

MINUTES  
SPECIAL MEETING  
COMMISSION ON AGING  
LISBON SENIOR CENTER  
MONDAY, JUNE 12, 2017  
7:00 P.M.

1. Call to Order: The special meeting of the Commission on Aging was called to order by Lee Szruba, Chairman at 7:02 p.m.

MEMBERS PRESENT: Leonora Szruba, Joseph Doran, Fidelis Kershaw,  
Mary Grant, Blanche Todriff, Karen Washington

MEMBERS ABSENT: Carol Sadowski, Dorothy Coggins, Donna Gahrman

OTHERS PRESENT: Anastasia Gosselin, LCS Student Ambassadors

2. Reading of previous minutes – Motion by J. Doran second by M. Grant to approve 5/8/2017 minutes as mailed. VOTE: UNANIMOUS, MOTION CARRIED

3. Correspondence – NONE

4. Bills and action thereon:

- a. Review of Financial Reports (Profit & Loss Budget vs. Actual; Special Revenues Fund Profit/Loss) for June 2017 – review and discussion.

- b. Ratify/Approve Bills: Motion to ratify bills 1 – 9, and enter into the public record, by J. Doran second by M. Grant (see attached). VOTE: UNANIMOUS, MOTION CARRIED

Motion to approve bills 10 – 14 for payment by J. Doran second by B. Todriff (see attached).

VOTE: UNANIMOUS, MOTION CARRIED

5. Senior Coordinator's Report – see attached.

6. Handicap Ramp Ice Issues – NONE

7. Fall Open House – Update by J. Doran.

8. Senior Van – Letter of advisement will go out to Board of Selectmen regarding the need for a new van in the foreseeable future.

9. Food Preparation Area Access – Carl Brown, Lisbon Building Inspector, inspected the area and said an out-swing door will be fine for that location. K. Washington to get quotes.

10. Protective Wall Molding – Update by J. Doran.

11. Norwich Bulletin Subscription – Update by K. Washington (7-day subscription purchased).

12. Line Item Transfer Request Ratification – Motion by J. Doran second by M. Grant to ratify Line Item transfer of \$500.00 to 70113 (Kitchen salary) from 70112 (Van Driver salary).

VOTE: UNANIMOUS, MOTION CARRIED

BILLS FOR APPROVAL/RATIFICATION AT JUNE 12<sup>TH</sup> COA MEETING:

FOR RATIFICATION:

- 1) Fox Hollow (dated 1/9/17, received 5/17/17) \$49.06 for oil change, safety check (70143 Van Maint – apprvd 5/19/17)
- 2) Fox Hollow (dated 3/27/17, received 5/17/17) \$507.42 for installation of skid tape, repair cracks & damage to lower door panel, refinish (70143 Van Maint – apprvd 5/19/17)
- 3) dll Financial Soluti9ons - \$103.09 for copier lease payt (70153 Copier Exp – apprvd 5/19/17)
- 4) Verizon - \$28.23 for van cell phone (70141 Sr Ctr Utilities – apprvd 5/19/17)
- 5) Senior Resources - \$50 for registration for SEast Healthy Living Expo (70130 Sr Cit Services – apprvd 6/5/17)
- 6) Eversource - \$327.77 for 1,846 kwh electricity 4/19-5/17/17 (70141 Sr Ctr Utilities – apprvd 6/5/17)
- 7) Frontier - \$44.76 for Sr Ctr telephone (70141 – Sr Ctr Utilities – approvd 6/5/17)
- 8) Conn College - \$221.30 for newsletter printing (70130 Sr Cit Services – approvd 6/5/17)
- 9) Comcast - \$66.62 for 4/16-5/13/17 cable (70141 Sr Ctr Utilities – apprvd 6/5/17)

FOR APPROVAL:

