion by J. Doren second by C. Sadowski to eliminate bill #18 The Day paper and not pay.

VOTE: UNANIMOUS MOTION CARRIED

Motion by M. Grant second by D. Coggins to request from Board of Finance, a Special Appropriation of \$1000.00 to van maintenance line item.

VOTE: UNANIMOUS MOTION CARRIED

4. Senior Coordinator's Report – Elaine Joseph (acting coordinator) gave verbal update
5. FY2013/2014 Budget – Discussion
6. Retirement Planning for the Future – Motion by C. Sadowski second M. Grant to propose a change in timeline approved last month – draft to be written by June 2 instead of July 2nd and presented to Board of Selectmen on June 9th.
VOTE: UNANIMOUS MOTION CARRIED
7. Policies and Procedures – Motion by J. Doren second by D. Coggins to accept the policy and send to Board of Selectmen.
VOTE: UNANIMOUS MOTION CARRIED
8. Adjournment – A motion was made by J. Doren to adjourn at 11:58 AM.
VOTE: UNANIMOUS MOTION CARRIED



Elaine Joseph, clerk

APPROVED: _____
Leonora Szruba, Chairman

RECEIVED FOR RECORD AT LISBON
CT ON 02/19/14 AT 1:30pm
ATTEST. LAURIE TIROCCHI, TOWN CLERK
