

Commission on Aging Regular Meeting Minutes  
December 8, 2014

Present: Philip Mountain  
John Whritner  
Joe Palazzo  
Ilene Harris  
Marge Caste  
Joan Bengtson

Absent: B. B. Smith

Also Present: Cathy Wilson, Senior Services Coordinator  
Rose Ann Hardy, Ex officio

FILED IN EAST LYME  
CONNECTICUT  
Dec 11 20 14 AT 12:30 AM/PM  
Brooke D. Larson  
EAST LYME TOWN CLERK

1. PRELIMINARY BUSINESS

Chairman Mountain called the Commission on Aging Regular Meeting of December 8, 2014 to order at 5:00 p.m.

a. Pledge of Allegiance. The Pledge of Allegiance was observed.

b. Delegations. There were no delegations.

c. Approval of Meeting Minutes – October 14, 2014. Mr. Mountain asked for additions, deletions or corrections to the Commission on Aging Meeting Minutes of October 14, 2014.

MOTION: John Whritner moved to approve the October 14, 2014 Commission on Aging Regular Meeting Minutes, as presented. Seconded by Ms. Caste. (5-0-1)  
Ilene Harris abstained from voting. Motion carried.

MOTION: Ilene Harris moved to add Incident Report to this evening's Agenda under New Business, item f.  
Seconded by Joan Bengtson. (6-0) Unanimous.

d. Correspondence. There was no correspondence.

2. STATUS REPORT

a. Transportation. Ms. Wilson reported all vehicles will go through a quarterly inspection. All drivers are fine.

b. Senior Trips.

(1) Enrichment Trips. The following enrichment trips are planned: January 19 to the Hideaway in Old Lyme and January 28 to the Spice Club in Niantic.

(2) Day/Overnight Trips. The following Day/Overnight Trips were planned: February 27 - March 9, 2015 for a no fly cruise out of New York City to the sunny Caribbean with Norwegian Gem. The cost starting at \$1,104 per person including taxes. March 27-29, 2015 to Washington, D. C. at cherry blossom time by motor coach, for a two night hotel stay, two dinners, sightseeing and admission. The cost is \$451 per person for a double. On May 26-28, 2015 to Victorian Williamsport, Pennsylvania for a tour of the Millionaires Row, Little League Baseball Museum and Hiawatha Paddlewheel Riverboat. The cost per person for a twin/triple based on 40-50 is \$411 and for single \$511. This trip includes deluxe motor coach, two nights in a hotel, 2 breakfasts, two dinners, sightseeing and admissions. On July 4-10, 2015 to Atlantic Canada Cruise Tour to Nova Scotia and Prince Edward Island for seven days at a cost of \$1,637 per person for a double room, \$1,567 for a triple room and \$2,217 for a single room. This trip includes 1 night in a private stateroom on board the ship, 5 nights in a hotel, taxes, baggage handling and port taxes, 4 breakfast meals and 5 dinners, guided tours, and all sightseeing and admission fees. On October 30-November 11, 2015 for transportation to Baltimore, two nights in a hotel in Baltimore with a welcome dinner, a tour of the US Naval Academy in Annapolis, a ghost tour on Halloween Night and a ten night cruise to the Caribbean, all meals, daily activities, entertainment are included for a cost of \$1,749, plus taxes.

c. Programs.

(1) Senior Nutrition Program. We no longer have a TVCCA Site Server. A new Site Server will start next week.

(2) Senior Center Programs-Ongoing. All ongoing programs are doing well.

(3) Senior Center Programs -- New. Ukulele lessons and the Drama Club are doing very well.

d. Budget - General Fund, Revolving Account. Ms. Wilson reported the General Fund, Revolving Account is doing well.

e. Revenues - General Fund, Revolving Account. Ms. Wilson stated revenues are doing well.

3. OLD BUSINESS

a. Budget Review for FY 15/16. Ms. Wilson reported Gail Glenn will be retiring on July, 2015, and she would like to upgrade the new positions to Program Coordinator and upgrade the Administrative Secretary to Administrative Assistant.

Ms. Wilson added we have been asked to increase our revenue stream. Ms. Harris asked if other towns are fundraising? Ms. Wilson replied they are or they are increasing fees.

This budget has an increase of 4.36%.

Ms. Hardy asked if the increase was due to added hours? Ms. Wilson replied the increase is due to a change of duties.

She informed the Commission the other increase is due to an annual maintenance fee for software expense. Senior Services' share is one-third of it. Ms. Wilson would like to have this come out of the Revolving Account. The telephone account has increased for the air card which was previously paid for from a grant that has run out.

Vehicle inspections need to be done by a licensed inspector beginning in 2015/16.

MOTION: Ms. Harris moved to approve the 2015/16 Commission on Aging Operating Budget in the amount of \$264,417. Seconded by Mr. Palazzo. (6-0) Unanimous.

a. Other Pertinent Business. There was no other pertinent old business.

#### 4. NEW BUSINESS

a. Insert in Tax Bill. Ms. Wilson reported the Tax Collector had no problem with inserting information from Senior Services with the tax bills. There was a general consensus to include Senior Services inserts with tax bills.

b. Meeting Schedule for 2015. Ms. Wilson gave commission members a copy of suggested meeting dates for 2015.

MOTION: John Whritner moved to approve the Commission on Aging 2015 meeting dates, as submitted. Seconded by Mr. Palazzo. (6-0) Unanimous.

c. Potential Upgrade of Registration Software. The Commission was given information on WebTrac. The Parks and Recreation Commission is looking into online registration. Senior Services can share the software with Parks and Recreation. It will allow us to accept credit cards.

MOTION: Mr. Whritner moved to add a supplemental account for a total of the Fiscal Year 2014/15 Operating Budget for the Commission on Aging in the amount of \$266,417. Seconded

by Ms. Bengtson. (6-0) Unanimous.

d. Commission Members E-mail Addresses. Ms. Wilson was asked to provide e-mail addresses for the Town Clerk.

e. Farewell Party for Paul Formica. Mr. Formica was elected to the State Senate and Mark Nickerson will fill in as First Selectman until the November election. A Farewell Party will be held on January 6 from 11 a.m. to 2 p.m. All Town employees and Commission members are invited to attend. You are asked to RSVP to Darlene Stevens if you plan to attend.

f. Incident Report. Ms. Wilson provided Commission members with an Incident Report.

## 5. PUBLIC DISCUSSION

There was no public discussion.

## 6. ADJOURNMENT

MOTION: Mr. Whritner moved to adjourn the December 8, 2014 Commission on Aging Regular Meeting at 5:55 p.m. Seconded by Ilene Harris. (6-0) Unanimous.

Respectfully submitted

Frances Gheri, Recording Secretary