

**COMMISSION ON AGING
REGULAR MEETING
December 17, 2018**

Present: Joe Palazzo
John Whritner
Marge Caste
Joan Bengtson
BB Smith
Mike Bekech

Absent: Ilene Harris

FILED IN EAST LYME
CONNECTICUT
Dec 19 2018 AT 1:45 AM/PM
Brenda Harris
EAST LYME TOWN CLERK

Also Present: Cathy Wilson, Senior Center Director

1. PRELIMINARY BUSINESS

Chairman Palazzo called the December 17, 2018 to order at 5 p.m.

- a. **Pledge of Allegiance.** The Pledge of Allegiance was observed.
- b. **Delegations.** There were no guests.
- c. **Minutes of November 13, 2018.** Chairman Palazzo asked for additions, corrections or deletions to the November 13, 2018 Commission on Aging Minutes.

The following correction was noted: The motion to adjourn vote was (4-0)

MOTION (1): Ms. Bengtson moved to approve the November 13, 2018 Commission on Aging Minutes, as amended. Seconded by Ms. Caste. Mr. Bekech and BB Smith abstained from voting. (4-0-2) Motion carried.

- d. **Correspondence.** No correspondence was received.

2. STATUS REPORT

- a. **Transportation.** Ms. Wilson reported the R-1 and R-3 busses went in for the lift inspection. Small repairs have been taken care of. Next Thursday the remaining vehicle will go in for its lift inspection.
- b. **Senior Trips.**
 - 1. **Enrichment Trips.** January 9, 2019 a local lunch trip to the Steak Loft in Mystic, with shopping afterwards. On January 23, 2019 a local lunch trip to Applebee's in Groton with shopping afterwards.
 - 2. **Day/Overnight Trips.** April 28-May 4 to Myrtle Beach, SC and Charleston, SC 7 days, 6 nights trip includes four night stay in your ocean front room at Ocean Reef Resort. Prices start \$1,219 pp double occupancy. May 5-12, 2019 for an escorted Bermuda cruise on the Celebrity Summit for 8 days and 7 nights. Transportation to pier is included. Prices begin at \$1,437pp for double occupancy. August 22-September 1, 2019 for an escorted Trans-Atlantic cruise from London on the Queen Mary 2 for 11 days and 10 nights with transportation and transfers included. Prices start at \$3,883pp. September 15-22, 2019 for a guided tour of America's Cowboy Country to explore the West for 8 days and 7 nights with transportation and transfers

included. Prices start at \$3,599pp double occupancy. October 29-November 9 for a guided tour of Southern Italy and Sicily for 12 days and 11 nights with transportation and transfers included. Prices start at \$3,799pp for double occupancy. November 9-24, 2019 for an escorted trip to NY for Panama Canal cruise on NCL's Norwegian Dawn w/partial transit of Canal for 16 days and 15 nights with transportation and transfers included. Prices start at \$2,484pp double occupancy.

Ms. Wilson reported she has had a good response for the trip to Myrtle Beach. Her overnight trips will now be paid directly to the travel agent, because it caused a problem by going through the Commission on Aging budget.

Mr. Palazzo informed Ms. Wilson that a few women would like to suggest a trip to Tanger Outlets at Foxwoods Resort.

c. Programs.

1. Senior Nutrition Program. There was nothing new to report on the Senior Nutrition Program.

2. Senior Center Programs – Ongoing. Ms. Wilson reported she has made the Chair Yoga Class into a session class to control the number of individuals in the class. She has also added a second Chair Yoga Class. Individuals who go away during the winter months are concerned about enrolling. Last week she had a woman come into her office with an aide who will be leaving East Lyme and returning in mid-May. She expressed concern that she will miss the enrollment. It was felt she could call while she is away to reserve a spot for herself.

3. Senior Center Programs – New. Ms. Wilson will distribute a survey to receive input on programs that are of interest to the older population.

d. Budget – General Fund, Revolving Account. Ms. Wilson felt the Professional Conference Account is getting low. The Revolving Account is low because the overnight trips used a good portion of the budget. Day trips will begin again in April through June. Payments for these trips will have to be made in this fiscal year and it will be tight. In the future payments for overnight trips will be made directly to the Travel Agency.

e. Revenues – General Fund, Revolving Account. Revenues are lower than anticipated. The Revolving Account is doing very well.

