

MINUTES  
REGULAR MEETING  
COMMISSION ON AGING  
LISBON SENIOR CENTER  
TUESDAY, NOVEMBER 13, 2018  
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: Donna Gahrman, Mary Grant, Fidelis Kershaw, Leonora Szruba,  
Patricia Walburn, Karen Washington

MEMBERS ABSENT: Joseph Doran, Carol Sadowski, Blanche Todriff,

OTHERS PRESENT: Ian Tattersall, Student Ambassador

2. Reading of previous minutes

M. Grant moved to approve the previous minutes as corrected (Bills 4 – 14 were approved)

D. Gahrman seconded the motion.

VOTE: UNANIMOUS MOTION CARRIED

3. Correspondence

1. Memo, Mr. Stephen E. Brown, Lisbon Central School Service Learning Coordinator, Re: Student Ambassadors – Commission on Aging (Gianna Bruce, Ian Tattersall, Makenzie Crouch, Anna Gosselin)

2. Letter of Gratitude, Gordon Williard, Ex. Dir., CT Humane Society, Re: Dog/Cat Bed Donation (25). Mrs. Szruba noted that Delores Dean (Preston) made the beds out of scrap material.

3. Town Newsletter Deadline Notice (11/9/18)

4. Bills and actions thereon - Attached

a. Review Financial Statements

The Profit & Loss Budget vs. Actual statement through November 13, 2018, was reviewed as was the Balance Sheet for the Special Revenues Fund (Sandwich Program) as of October 31, 2018. At this time Ms. Washington discussed replacing the freezer and either purchasing a larger microwave or a second one to handle the number of soups needed for lunchtime orders.

b. Ratify/Approve Bills – Attached

M. Grant moved to ratify bills 1 – 17 and make it part of the public record. P. Walburn seconded the motion.

VOTE: UNANIMOUS MOTION CARRIED

D. Gahrman moved to approve bills 18 – 20 for payment. P. Walburn seconded the motion.

VOTE: UNANIMOUS MOTION CARRIED

5. Senior Coordinator's Report - Attached

6. Old Business

a. Painting Project

Ms. Washington advised that except for a final inspection the painting project is completed.

b. Backup Town Bus – No Update

BILLS FOR APPROVAL/RATIFICATION AT THE NOVEMBER 13, 2018, COA MEETING:  
FOR RATIFICATION:

- 1) W.B. Mason - \$36.79 for bathroom tissue (70151 Sr Ctr Supplies & Exp – 10/17/18)
- 2) W.B. Mason - \$24 in 2 credit memos for jug deposits (70141 Sr Ctr Utilities – 10/17/18)
- 3) W.B. Mason – \$47.96 for water & jug deposits (70141 Sr Ctr Utilities – 10/17/18)  
\$7.65 for water cooler cups (70131 Sr Cit Services)
- 4) W.B.Mason – \$29.39 for creamers (70130 Sr Cit Services – 10/17/18))
- 5) dll Financial Solutions - \$98.18 for copy machine lease payt (70153 Copier Exp – 10/17/18)
- 6) Staples - \$25.48 for case copy paper (70151 Sr CtrSupplies & Exp – 10/17/18)
- 7) The Day - \$107.25 for 26 week subscription renewal (70130 Sr Cit Services – 11/7/18)
- 8) W.B.Mason - \$62.26 for pencil sharpener, kitchen paper towels, clips (Sand Prog Spec Rev)  
\$29.39 for creamers (70130 Sr Cit Services – 11/7/18)
- 9) Shoreline Fire Equipment - \$134. For fire extinguisher inspection (70142 Sr Ctr Maint 11/7)
- 10) Fox Hollow Enterprises - \$1,103.35 for strut & sea switch repairs (70143 Van Maint 11/7)
- 11) Staples - \$19.06 for ?? (70151 Sr Ctr Supplies & Exp – 11/7/18)
- 12) Frontier - \$44.05 for Sr Ctr phone (70141 Sr Ctr Utilities – 11/7/18)
- 13) Uncas Gas - \$1,119.74 for 10/15 delivery of 670.5 gals @ \$1.67 (70141 Utilities 11/7/18)
- 14) Comcast - \$65.24 for cable (70141 Utilities – 11/7/18)
- 15) Eversource - \$483.66 for 2,474 kw for 29 days (70141 Utilities – 11/7/18)
- 16) Staples - \$25.46 for printing calculator (Sandwich Prog Spec Revenue – 11/7/18)
- 17) Walmart - \$464.96 for lunch program supplies (Sand Prog Spec Revenue – 11/7/18)

