

**Commission on Aging
Minutes of Regular Meeting
Monday, November 19, 2012**

MINUTES SUBJECT TO APPROVAL BY THIS COMMISSION

The Commission on Aging held a regular meeting on Monday, November 19, 2012 at the Senior Center, 14 Riverside Road, Sandy Hook, Connecticut. Chairman Thomas Dwyer called the meeting to order at 5:00 pm.

Members Present: Thomas Dwyer, Curt Symes, Sheila Torres, Joanne Davis, Margaret Imbro, JoAnne Albanese, Anne Rothstein. Joan Plouffe, LeReine Frampton and Larry Schneider

Excused: Karin Aurelia, Mary Ellen Lydem

Support & Advisory Present: Marilyn Place, Director of Senior Services; Ann Piccini, Municipal Agent for the Elderly and Robert Sharpe, Chair, Senior Action Committee

CORRESPONDENCE AND ANNOUNCEMENTS – Mr. Symes noted the recent death of John Aurelia, a former COA Commissioner and husband of current Commissioner Karin Aurelia. He related that he had known Mr. Aurelia for many years as they had been co-workers at IBM and knew of his dedication not only to Newtown's seniors, but also to the general welfare of the town.

He then offered the congratulations of the Commission to Support Staff member Officer Mary Helen McCarthy (in absentia) for having received the Newtown Police Department's *Award of Merit* at a recent ceremony.

UNFINISHED BUSINESS

Senior Resources Guide – Ms. Torres will have a proposed wording available for review at the next meeting.

Planned Giving Program – Mr. Symes reported that we continue to make steady progress on the Planned Giving Program which is dependent upon the acceptance of the Proposed Draft Newtown Gift Policy by the Newtown Legislative Council. He met with two members of the Legislative Council and explained the Gift Policy and the need for a Newtown Gift Policy to them and most recently spoke to Jeff Capeci, Chair of the Legislative Council. Based on his own personal experience, he fully understood both the scope of the Gift Policy and its importance to Newtown. He will be placing it on an upcoming agenda for discussion and will review the role of the Legislative Council and ongoing impact on them and Newtown's Finance Director.

Everyone continues to be enthusiastic and supportive of the idea. However, its priority has been overshadowed by the recent Newtown budget negotiations, elections and charter revisions work, led by the council.

Once we have the Gift Policy acceptance by the Council, and probably their Ordinance Board/Committee, we can move forward with documenting, announcing and publicizing the Planned Giving Program by the Commission on Aging as well as other town organizations that choose to take advantage of the capability. He currently anticipates that this will unfold in the December through January timeframe.

Strategic Planning Team – Ms. Torres said that the goal is to have more efficient team and COA meetings, which could be accomplished by reports being sent before meetings so members can comment appropriately. In addition, COA members could provide a written summary of their updates to the clerk. In the event a committee has nothing to report, this will not be addressed at the meetings. She suggested using a template for consistent reporting.

Proposed New Senior Center: CIP Status – Mr. Dwyer reported that the CIP for the years 2013 to 2018 was approved by the Board of Selectmen at their October 15th meeting and forwarded to the Board of Finance for their approval but they deferred voting on it at the two meetings they've had since receiving it. The vote is now scheduled for their November 27th meeting which he will attend in the event any questions are raised about the proposed funding for a new Senior Center.

Refurbishing of Current Senior Center – Mr. Dwyer referred to Ms. Lydem's suggestion at the October meeting that efforts be made to improve the decor of the Senior Center. He stated that although she was unable to attend today's meeting she has informed him that she'll be at the December one and will report then on progress thus far.

Ms. Place stated that she is working on a list of repairs and replacements that are needed which she'll forward to the Public Works Department. Of particular note is the air conditioning system which leaks and as a result is creating substantial mold. The problem has been reported to Public Works but they've yet to address it. Mr. Symes said that the leak is a safety and welfare issue which should be addressed. Mr. Dwyer said that he'll submit a letter to Public Works expressing the COA's concern at their delay and requesting that the department take care of this problem promptly. Ms. Place said that the Center's rugs are about to be cleaned and the floors polished.

Volunteers for New Teams – Ms. Davis said that she is hoping that more Commissioners will join the teams formed by the Strategic Planning Team. Their goal is to have all teams fully staffed by the beginning of 2013. Each team will then discuss how they want to handle their mandates. This is a good opportunity for all Commissioners to get more directly involved with the needs of the seniors. She outlined the concept that each team create a list of goals and priorities for 2013 and meet monthly, or as more frequently needed, to plan on how to accomplish them.

