

MINUTES
SPECIAL MEETING
COMMISSION ON AGING
LISBON SENIOR CENTER
WEDNESDAY, APRIL 6, 2016
11:00 A.M.

1. Call to Order

The special meeting of the Commission on Aging was called to order at 11:00 a.m. by Leonora Szruba, Chairman.

MEMBERS PRESENT: Joseph Doran, Donna Gahrman, Mary Grant, Fidelis Kershaw, Leonora Szruba

MEMBERS ABSENT: Dorothy Coggins, Carol Sadowski, Daniel Teper, Karen Washington

2. Reading of previous minutes

J. Doran moved to approve the previous minutes (2/1/16 Reg., 3/7/16 Can., 4/6/16 Can.).

D. Gahrman seconded the motion. VOTE: UNANIMOUS MOTION CARRIED

3. Correspondence

1. Letter, Mr. Steve Brown, Service-Learning Coordinator, Lisbon Central School, Re: Student Ambassadors (Elliot Johnson-7th Grade, Anastasia Milhomme-6th Grade)
2. C: Appointment Letters from Thomas Sparkman, First Selectman, 2/24/16, (Carol Sadowski, Donna Gahrman, Joseph Doran, Fidelis Kershaw, 3/1/16 – 2/28/18)

4. Bills and action thereon – Attached

a. Review Financial Reports

The town's profit & loss statement through March 2016 was reviewed as was the Special Revenue Fund for the Senior Center Sandwich Program.

b. Ratify/Approve Bills – Attached

J. Doran moved to ratify bills 1 – 9 and make them part of the public record. M. Grant seconded the motion. VOTE: UNANIMOUS MOTION CARRIED

M. Grant moved to approve bills 10 – 25. F. Kershaw seconded the motion.

VOTE: UNANIMOUS MOTION CARRIED

5. Senior Coordinator's Report - Attached

In Karen Washington's absence, Leonora Szruba, Chairman, submitted and reviewed the Sr. Coordinator's Report dated March 7, 2016.

6. Social Security Seminar – See Senior Coordinator's Report

7. Handicap Door Opener – See Senior Coordinator's Report

8. Safety Railing

The possibility of installing a safety railing by the front doors was discussed.

BILLS FOR RATIFICATION/APPROVAL AT THE APRIL 6, 2016, COA MEETING

FOR RATIFICATION: (all approved by LJS on 3/7/16)

- 1) D.B. Building Maintenance - \$390 for January janitorial service, \$390 for February janitorial service – (Sr Ctr Maintenance)
- 2) Eversource - \$382.90 for 2,188 kwh electricity, 1/20-2/18 (29 days) - (Utilities)
- 3) Comcast - \$86.77 for cable TV service (Utilities)
- 4) Stevens Communications – \$491.45 for adding voicemail to phone system – (Utilities)
- 5) Crystal Rock - \$34.45 for bottled water & cooler rental – (Utilities)
- 6) Verizon - \$32.17 for van cell phone (Utilities)
- 7) W.B. Mason - \$19.98 for bottled water & bottle deposit (Utilities)
- 8) Uncas Gas - \$525.31 for 2/12 delivery 495.9 gals propane @ \$1.0593/gal (Utilities)
- 9) Frontier Communications- \$44.56 for telephone service (Utilities)

FOR APPROVAL:

- 10) Walmart - \$735.43 for 2 billing cycles food purchases + \$4.17 late charge (Special Revenue Acct)
- 11) Anthony's Hardware - \$7.61 for screws (Sr Ctr Maintenance)
- 12) ASP Security Systems - \$195 for 2/17/16 service call on alarm system (Sr Ctr Maintenance)
- 13) U.S. Postal Service - \$49 to purchase 100 1st class stamps (Sr Cit Supplies & Expenses)
- 14) The Day - \$99 for 6 month subscription (Sr Cit Services)
- 15) Verizon - \$32.17 for van cell phone 2/5-3/4 (Utilities)
- 16) Frontier Communications - \$44.97 for telephone service (Utilities)
- 17) Uncas Gas – \$683.16 for 3/8 delivery of 585.5 gals propane @ \$1.1668/gal (Utilities)
- 18) Eversource - \$345.14 for 2,089 kwh electricity, 2/18-3/18 (29 days) (Utilities)
- 19) Comcast - \$86.77 for cable TV service (Utilities)
- 20) ASP Security Systems - \$348 for 4/1 to 6/30 monitoring service (Sr Ctr Maintenance)
- 21) Crystal Rock - \$13.95 to close out account (Utilities)
- 22) W.B. Mason - \$308.39: \$59.97 to Special Revenue Acct; \$59.92 to Utilities; \$14.97 Sr Ctr Supplies & Exp; \$128.95 to Sr Citizen Services; \$44.58 to Sr Coord Supplies & Exp
- 23) JKS Electric LLC – \$1,234: \$640 to 85001 wiring for 2 electric door openers; \$60 to Sr Ctr Maintenance to replace lighting ballast in kitchen area
- 24) The Stanley Works - \$3,875 to provide and install 2 electric door openers (85001)
- 25) Leonora Szruba - \$29.35 reimbursement for on-line purchase wrapped stirrers (Sr Cit Services)

Commission on Aging

Monthly report

For the month of:	December	January	February	March
Center visitors	304/21	404/19	323/20	431/22
Van rides	86	76	93	70
Meals on wheels	137	133	122	119
Sandwich program	120	131	126	
Other meals	78	28	30	30

A pipe burst on February 16th in the downstairs. The thermostat was not working and caused it to get too cold. It has since been replaced

The new power door openers were installed on February 16th. They are working great and everyone loves them.

A safety in the home seminar was held on February 24th following our annual Souper Bowl that had 30 in attendance.

The dial-a-ride grant with Eastern Connecticut Transportation Consortium has been signed for the 2016-2017 year. One way rides are increasing from 24 to 36.

CPR/AED class was attended by 20 people including 5 town crew members on March 11th

30 people attended our Corned Beef and Cabbage lunch. Corned Beef Hash was made with the leftovers as part of our Spring Breakfast.

The Social Security seminar was held March 22nd and 23rd at 6pm. The company did all of the advertising (a mailing to a targeted age group by zip code). We had 25 attend.

A travel committee was formed and we are planning a variety of outings for 2016.

Still learning more that can be done with our senior center website.

Prokop Signs is making 4 new signs for our annual Yard Sale.

Received a quote for a new copier from Norwich Business Machines

Submitted March 7, 2016 by
Karen Washington

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9. Sign Extension for Bingo
Final details of the signs were discussed.

10. Parameters for Evening Activities
Mrs. Szruba advised that the Senior Coordinator passes out questioners, at the last evening function, to get input from attendees regarding evening programming and activities.

11. Copy Machine Printer
D. Gahrman moved to grant Karen (Washington) permission to pursue obtaining a copy machine for the office. Mary Grant seconded the motion.

VOTE: UNANIMOUS MOTION CARRIED

12. Any other business which may properly come before the Commission – None

13. Adjournment
J. Doran moved to adjourn at 11:30 a.m. F. Kershaw seconded the motion.

VOTE: UNANIMOUS MOTION CARRIED


Marlene Lepine, clerk

APPROVED: _____
Leonora Szruba, Chairman

RECEIVED FOR RECORD AT LISBON
CT ON 04/07/2016 AT 11:25am
ATTEST. LAURIE TIROCCHI, TOWN CLERK
