

Commission on Aging
Meeting of Regular Meeting

THESE MINUTES ARE SUBJECT TO THE APPROVAL BY THE COMMISSION ON AGING

The Commission on Aging held a regular meeting on Monday, December 15, 2014 at the Senior Center, 14 Riverside Road, Sandy Hook, CT. Chairman Curt Symes called the meeting to order at 5:07pm.

Present: Anna Wiedemann, Sheila Torres, Curt Symes, Clair Theune, Joanne Albanesi, John Boccuzzi, Anne Rothstein, Margaret Imbro, Barbara Bloom, LeReine Frampton, Anna Wiedemann

Excused: Joanne Davis

Also present: Marilynn Place, Ann Piccini, First Selectman Pat Llodra, GERALYN HOERAUF of Diversified Project Management, Inc., Tom Arcari of Quisenberry Arcari Architects LLC, Rose West and Karin Aurelia

ANNOUNCEMENTS – There is one open position on the commission. If there is anyone interested, send the submissions to the First Selectman's office. Anne Rothstein will become a full member.

PUBLIC PARTICIPATION – NONE

MINUTES – Mrs. Bloom moved to approve the minutes from the 11/17/14 meeting. Ms. Imbro seconded. Ms. Torres made a correction to the minutes so it will read that there was discussion about suggestions of budget items in the Outreach Teams report. Motion unanimously accepted with the correction.

DISCUSSION REGARDING NEW COMMUNITY CENTER – First Selectman Pat Llodra explained the facts surrounding the community center. It is a three phase project. The current project is phase I. All of the phases have possibilities which need to be explored. Phase I is closer to be a reality than a possibility due to the gift from General Electric. Phase 1 has been identified as approximately a 35,000 square foot facility that will include approx 10,000 square feet for seniors space and 25,000 square feet for the pools. There is no office space for Parks & Recreation in this phase. It is hoped that there will be a phase II and III. A possibility of phase II, but nothing has been decided, could be an extension that would extend the current phase I with NYA if it is determined when they are facing that option that the community is going to purchase NYA. If it is decided that the town will not purchase NYA than phase 2 may be a bump out addition of Phase I to provide office space for Parks & Rec. They are trying to get

Parks & Rec out of Town Hall South and into FFH and they will also be responsible to run the aquatic center. It has been the interest of Park & Rec for many years to purchase NYA because that facility meets their needs. Right now they use schools and other spaces that they can find. The money in the CIP has been tracking for about 10 years and is sufficient for what has been described. It will not mean it will be done, it means that the resources have been identified and put into the CIP.

Geralyn Hoerauf is the project manager with Diversified Project Management. They are the same firm that is handling the Sandy Hook School Project. She is also facilitator of the town's Strategic Planning Advisory Committee.

Ms. Hoerauf in her role, she acts as a town employee and explained that she helps towns manage the projects from a very personal involvement. A lot of small towns don't have the facilities director charged with globally looking their fiscal assets for all the buildings. Her role is to pull all of that together for the town so it is on schedule and under budget and ensure that everyone's interests are heard and incorporated in the project. For the community center, she is trying to manage is the COA requirements on the senior side, their interests and their wish list and balance that and make sure it works well with the rest of the community.

To date, they have assist with the RFQ process for the consultants. Working with the advisory committee in advance of that, they had determined it would be in the best interest for the project to hire the architecture team and the construction manager team. Hiring the construction management team early on gives them part of the planning.

Mrs. Llorda articulated that the CoA's role on making this a reality is very important. They are very close to getting a great senior center and aquatic center at no cost. The business plan that they are looking at tell them it will be affordable and won't be a huge tax burden. She anticipates this going to referendum in March and having a shovel in the ground in 2015. It is important that everyone has the proper information. Any time something goes to referendum it is vulnerable and could be targeted by misinformation.

Tom Arcari of Quisenberry Arcari Architects LLC. He has a specialty in design of senior centers and community centers. He has been involved in over 20 in the state of CT. They have put a unique team together for this project because there is a senior center and aquatic components. Each of the programs have their own unique needs so they will have a specialist designing the internals of each facility.

The first step in design and development of the senior center is information gathering and programming. He will be looking at what the needs are, how does the current facility work and use that for guidance and a spring board as to how they can design the very best facility, provide

the most possible asset for the dollar and develop a center that will meet the needs of Newtown seniors for the next 30 years.

He has a unique way for determining the program for the center. He will ask what the needs are from the Director and the CoA. At the same point they are going to explore what has been successful in the other towns that they have worked with. The second way he goes about finding out what the needs are is focus groups or learning sessions. He will come to the center and take part in a variety of different programs. It allows him to see how each space functions and it allows him to interact with the participants in the program and get their feedback about how the program runs and how the space is.

