



# TOWN OF COLCHESTER

Commission on Aging  
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*Where Tradition Meets Tomorrow*

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*Gayle Furman*  
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TOWN CLERK

## Colchester Commission on Aging Meeting Minutes

**Tuesday October 14, 2014 - Colchester Senior Center**

Members Present: Gary Siddell, Rose Levine, Rob Gustafson, Jean Stawicki

Members Absent: Goldie Liverant, Joe Menhart, Susan Choma

Others Present: Patty Watts, Mary Tomasi, Art Shilosky

1. Call Meeting to order: Chair G. Siddell called the meeting to order at 8:43 am.
2. Possible seating of alternate: No action taken.
3. Minutes: R. Gustafson motioned to accept the September 8, 2014 meeting minutes. R. Levine seconded. All members present voted in favor. MOTION CARRIED.
4. Financial Report: Daily transportation: \$142.00, trips: \$27.00, total for September: \$169.00. Year to date total: \$1,028.00
5. Chairman's Report: G. Siddell has been working to straighten out the web site. The Town Clerk had inaccurate records of member membership dates. Once that was straightened out, the changes to the website remained permanent and did not revert to the wrong info. It is agreed that the Town Clerk will maintain the website. R. Gustafson's term expires 12/1/14. R. Gustafson desires to be reelected. He agrees to request reappointment from the Board of Selectmen. J. Menhart -republican- desires not to be reappointed when his term ends 12/1/14. A non-democrat will be needed to fill his slot.
6. Senior Center Director's Report: P. Watts reported that there were 1241 people in attendance in September at the Senior Center. In September, there were 1024 transports, 87 bistro and special meals served, 158 community café meals served and 295 meals on wheels delivered. In September there were 20 new members for a total of new members for the year of 104 to date. The Eagle Scout cabinet project is now finished with cabinet doors put on and painted. P. Watts has finished training and is now certified in Medicare counseling and the Senior Center will hold an open enrollment on Nov 7<sup>th</sup> from 9 am to 3 pm by appointment. P. Watts is still working toward the purchase of the 3 new computers for the computer lab with the proceeds from the golf tournament. There will be a kickoff party in mid-November and workshops will begin in January. The Policy and Procedure subcommittee has covered membership, eligibility, code and conduct, complaint process, and appeals process. When they have completed their work, P. Watts will have her staff review and make changes, bring to the Commission on Aging, then to Board of Selectmen and then possibly to Town Counsel. The next Policy and Procedure meeting dates are currently scheduled for 8:30am on 10/28, 11/4, 11/25, 12/2 and 12/9. Their goal is to have a working copy by January. File of Life kits have been reordered. Upcoming events: AARP is holding a Smart Driver Course on 10/15, Car Fit program on 10/17, Oktoberfest will be on 10/20, Emergency Preparedness for Seniors on 10/27, Meet the Candidates on 10/28, Halloween Costume Pizza Party on 10/31, Lunch & Learn Living with Diabetes on 11/3 and the Holiday Fair on 11/15.
7. Vote to Recommend By-Law Revisions to Board of Selectmen: G. Siddell presented current proposed by-laws. P. Watts made revision to her title which should be "Director of Senior Services". Motion was made to approve the by-laws as modified by J. Stawicki. Seconded by R. Gustafson. Vote unanimous. No abstentions. MOTION CARRIED. A copy will be attached to these minutes.

8. Status Update on Senior Resource Guide: 350 copies of the Senior Resource Guide were printed by Copies Plus in town who agreed to match our lowest price. G. Siddell has them in his car for distribution.
9. Status Update on Policy and Procedures: Discussed in Senior Center Director's Report.
10. Old Business: Budget and annual report needs to be done for year end. Recording secretary will now be on Commission on Aging budget, not senior center. P. Watts will report the number and Commission on Aging will ask P. Watts for additional numbers.  
Fund raising: G. Siddell has obtained two tickets from the Goodspeed for the Holiday production and a \$75 gift certificate from the Gelston House for a dinner the same night with a value of approx. \$200 to put into a Gift basket to be raffled at the Senior Center Holiday Fair on Nov 15. J. Stawicki will help with the basket and will bring additional empty baskets to the Senior Center.  
Ordinance changes: The Board of Selectmen approved the ordinances changes. They are on the Town Meeting agenda for 10/16/14. Gary is working and cannot attend the Town Meeting and need CoA members to attend. J. Stawicki, R. Levine and M. Tomasi will attend and vote.  
Quarterly CoA report: The quarterly report is to be presented at the Board of Selectmen meeting following the Town Meeting on 10/16. R. Levine will present the quarterly report.  
Emergency Medical Program Presentation: G. Siddell has worked with Fire Chief Cox to present this program at Northwoods in November this year as a pilot presentation. Thereafter, it will be presented in Dec. at the Senior Center.  
"My Senior Center" electronic data collection and reporting software: P. Watts says that this is absolutely needed in this year's budget. Otherwise additional staff will need to be hired to handle data collection and reporting and the job will be less satisfactory and will cost more. The software will initially cost \$4500 for installation and use the first year and \$1200 per year thereafter.
11. New Business: P. Watts will not be at the next meeting on 11/10/14. Agreed that Donna will come instead.  
R. Gustafson discussed the desire to institute the Handiman program of having a list of handimen available to do odd jobs for seniors. Discussion was had about town liability if anything should go wrong.
12. Citizen Comments: None
13. Adjournment: R. Levine moved to adjourn the meeting. Seconded by R. Gustafson. Vote unanimous. No abstentions. Motion Carried. Meeting adjourned at 9:50am.

Respectfully submitted,

*Michelle Komoroski*