MINUTES OF OCTOBER 15, 2012 MEETING – Ms. Plouffe moved to approve the Minutes of the Commission's October 15, 2012 meeting as submitted; seconded by Ms. Imbro and unanimously approved.

TREASURER'S REPORT – As Ms. Aurelia was not in attendance Ms. Place distributed a report dated November 20, 2012 issued by the Finance Department noting Gift

Fund activity for the period July 1, 2012 to November 14, 2012. **Attachment A to the original minutes.** Ms. Albanese moved to approve the report; seconded by Ms. Frampton and unanimously approved.

DIRECTOR OF SENIOR SERVICES REPORT – Ms. Place distributed her report for the period September 18, 2012 to November 20, 2012 (**Attachment B to the original minutes**).

She stated that seven donations to the Gift Fund honoring the memory of John Aurelia that totalled \$1,215 have been received. Mr. Dwyer said that he would coordinate with her regarding the preparation of a letter thanking the donors

She thanked Aida Reiske for all her hard work in helping to make the recent Senior Center Holiday Bazaar the success it was.

The annual Senior Center Holiday Party will be held on December 11th from 11:00am to 3:00pm at the same location as last year, Capallaro's in Bethel, and the admission charge will be unchanged at \$35.00 per person. In keeping with past practice and tradition she requested that the sum of \$1,975 be withdrawn from the Gift Fund to pay for the following expenditures related to the event:

\$ 1,000	Deposit to Capallaro's
450	Band
140	Admission for Senior Center staff consisting of herself, Aida, Barbara & Bob
35	Admission for Municipal Agent for the Elderly Ann Piccini
140	Admission for four Senior Center volunteers
<u>210</u>	Admission for six seniors who wish to attend but are unable to afford it

\$ 1,975

Ms. Plouffe moved to approve the withdrawal of \$1,975 from the Gift Fund for the above purpose; seconded by Mr. Symes and unanimously approved

Ms. Place stated that her budget for the coming year will be essentially the same as this year's although she will probably request \$3,000 more to pay for the additional teachers needed because of increased classes.

MUNICIPAL AGENT FOR THE ELDERLY REPORT - Ms. Piccini distributed a report of her activities since the Commission's October meeting. (**Attachment C to the original minutes**).

NEW BUSINESS

Proposal for Changing the Order of Businesses at Meetings - Mr. Dwyer referred to an e-mail he had sent to the Commissioners and Support Staff on November 17th suggesting that the order in which business is addressed at future meetings be changed so that reports of department heads would be delivered before Unfinished Business and New Business is taken up. (**Attachment D to the original minutes**). He asked if anyone had

any objections to this and there being none, he said that this will be the procedure starting with the December meeting. Ms. Davis pointed out that according to conventional practice, the order of business to be dealt with at organization meetings can be changed at the discretion of the chairs without requiring the approval of members.

It was suggested that the department heads forward their reports to the Commissioners several days prior to each monthly meeting so that they would have time to study them and prepare any questions or comments they might have but Ms. Place and Ms. Piccini replied that because of time limitations this would be very difficult for them to do.

It was also proposed that consideration be given to changing the day of the week and time that the Commission meets each month because several Commissioners have difficulty adhering to the current scheduling but the matter was tabled until the December meeting.

Storm Procedures – Ms. Davis expressed concern that in view of the lengthy electrical outages and other problems that the recent hurricane caused in Newtown there may not have been a program in place to assist seniors who were adversely affected by it. Ms. Place replied that as a result of last year's hurricane all town departments, including Senior Services, were well prepared to render whatever help was needed for seniors. Her office has a notebook containing the names and phone numbers of seniors with health issues that should be checked on. Ms. Piccini stated that there were questionnaires in the Bee for people with special needs to fill out and submit so there would a record in the event of serious storms.

PUBLIC PARTICIPATION – There was none.

ADJOURNMENT – Ms. Imbro moved to adjourn the meeting; seconded by Ms. Frampton and unanimously approved. The meeting adjourned at 6:26 p.m.

