



# TOWN OF COLCHESTER

Commission on Aging  
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*Where Tradition Meets Tomorrow*

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*Nancy A. Bray*

NANCY A. BRAY  
TOWN CLERK

## Colchester Commission on Aging Meeting Minutes

Tuesday, October 9, 2012 - Colchester Town Hall

**Members Present:** Chairperson Rose Levine, Rob Gustafson, Betty Ann Oppelt, Herb Davis, Goldie Liverant

**Members Absent:** Jean Stawicki, Marilyn Finnegan

**Others Present:** Patti White

- 1. Call Meeting to Order:** The meeting was called to order by Chair Rose Levine at 8:43 a.m.
- 2. Minutes:** Rob Gustafson motioned to approve the regular meeting minutes of 9/10/12. Herb Davis seconded. All members present voted in favor. MOTION CARRIED.
- 3. Financial Report:** In September, \$574.00 was collected for transportation. Of that, \$302.00 was for out-of-town trips. Total collected for this fiscal year is \$1,154.50.
- 4. Chairman's Report:** Rose Levine has been posting fliers around town for the 'Seniors Behind the Wheel' program the Commission is hosting on October 17, 2012 at 6 pm at the senior center. It has been in the local papers also. The program is geared toward families of senior drives as well as seniors themselves.
- 5. Senior Center Director's Report:** Patti White reported that the 'Are You Ready' program hosted by TRIAD went extremely well. There was a great turnout. The volunteer luncheon was also wonderful. Pricilla did an excellent job with the entertainment. The holiday fair will be held on November 17<sup>th</sup>. On November 13<sup>th</sup>, the building committee for the school/senior center/community center will present at the 1:30 AARP meeting at the senior center. AARP will hold their candidates' forum at their October 30<sup>th</sup> meeting. There will be a flu clinic on October 17<sup>th</sup> at the Town Hall from 1-3. Patti is also trying to schedule a monthly blood pressure clinic to be held at the senior center. The Chatham Health District came to the center to educate staff and attendees about shingles. They are working on other health related items with staff as well. Patti has begun working on a Code of Ethics. The transportation and Code of Conduct policies already adopted by the Board of Selectmen are being passed out and signed. She presented a proposed 'Medical Emergency Policy' to be brought before the Board of Selectmen. Herb Davis

motioned for the Commission to accept the policy as proposed. Goldie Liverant seconded. All members present voted in favor. MOTION CARRIED.

6. **Senior/Community Center Building Committee Update:** The building committee has begun rolling out their plans for the William J. Johnston School, Community Center and Senior Center. There's been an article in the newspaper and they have attended the school open houses and the 57 Fest. They will also be coming to the senior center.
7. **Senior Resource List:** Rose Levine has begun working on the layout. She started getting prices for a limited printing. Copies will be available at the senior center and places around town where seniors frequent. This information will also be online.
8. **Handyman Project:** No items were reported.
9. **Old Business:** There's been no word on a special hearing to align the Town Ordinance with the newly accepted bylaws. Patti will check and see where that stands.
10. **New Business:** No items were reported.
11. **Adjournment:** Herb Davis motioned to adjourn the meeting at 9:28 a.m. Betty Ann Oppelt seconded the motion. All other members present voted in favor. MOTION CARRIED.

Respectfully submitted,



Michelle Komoroski

# Colchester Senior Center Medical Emergency Procedures

## Draft Policy

In the event of a health emergency where it is determined that CPR is required, CPR certified staff should begin administering CPR in accordance with the training received by the Town of Colchester Emergency Personnel. Non certified CPR staff/volunteers should take the following steps.

- Immediately dial 9-911.
- Describe condition of ill or injured person to the best of their ability. Example: victim is bleeding, burned, unconscious, etc.
- Give name and do not hang up; let emergency personnel give instructions, if there are any, on what to do until help arrives.
- Notify Senior Center Director or other staff member if director is unavailable.
- Do not move injured or ill person unless absolutely necessary.
- Clear immediate area of people and objects.
- Ensure entrance to the building remains clear.
- Ambulance should be met and directed to the entrance nearest the ill or injured person.
- Once they have been briefed, emergency personnel assume responsible charge.
- Director or immediate designee notifies emergency contact/family member of ill person, if possible.
- An Incident Report Form should be filled out by the Staff person/Volunteer who was most involved with the situation.
- In the event a staff member is ill or injured and once care has been assumed by emergency personnel, every effort should be made to get in touch with the staff member's designated contact person. The Director shall maintain a log of each member's designated contacts.
- The responding staff member should record the illness or injury on an Accident Report form, with the staff member's signature.

**Any time that a person loses consciousness for any length of time, 911 should be called immediately by staff or a volunteer.**