It is critical for Tom Araci's involvement through construction. He is the senior center's advocate. He is the person at the table that will be representing the seniors.

CHAIRMAN'S REPORT – Attachment A. Mr. Symes highlighted that he has been in contact with Michelle Hiscavich and the NHS Music and Arts Programs wanting to reach out to more seniors to participate in the concerts, activities and offerings coming up over the winter season. Mr. Symes is working with Ms. Hiscavich to get the information out.

TREASURER'S REPORT – Attachment B. Mrs. Frampton moved to accept the treasurer's report. Ms. Imbro seconded motion unanimously accepted.

DIRECTOR OF SENIOR SERVICES REPORT – Attachment C – Mrs. Place added that doing the isolation lunch and contacting the people is not an easy choir because it is hard to get them out. Her main focus is there is a lot of seniors who are not registered for 911 code red and it is very important with the winter weather coming.

MUNICIPAL AGENT FOR THE ELDERLY – Attachment D – The Salvation Army (Volunteers) Bell Ringer Program has been a successful means of fund-raising for Newtown Social Services and thanks the to Mrs. Wiedemann for coordinating.

UNFINISHED BUSINESS

Community Relations & Outreach Update including survey – Anne Rothstein reported that in general the regular statistics didn't change from last month (Attachment E). An average was used. 3 for the top, 2 for moderate and 1 for not interested. Almost every survey has a comment and there are a few that they are extensive. There are a limited number of people that say they are too busy and some think it is a large commitment and don't realize that they can come in when they have time, there is no commitment.

Of the 1071 survey's that are in the database there are 724 people out of the survey that are retired. There is a higher percentage of members that are retired than not retired. We need to energize the community to be part of the senior center before the new center is built. Ann Piccini articulated that when she was in Arizona at Sun City, there were huge rooms with exercise equipment, exercise classes and the pools were the busiest. The other rooms were sparsely used.

Mrs. Frampton suggested that an exercise class from 5 to 6 for working seniors. Mrs. Place said that this will start in 2015. Mrs. Frampton articulated that she personally thinks that if they are planning on having a referendum in March, we need to get some of the other people in before then. Mr. Symes said if there is some seed money needed that the budget doesn't afford, we can look at the gift fund.

Ms. Imbro made motion to have an exercise class around 4 or 5 pm once a week and it will be open to members and non members. Registration is mandatory and there will be a cost. Mrs. Wiedemann seconded. motion unanimously accepted.

CoA Documents Review Update – Attachment F

Grants Discussion - Attachment G. Ms. Rothstein moved to submit the grant with the proposed changes. Ms. Imbro seconded. motion unanimously accepted.

Public Participation – NONE

Having no further business, the meeting was adjourned at 6:52pm

Attachment A

Newtown Commission on Aging (CoA) – Chairman Report – 12/15/14 Meeting

Welcome to our December monthly CoA Meeting which brings closure to a very busy year for both CoA members and Newtown Seniors. The CoA's participation again this year in the Booth Library Book Fair and the Cultural Arts Festival enhanced the visibility of senior functions and services across Newtown.

The role of the Senior Center was highlighted in the planning activities surrounding the New Community Center and the distribution of a town-wide Senior Survey will provide invaluable input regarding key programs for seniors for years to come.

In keeping with our theme of raising awareness on issues important to seniors, the National Council on Aging has identified Aids, Diabetes and Human Rights as key issues in December. On a regional and local level Senior Pets Month is celebrated and an increased awareness and heightened protection against Senior Scams at the Holidays is called for.

We have now distributed the 2015 CoA Calendar of Meetings both electronically and in paper format and work is underway on both a CoA Budget Submission for 2015-2016 and the creation of a NewtownSeniors.org informational website.

As Marilyn Place commented at last month's meeting, the CoA has come a long way and accomplished a great deal in its undertakings over the past year.

Michelle Hiscavich, Newtown High School Director of Music & Fine Arts Department Chair, has reached out for our collaboration in helping Newtown Seniors become more aware of and involved in the NHS Music Concerts and Arts Programs.

Finally, I would like to thank First Selectman, Pat Llodra, and her guests for joining us this evening to talk about current plans for the New Community Center that will include the new Senior Center.