FOR APPROVAL:

- 18) H.V.A.C. Repair - \$440.38 for air conditioning repair (70142 Sr Ctr Maintenance)
- 19) W.B.Mason - \$35.97 for 3 jugs water & jug deposits (70141 Utilities)  
\$22.17  
\$70130 for water cooler cups (70130 Sr Cit Services)
- 20) Allstate Fire Equipment - \$146 for kitchen Ansul system inspection & fusible link (70142 Sr Ctr Maintenance)

# Commission on Aging

## Monthly report

For the month of:	August	September	October
Center visitors	465/23	402/19	492/22
Van rides	42	64	54
Meals on wheels	63	73	102
Sandwich program	156	176	136
Other meals	36	56	52

We had our Foot Clinic on October 10<sup>th</sup>. There have been new people signing up to receive these services

Our semi-annual AARP safe driving class was on October 12<sup>th</sup>. We had 12 in attendance. A few people were very impressed with the center and have started to participate in some events.

The Ham and Bean luncheon was on October 16<sup>th</sup> with entertainment to follow. We had 18 attend.

We had a trip to Texas Roadhouse on October 17<sup>th</sup>.

Our Halloween party was on October 31<sup>st</sup> with bingo and a Spookghetti lunch. 34 people attended. We had entertainment with Bruce Hart during and after the lunch.

In November we have a trips to the Aqua Turf on November 12<sup>th</sup>. On November 15<sup>th</sup> we are going for lunch at the Groton Senior Center, and on November 27<sup>th</sup> we are having 2 bus trips to the Foxwoods Legends show.

Our annual pot luck luncheon is on November 16<sup>th</sup> with 40 people signed up and entertainment to follow by Brian Gillie.

November 28<sup>th</sup> is make your own pizza day.

The new welcome packets are complete and are ready for handing out.

We are in need of additional coverage for our nutrition site server. There is a ServSafe class on December 4<sup>th</sup> to get additional certifications.

Submitted  
November 13, 2018 by  
Karen Washington

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- c. Senior Van & Lounge Window Issues – No Update
  - d. Accepting Credit Card Payments – Creation of a proposed policy in process.
  - e. Rebranding  
Mrs. Szruba led a discussion regarding signage.
  - f. 11/3/18 Open House  
Mrs. Szruba advised that attendance was sparse at the open house event after which a discussion followed regarding future advertising possibilities.
7. New Business
- a. Out-of-Town Participation  
Mrs. Szruba led a discussion regarding out-of-town participation with the consensus of those present being that there are no additional costs associated with out of town participants; the center greatly benefits through their participation and voluntary help.
  - b. Board Make-up  
Mrs. Szruba encouraged everyone to “keep an eye out” for potential members.
8. Any other business which may properly come before the Commission
- M. Grant moved to add: Kitchen Coverage and Van Rider Issues to the agenda. The motion was seconded by F. Kershaw. VOTE: UNANIMOUS MOTION CARRIED
- a. Kitchen Coverage  
Ms. Washington led a discuss regarding the need to add to the list of people able to provide coverage in the kitchen.
  - b. Van Rider Issue  
After a brief discussion about a van rider issue, M. Grant moved that the senior center will not provide transportation to liquor outlets. The motion was seconded by D. Gahrman.  
VOTE: UNANIMOUS MOTION CARRIED
9. Adjournment
- P. Walburn moved to adjourn at 7:58 p.m. D. Gahrman seconded the motion.  
VOTE: UNANIMOUS MOTION CARRIED

  
Marlene LePine, clerk

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

RECEIVED FOR RECORD AT LISBON  
CT ON 11/14/2018 AT 2:05pm  
ATTEST. LAURIE TIROCCHI, TOWN CLERK  