Margaret Wilkin, Clerk

COMMISSION ON AGING GIFT FUND

As of November 20, 2012

DATE	RECEIPTS/DISBURSEMENTS	C/R	C/D	FRANK KNOTT'S	
				TRUST FUND	BALANCE
7/1/12	Beginning Balance				29,771.88
7/1/12	Reverse Accts. Payable		253.52		30,025.40
7/15/12	P-card (flowers for boxes & patio)		(253.52)		29,771.88
7/23/12	Trust Distribution			546.13	
8/9/12	Ck. #77443 Holiday Hill		(280.00)		29,491.88
8/9/12	Ck. #77432 Getaway Tours		(660.00)		28,831.88
8/9/12	Ck. #77486 Marilyn Place - Driver tip		(60.00)		28,771.88
8/3/12	C/R - Donation - C. Bistany	12.00			28,783.88
8/14/12	Donation - Newtown Jr. Women's Club	50.00			28,833.88
9/27/12	Cash receipts from T-shirts/bags			552.00	29,335.88
10/4/12	Ck. #78314 Sheila Torres		(97.25)		29,238.63
10/4/12	Ck. #78229 Elite Marketing	open house info	(790.00)		28,448.63
11/14/12	Annual Bazaar	t-shirts/bags 2,861.00			31,309.63

NEWTOWN SENIOR CENTER
Director of Senior Services
Sept 18, 2012 – Nov. 20, 2012

- Set-up Flu Shot schedule for all Tuesday's a.m. in Oct
- Plan Annual Xmas Party
- Meet weekly with COA Strategic Team
- Continue planning/helping/sew 40th anniversary quilt
- Confer w/ Municipal agent on a mutual client concerns
- Begin new projects for Annual Bazaar
- Work w/ volunteers on Bazaar projects
- Oversee all programming
- Program Shop
- Supervise trip
- Continue to plan excursions utilizing the senior van
- Confer w/ teachers on space issues
- Confer with RSVP on ongoing volunteer hours
- Continue community projects
- Facilitate quilting/sewing classes
- Facilitate staff meetings when needed
- Meet and greet new members
- Set-up Fall schedules for programming
- Continue to assess the needs of the clients/member
- Planning new programs for 2013
- Attended WCAAA Senior Center Directors roundtable
- Network w/ local agencies

COMPLETED TRIPS:

- The Sicilian Tenors @ Grand Oak Villa Sept 21
- Stars Stars Stars @ Mt Tremper NY Sept 20
- Oktoberfest Ist Wunderbar !!!! @ Royal Manor NJ Oct 4
- Adams Farm and Apples in Vermont Oct 10
- Sorrento. Italy Oct 11-19
- Mohegan Sun Nov 1
- Mt. Haven Resort Thanksgiving Nov 7

UPCOMING TRIPS:

- Christmas in Hawaii Dec 6

OVERNIGHT TRIPS:

- TransAtlantic Cruise (London/France/Ireland/Iceland/Faroe Isl./Boston)
August 30 – Sept 15, 2013 17 days on the RC Brilliance of the Seas
- American Queen Steamboat River cruise Oct 25-Nov 2, 2013
- Mohegan Sun Jan 30-31, 2013

COMPLETED SPECIAL EVENTS:

- Flu Shot Clinics every Tuesday morning in October from 9-12
- Stress Management for Grandparents raising grandchildren Nov 15
- Annual Holiday Bazaar Nov 9 thru Nov 11th

SPECIAL EVENTS:

- NSC Holiday Party @ Capellaro's Dec 11th
- SHARPS and FLATS singing group @ SC Nov 29
- Holiday cookie swap Dec 6
- OPUS POCUS Band Dec 13

From Sept 18 – Nov 20, 2012

PROGRAMS	NUMBER OF ATTENDANTS
Zumba Gold	53
Exercise	582
Floor Yoga (2 days)	82
Chair Yoga (2 day)	190
Cards	131
Mah Jongg	27
Chorus	27
Bingo	25
Lunch	287
Knitting	77
Cards for Troops	6
Iris Fold	17
Quilting	43
Board Games	4
Walk-Ins	88
Billiards/ping pong	12
Trips	79
Newsletter	4
Wii	29
Painting/Art/Crafts	50
Scrabble	33
Tai Chi	55
Entertainment	
Bridges	10
AARP Safe Driving	12
Ballroom Line dance	30
Hula Lessons	17
Flu Clinic	296