Respectfully submitted,

Curt Symes

Chair, Newtown COA

Attachment B

SENIOR SERVICES GIFT FUND

DATE	RECEIPTS/DISBURSEMENTS	C/R	C/D	FRANK KNOTT'S TRUST FUND	BALANCE
7/1/14	Beginning Balance				41,995.66
7/22/14	Trust Distribution			609.76	42,605.42
8/1/14	Ck. #14903 Holiday Hill		(270.00)		42,335.42
8/1/14	Ck. #15024 Michael's at the Grove		(200.00)		42,135.42
9/4/14	Ck. #15537 Superior Signs		(340.00)		41,795.42
9/4/14	Ck. #15468 Minuteman Press		(485.00)		41,310.42
9/18/14	Ck. #15611 John Bocuzzi		(61.24)		41,249.18
9/18/14	T-14601 Trust Distribution			491.00	41,740.18
10/16/14	Ck. #16219 Andrea Zimmermann		(281.25)		41,458.93
10/22/14	T-21447 Trust Distribution			609.76	42,068.69
11/13/14	Ck. #16575 Sean McKee- Party Entertainment		(250.00)		41,818.69
11/13/14	Ck. #16578 Michael's At the Grove - Party		(490.00)		41,328.69
11/21/14	Donation	10.00			41,338.69
12/11/14	Ck. #16894 CW Resources - Sr Nutrition Services		(240.00)		41,098.69
		10.00	(2,617.49)	1,710.52	41,098.69

Attachment C

NEWTOWN SENIOR CENTER
Director of Senior Services
November 15 – December 12, 2014

PROGRAMS	NUMBER OF ATTENDANTS (October)
Zumba Gold	35
Exercise	218
Floor Yoga (2 days)	49
Chair Yoga (2 day)	47
Cards	48
Mah Jong	11
Chorus	34
Bingo/Keno	11
Lunch	109
Knitting	21
Cards (craft)	14
Quilting/sewing	4
Walk-Ins	19
Billiards/ping pong	36
Trips	64
Newsletter	10
Wii	4
Movie	5
Painting/Art	18
Special events	12
Tai Chi	18
Entertainment	
AARP Safe Driving	
Ballroom Line dance	24
Current Events	57
Spanish Lessons	19
Speakers	17
Chair Pilates	23
Strength & Balance	10
Crafts	8

Attendance Daily:

Monday	Tuesday	Wed.	Thurs	Friday
253	185	222	145	223

MONTHLY ATTENDANCE

1028

COMPLETED EVENTS:

- Fictional Writing Nov 18
- You Be The Judge sponsored by Visiting Angels Nov 21
- Annual van trip to The Crackel Barrel and Holiday Shopping Nov 21
- Computer/ipad/iphone problems? Get help from IT director Al Miles Nov 25
- Spirituality and Aging Session w/ Leo McIllrath Chaplain @ The Lutheran Home of Southbury Dec 2
- Elder Law Forum Dec 3
- SC Tree Trimming gathering Dec 5
- Game night/social Dec 5
- 26th Annual Holiday Party @ Michael's at the Grove Dec 9
- Luncheon @ The Spinning Wheel Dec 12

UPCOMING EVENTS:

- SPECIAL lunch for 30 seniors (social isolation) Dec 16
- SC Holiday Bingo Party and sing a long Dec 17
- Annual Holiday Cookie Swap Dec 18
- Hot Dog Luncheon Dec 19
- WCAAA speaker on Medicare updates Jan 16
- BVNA Aging in Place seminar January 21
- Intergenerational Memoir Writing Project February 2015

Upcoming Trips

- Osborne Homestead Museum Dec 18
- Mardi Gras @ Inn at Hunt's Landing in Matamoras, PA Feb 17
- The Spirit of Spring @ the CT Flower & Garden Show Feb 19
- St. Patrick's day Celebration @ Gavin's Resort in NY March 12, 2015

- The annual Holiday Party was a huge success and enjoyed by all 97 seniors who were able to attend. Despite the weather. The new owners really brighten up the place. The food and service was excellent. Many commented on the "extras" such as all day cider, egg nog, and not having to pay for soda, plus the cheese and crudité station. Nice article in the Bee.
- The dates for the special luncheon for those clients/seniors who fall into "social isolation" will be on Tuesday Dec 16, Jan 20, Feb 17, March 24. At that time, I will also be signing those up who haven't yet for CODE RED and Smart 911.
- Hot Dog Friday is a SC program the 3rd Friday of every month. By keeping it simple of dogs and chips w/ fruit for \$2 it will run by itself. Next scheduled one is Dec 19.
- With the holiday quickly coming upon us...I've reached out to Leo McIllrath to do a Spirituality and Aging session here at the Center. The holiday season is tough on many and this is one way to encourage positive feelings and give support to others in a different kind of discussion group. Dec 3 @ 1 **UPDATE:** This was a most uplifting session. It started out a small group of 6...and grew to 25 with those passing through leaving another class. Leo and I will continue this type of a discussion group after the holidays.
- With this year coming to an end I reflect on what has been accomplished for the seniors and what has been offered to them. Besides the regular programming, annual teas, picnics and trips these are just a few :