3. OLD BUSINESS

a. New Registration Software. Cathy Wilson received three quotes for registration software as follows: My Senior Center, Schedules Plus and Senior Space. With Senior Space they require \$5,000 to set it up and an annual maintenance fee of \$1200. The new transportation is a little harder to negotiate. My Senior Center gave two quotes: one if they received sponsors and one with no sponsors. One is with scanners to be able to count attendance. My Senior Center with ads will cost \$6,960 and without ads \$9,960. The annual maintenance is \$1500. With Schedules Plus they would give us a list of what we will need, and we would purchase it. The annual maintenance fee is \$720 and the equipment would cost \$1500. Lyme Senior Center has used Schedules Plus and they like it. Ms. Caste has used it at the Lyme Senior Center and felt it was easy to use. Ms. Wilson would like to take \$2500 from the Parahus Fund to purchase new registration software.

Mr. Bekech suggested that it be a one-year project. If we purchase equipment and something doesn't work, it might be a problem. Ms. Wilson will look into maintenance. She felt since it is web based and much can be done over the telephone.

MOTION (2): Mr. Whritner moved to authorize Ms. Wilson to select the software program that works best for the Senior Center. Seconded by Ms. Bengston. (6-0) Unanimous.

MOTION(3): Mr. Whritner moved to authorize Ms. Wilson to withdraw \$2500 from the Parahus Fund to purchase new registration software and equipment. Seconded by Mr. Bekech. (6-0) Unanimous.

- b. **Rebranding of the Senior Center.** Ms. Wilson is continuing to search for information on Nicholas Parahus in order to recognize him at the Senior Center. She has found contact information for Walter Parahus who is Nicholas Parahus' son. She will reach out to him.
- c. **Title VI Compliance Report.** DOT had some issues with the initial Compliance Report sent regarding the 5310 Grant. She reviewed their comments. She will work on the response and resubmit to DOT by January 8, 2019. She will have the response for the next COA meeting.
- d. **Other Pertinent Business.** There was no other pertinent business.

NEW BUSINESS

a. **Review of the Proposed Budget for FY19/20.** Ms. Wilson distributed copies of the Commission on Aging proposed budget for fiscal year 2019/2020. She would like to increase the Senior Center Associate position from thirty hours per week to thirty-seven hours per week.

She was asked today to share one-third of the cost for a weekend custodial position for a full day on Saturday and part-time on Sunday.

She would like to try phones on the busses for six months at a cost of \$25 per month for five lines.

MOTION (4): Mr. Bekech moved to accept the proposed budget for the Commission on Aging in the amount of \$284,815. Seconded by Ms. Bengston. (6-0) Unanimous.

MOTION (5): BB Smith moved to approve the Special Revenue Budget for 2019/20 in the amount of \$75,741. Seconded by Ms. Caste. (6-0) Unanimous.

- b. **Meeting Schedule for 2019.** The Commission reviewed the proposed meeting schedule for 2019.

MOTION (6): Mr. Whritner moved to approve the 2019 meeting schedule, as presented. Seconded by Ms. Caste. (6-0) Unanimous.

- c. **Phones for Senior Center Drivers.** No phones would be purchased but the Senior

Center would pay a monthly fee of \$25/month to add an app to each of the driver's personal phone so they can make outgoing calls on their phones but the line would be identified as the Senior Center bus and not the personal phone number of the driver.

MOTION (7): **Mr. Bekech moved to approve the expenditure of \$150 for phones for the Senior Center drivers. Seconded by Ms. Bengston. (6-0) Unanimous.**

d. Other Pertinent Business. There was no discussion of other pertinent business.

5. PUBLIC DISCUSSION

There were no guests.

6. BOARD RESPONSE

No response was needed.

7. ADJOURNMENT

MOTION (8): **Mr. Whritner moved to adjourn the Commission on Aging Regular Meeting of December 17, 2018 at 5:50 pm. Seconded by Ms. Caste. (6-0) Unanimous.**

Respectfully submitted,

Frances Ghersi, Recording Secretary