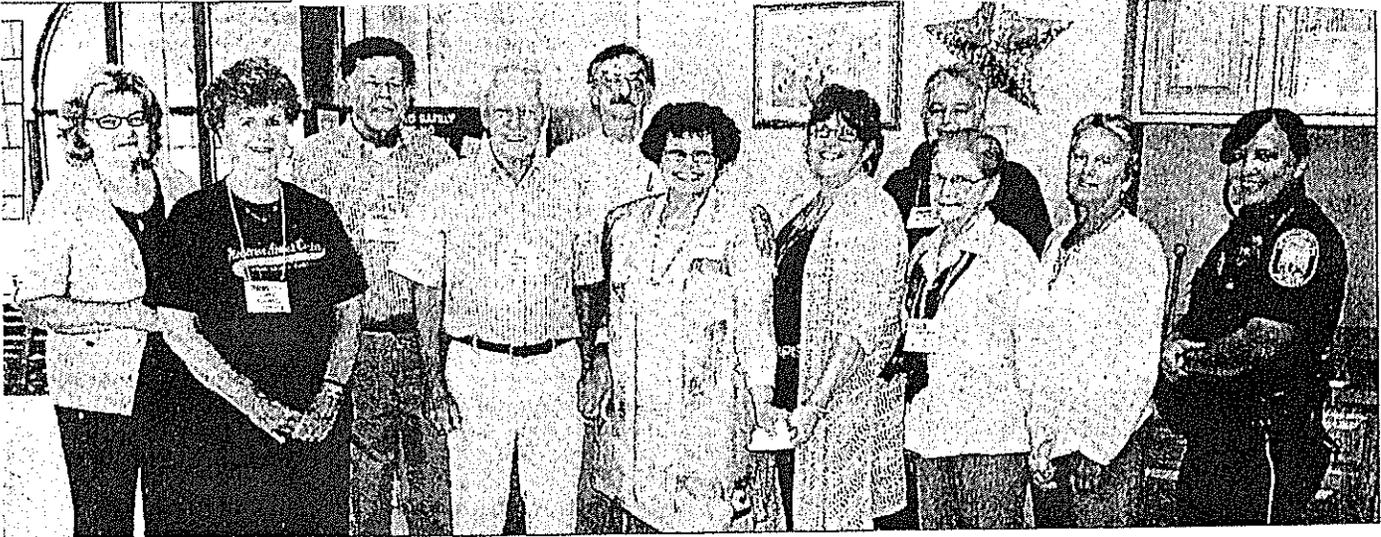
Attendance Daily:

Monday	Tuesday	Wed.	Thurs	Friday
385	519	432	368	472

MONTHLY ATTENDANCE

Sept - Oct	Oct – Nov
985	1191

Open House Showcases Bright New Addition



Members of a proud Newtown Commission on Aging gathered for an open house showcasing the recently renovated and expanded Senior Center September 15. The group pictured from top left, includes Newtown Social Services Director Ann Piccini, Joanne Albanesi, Commission on Aging Vice Chair Curt Symes, Commission on Aging Chairman Thomas Dwyer, Clarence Schneider, Commission on Aging Vice Chair Sheila Torres, Senior Center Director Marilyn Place, Ann Rothstein, Margaret Imbro, Emi Lydem, and Newtown Police Officer Maryhelen McCarthy.

By JOHN VOKET

Traffic was brisk at Newtown's Senior Center September 15. Although it was a Saturday, members, newcomers, guests, and town officials all made their way through the familiar front meeting room and meeling rooms into a new and brightly lit dayroom and three-season addition recently completed in the rear of the facility.

The open house also provided an opportunity for Director Marilyn Place and Newtown's Commission on Aging (COA) members to welcome the community, whether visitors were coming individually or as entire families.

Attendees were able to chat with various local department representatives, including volunteers from the Newtown Ambulance Corps, Social Services, and the Newtown Police Department. A table full of refreshments and snacks was also a draw for many.

Commissioners circulated among the members and guests, answering questions and helping some become familiar with the many services offered to the community by the center. Connie and Tony Esposito attended the



It was a multigenerational experience for Amanda Tramposch, second from right, who attended the recent open house at Newtown's Senior Center, as she chats with Edward Rees. She was joined by Eileen Willig (with purse) and Jean Reilly.

open house, but they are familiar among the regular attendees.

"We come here regularly for the exercise class. We take it together," Mrs Esposito said.

According to flyers that were handed out to visitors, the commission has three primary goals:

*To study the needs of elderly and aging persons in Newtown and coordinate programs for them.

*To make applications for

grants to state and federal governmental agencies and prepare written opinions on the merits of programs for which grants are proposed.

*And to act as agent for other federal, state or town boards, commissions, agencies, or local private groups to carry out programs for the elderly and aging of Newtown as authorized by entities.

The commission is made up of 12 volunteers — nine members and three alternates — who are

appointed to serve in two-year terms.

Newtown's COA meets on the third Monday of each month at the Senior Center. The public is invited to attend all meetings and public comment is heard at the end of each meeting.