1. Life Line screenings
2. WCAAA Demo on Assistive Technology
3. Free AARP tax assistance
4. AARP driving Courses
5. Elder Law Forums
6. TRIAD "Safe Tea"
7. Community Projects
8. Inter-generational w/ Youth services and CAC
9. Lunch and Learns w/ Dr Varano on What is Normal Aging
10. Dementia vs. Depression w/ Dr Varano
11. Free Memory Screenings w/ Dr Varano
12. Japanese Culture w/ Motoko on Japanese Heritage
13. Outsmarting Investment Fraud
14. Coin Collecting
15. Flu shot clinics
16. Genealogy program
17. IT computer help
18. Matter of balance: Managing concerns about Falls...grant from National Institute on Aging through SHU
19. Photo sort sessions
20. Journalism
21. Seminar w/ Dr Robert Deveney on Joint Pain
22. Home Health and Hospice team from Masonicare talk on Getting through the holidays.
23. Spirituality and Aging
24. History presentations/speaker partnered w/ Redding SC
25. Free Hearing screening

For 2015 plans are to continue with the quality programs and to network w/ various agencies to continue specialty programs. Already in the works is an Aging in Place seminar w/ Maureen Decker BVNA, Medicare update seminar w/ WCAAA, Estate planning, Red Dress Day w/ Mary Kokoska RN , Japanese brush painting, Partner ballroom dancing, Fraud, scam update seminars, and the list goes on.....

The Holiday gift shop is open on Thursday and Friday from 10-2. Stop by. Seniors love it.

Happy Healthy Holidays

Marilyn



Director of Social Services/Municipal Agent for the Elderly

Report for December 20, 2014

We are finished with the Holiday Baskets. We had eighty one Christmas applications. This was for fifteen elderly and eighteen disabled. The other applications were for families. We completed three more in our office with additional donations.

We have been very busy doing fuel applications. We need all bank statements and income for everyone in the household. Income has to be below the poverty guidelines. We have completed one hundred seventy four applications. Thirty two are disabled and seventy two are elderly.

We completed fifty three applications for the elderly Part D. The change to their drug card had to be done by December 7, 2014. This takes a half hour to an hour to put in all their medications and evaluate which is the least expensive and has all their medications on the drug card they pick. New card starts on January 1, 2014.

Our food pantry is doing well. We have had several large donations. The people in Newtown are so generous. Our pantry is open to elderly, disabled and families.

My elderly lady with all the mail is now in Masonicare Assisted Living. I have an attorney who said she would be her conservator. The hearing at Probate will be December 18th. The best for her will be to stay at the assisted living. She is getting along very well with the other people living there. The nurses love her.

We are helping people sign up for food stamps and health insurance. Can be done on the computer or paper application with required documents. We have completed twenty-two applications this month. I completed thirty two redeterminations for the Medicare Savings Program.

Attachment F

COMMISSION ON AGING

Town of Newtown

Regular Meeting: December 15, 2014

Governance/Bylaws Team Report

Joanne Davis, Claire Theune, Barbara Bloom

Governance/Bylaws Team Goal: Increased efficiency of Commission activities to facilitate more efficient meetings, clearer lines of communication, unity of expectations among constituencies.