- 10) Adams Restaurant Equipment - \$12 for large baking pan (Sandwich Program Special Revenueie)
- 11) Walker Display, Inc. - \$210.44 for hanging system for library (70142 Sr Ctr Maint)
- 12) Norwich Business Machines - \$99 for copy machine toner (70153 Copier Expenses)
- 13) K. Washington - \$115.02 mileage reimbursement (70150 Sr Coord Exp)
- 14) W. B.Mason – \$127.59
  - a) \$14.97 for 3 jugs water (70141 Utilities)
  - b) \$18 for jug deposit (70141 Utilities)
  - c) -\$18 jug deposit credit (70141 Utilities)
  - d) \$1.00 water cooler rental (70130 Sr Cit Services)
  - e) \$8.79 wrapped straws (70130 Sr Cit Services)
  - f) \$17.49 for post-it notes cube (70151 Sr Ctr Supplies)
  - g) \$5.38 registration area pen refills (70151 Sr Ctr Supplies)
  - h) \$79.96 for 4 cases mini-moos creamer (70130 Sr Cit Services)

# Commission on Aging

## Monthly report

<b>For the month of:</b>	March	April	May
Center visitors	411/22	364/19	412/22
Van rides	84	95	108
Meals on wheels	144	128	130
Sandwich program	155	160	148
Other meals	65	24	35

Due to popular demand we have resumed the delivery of the Norwich Bulletin. It will begin on June 1<sup>st</sup>.

The grant for the Municipal Medical Transportation Service and Caregiver Transportation Program also known as Dial-a-Ride has been renewed for the 2017/2018 fiscal year. It will provide 48 one-way rides – up from 36 rides last year. This is still at the same price of \$24.

We had a make your own tacos on May 5<sup>th</sup>, a pot luck on May 17<sup>th</sup> and make your own pizza on May 23<sup>rd</sup>. The pot luck was followed by entertainment with Pierce Campbell.

We had trips to Wrights Chicken Farm on May 18<sup>th</sup> and Cracker Barrel on May 22<sup>nd</sup>.

We hosted Wii bowling with Preston on May 16<sup>th</sup>.

In June we have trips to The Providence Performing Arts Center for their Riverdance production on June 3<sup>rd</sup> and 2 Lighthouse Cruise trips. Both have already been filled.

There will be a make your own tacos on June 14<sup>th</sup> and summer breakfast on June 27<sup>th</sup>.

There was a training session for Municipal Agents at the United Way headquarters in Rocky Hill on May 23<sup>rd</sup> for the 2-1-1 United Way website, 211.org. 2-1-1 is a continually updated, comprehensive database of 4,100 agencies providing over 40,000 programs and services that are available to [search online](#). You can search by location, service category, service term, or agency to find the resources you need. The direct phone line by dialing 211 is still serviced as well.

Submitted June 5, 2017 by  
Karen Washington

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13. Floor and Carpet Cleaning – Motion by J. Doran second by F. Kershaw to approve expenditure of \$800 +/- for stripping, waxing and buffing floors and cleaning carpets.

VOTE: UNANIMOUS, MOTION CARRIED

14. Preapproved for Purchase:

- a. DVR for Lounge
- b. Tables
- c. Picture Hanging System
- d. Netflix Subscription

Motion by J. Doran second by B. Todriff to authorize K. Washington, Sr. Coordinator, to spend up-to \$500.00 for items a. (DVR for Lounge), b. (Tables), and d. (Netflix Subscription).

VOTE: UNANIMOUS, MOTION CARRIED

9. Adjournment – Motion by J. Doran second by M. Grant to adjourn at 7:38 p.m.

VOTE: UNANIMOUS, MOTION CARRIED



Elaine Joseph, clerk

APPROVED: \_\_\_\_\_

Leonora Szruba, Chairman

RECEIVED FOR RECORD AT LISBON  
CT ON 06/14/2017 AT 6:35pm  
ATTEST. LAURIE TIROCCHI, TOWN CLERK  
*Laurie Tirocchi*