For additional information, including COA meeting minutes and meeting dates, visit the Town of Newtown website at newtown-ct.gov, click on "Boards & Commissions," then on "Aging, Commission."

NEWTOWN SENIOR CENTER

Holiday Party

TUESDAY, DECEMBER 11th

11:00 am to 3:00 pm

At

Capellaro's

\$35.00 pp

Gourmet Buffet includes:

- * *Hot and Cold hors d'oeuvres*
- * *Sit down Three Oaks Salad*
- * *Slow roasted whole Tenderloin station*
- * *Walnut and Apple Stuffed Chicken*
- * *Poached Salmon with dill Beurve Blanc*
- * *Penne Pasta with Broccoli and Roasted red peppers*
- * *Hot Mashed Potatoes*
- * *Chef's Choice vegetable*
- * *One hour eggnog and hot mulled Cider*
- * *Coffee and Tea*
- * *Apple Strudel*
- * *"Poinsettia" Toast*

* *Tables of 8 (make up your own table or let us know whom you wish to sit with)*

* *50/50 Raffle and Regular Raffle*

Music by Vinnie Carr

Please call (203)270-4310 for reservations. Payment due no later than Dec. 1st.

Exit 9 off RT 84, left at end of exit, right at light, continue past

Hollandia Nursery and Big Y in Bethel, go past Stony Hill Inn, at light with

the little Pink House of Angels on left—take right, then 1st left onto Vail Rd.

(Close to Bethel Nursing Home).

***** No classes on the day of the Holiday Party*****

3 MAIN STREET
NEWTOWN, CONNECTICUT 06470
TEL. (203) 270-4330
FAX (203) 270-4333

Director of Social Services/Municipal Agent for the Elderly

Report for November 19, 2012

We are taking Fuel assistance applications every day. I did not get a chance to count how many seniors households we are helping. Fuel assistance will not be ordering kerosene because the price is higher which means that the mobile homes that use kerosene will have to use oil instead. I do not know if that will be a problem with their furnaces.

I have had two seniors that needed help with repairs to their furnace. In the past there was money for this but not this year. Only tune and test and the bill for this service will be taken from their fuel allotment.

I am only seeing my senior that is blind every other week. Nunnawauk was only out of electricity for one day during this last storm. Nunnawauk was to purchase a generator which was part of the emergency plan but they have not done so.

Open enrollment started and we seen several people with their list of medications and enrolled them in a new Part D. There are only six benchmark plans that will go with the Medicare Savings Program and some have had to pick other plan that have all their medications on it. Some of these plans have a small fee. So far this has not been a problem. We will be doing a check on the medications for anyone who needs help from now till Dec 7th. The new plan will start Jan 1, 2013.

We had the Thanksgiving distribution on Friday. As usual everyone received many bags and boxes of food. We had 33 baskets for seniors and 34 for our families.

We are still getting many donations for our food pantry. Presently twenty seniors use the pantry weekly.



From *Roberts Rules of Order*
Seventy-fifth Anniversary Edition
March 1951

65. Order of Business. It is customary for every society having a permanent existence to adopt an order of business for its meetings. When no rule has been adopted, the following is the order:

- (1) Reading the Minutes of the previous meeting [and their approval].
- (2) Reports of Boards and Standing Committees.
- (3) Reports of Special (Select) Committees.
- (4) Special Orders.
- (5) Unfinished Business and General Orders.
- (6) New Business.

The minutes are read only once a day at the beginning of the day's business. The second item includes the reports of all Boards of Managers, Trustees, etc., as well as reports of such officers as are required to make them. The fifth item includes, first, the business pending and undisposed of at the previous adjournment; and then the general orders that were on the calendar for the previous meeting and were not disposed of; and finally, matters postponed to this meeting that have not been disposed of.

The secretary should always have at every meeting a memorandum of the order of business for the use of the presiding officer, showing everything that is to come before the meeting. The chairman, as soon as one thing is disposed of, should announce the next business in order. When reports are in order he should call for the different reports in their order, and when unfinished business is in order he should announce the different questions in their proper order, as stated above, and thus always keep the control of the business.

If it is desired to transact business out of its order, it is necessary to suspend the rules

[22], which can be done by a two-thirds vote. But, as each resolution or report comes up, a majority can at once lay it on the table, and thus reach any question which it desires first to dispose of. It is improper to lay on the table or to postpone a class of questions like reports of committees, or anything but the question before the assembly. [See *Program*, p. 74.]