1. **New Team:** With reference to the Governance team reports of December 2013 (and earlier), January 2014, February 2014, March 2014 and April 2014 (all of our written reports were attached to the minutes as filed on the COA web page), many of the recommendations of the members of the former Governance Team of Joanne Davis, Joan Plouffe and Larry Schneider for COA procedural changes were accomplished with the passage of the COA resolution on Governance in September, 2014. With Larry's passing and Joan's resignation, a new Governance Team of Joanne Davis, Claire Theune and Barbara Bloom has been constituted.
2. **Controversy on Governance Matters:** At the November meeting Curt Symes reported that he believed that many commissioners saw an urgent need for "alignment" of various documents governing the COA. However, no commissioners had come forward to the prior Governance Team regarding these matters, and no detail was provided by Curt. Promptly after the November meeting, Joanne therefore sent an email to all commissioners asking for input on governance issues they were concerned about. The only substantive reply received by the team came from Curt on 12/10/14. The team thanks him for his input. Several commissioners did respond, however, that they would like to have governance issues added to an upcoming agenda so that they could be informed of other commissioners' concerns. The team will summarize our reactions to Curt's input and report on our recommendations to the COA for action at an upcoming monthly COA meeting.
3. **Bylaws:** Claire and Barbara have reviewed the relevant sections of the Newtown Charter and Code and are currently reviewing the accomplishments of the prior team on Bylaws; they have been provided with an extensively marked draft of the Bylaws for their review. Once they digest the work of the prior team, the new team will meet to prepare prioritized recommendations to the COA for bylaws changes. The prior team began asking for comments on the current Bylaws in summer 2013 and until recently had received comments only from John Bocuzzi, as previously reported and discussed at COA meetings. On December 10, 2014 the team received some comments on the bylaws from Curt, but there was insufficient time for the team to meet and review his proposals in preparation for today's meeting. The new team will most likely report on the status of the Bylaws project in January or February.
4. **Mission Statement:** The COA does not have a mission statement. The COA webpage does contain an excerpt of the enabling language of the relevant statutes, but that is not a mission statement. At the November meeting Curt stated that there was widespread concern among commissioners that the COA revise its mission statement. Joanne's November email to the commissioners followed up on the meeting to ask if any of the commissioners considered the drafting of a mission statement to be a current priority for the COA. We did not receive any additional requests for the drafting of a mission statement. Therefore, the Governance Team as currently constituted will not take up the drafting of

a mission statement. If after discussion of governance issues at our next meeting the COA decides that a mission statement needs to be done, then a team thereafter can be constituted to address that specific task.

5. **Roberts Rules:** The COA bylaws as currently in effect require that Commission meetings be conducted in accordance with Roberts Rules of Order. As a point of information - the Newtown Legislative Council conducts its meetings in accordance with Roberts Rules. The prior Governance team issued a report addressing Roberts Rules last spring and received at that time only positive responses to our recommendation that stricter adherence to Roberts Rules should be observed. Commissioners continue to report to the team that they wish to see a more faithful adherence to Roberts Rules in order to improve the effectiveness of COA meetings, provide an opportunity for meaningful deliberations, and reduce the length of the meetings. The Governance Team will make a recommendation on a re-implementation strategy for Roberts Rules at an upcoming meeting.
6. **Reports at Monthly Meetings:** Commissioners have reported to the team that the provision of team and advisory reports prior to COA meetings has been helpful to their service on the COA. Some commissioners also believed that the COA decided in September to curtail oral reports at meetings in favor of Q&A only and would welcome that process improvement. That detail was included in the September meeting discussions but does not appear in the minutes of the September meeting. A confirming resolution may need to be passed by the COA in order to make that rule effective. The Friday deadline for submission of reports does not appear to be a problem thus far. However, some teams may not realize that they have been given an agenda slot for an upcoming meeting until the agenda is published on the same day that the report is due. This is not a problem if reports are to be provided in writing with meeting time limited to Q&A.

J.F. Davis

Attachment G

Commission on Aging Report of Grant Team

The Commission on Aging Grant Team held a Meeting on Friday December 12 in the Mary Hawley Room in the Edmund Town Hall, Newtown, Connecticut. Sheila Torres called the meeting to order at 3:45 pm.

Members Present: Sheila Torres, John S. Boccuzzi

Discussion of Grant possibility based on feedback from Western Connecticut Area Agency on Aging (WCAAA).

Background- The executive Director Of WCAAA Christine Fishbein and the grants reviewer for the WCAAA provided feedback on the grant materials submitted to them for review. At the close of their feedback they indicated that up to \$5,000 was available outside of the RFP process. Any grants submitted through this avenue would be reviewed by the WCAAA board at its December meeting scheduled for December 19th.

Committee work- It was decided at the grants meeting that since Newtown had already identified needs through the town wide survey; discussions at the Commission on Aging and meetings with the senior center director, a grant proposal should be prepared for review by the Commission at the regular scheduled meeting of December 15. A proposal was outlined using the backbone from the materials submitted to the WCAAA for review; the past grant submission by Newtown Commission on Aging to the WCAAA and the questions and comments submitted by Ms. Fishbein in her responses. The proposal focuses on providing additional programming for existing members and new members of the center in two important areas as identified by research and also through survey results- a. members who have difficulty with physical activity including balance and strength to maintain activities of daily living b. members who would like to learn techniques for dealing with the stress resulting from isolation and life changes with aging. It is hoped that after review and discussion the Commission will approve the submission of the grant to the First Selectman for signature and submission to the WCAAA before the WCAAA board meeting on December 19, 2014.

ADJOURNMENT: The meeting was adjourned at 4:45 pm.

Submitted by: John S. Boccuzzi