

**Commission on Aging  
Minutes of Regular Meeting  
Monday, December 16, 2013 @ 5:00 pm**

MINUTES ARE SUBJECT TO APPROVAL BY THE COMMISSION ON AGING

The Commission on Aging held a regular meeting on Monday, December 16, 2013 at the Senior Center, 14 Riverside Road, Sandy Hook, Connecticut. Chairman Curt Symes called the meeting to order at 5:20 pm, following a brief festive gathering of the Commission sharing holiday snacks and beverage.

**Members Present:** JoAnne Albanesi, John Boccuzzi, Joanne Davis (Co-Vice Chair), LeReine Frampton, Margaret Imbro, Anne Rothstein, Larry Schneider, Curt Symes (Chair) and Sheila Torres (Co Vice-Chair); **Support & Advisory Present:** Marilyn Place, Director of Senior Services; **Excused:** Karin Aurelia, Joan Plouffe and Anna Wiedemann.

**Announcements & Public Acknowledgements:** No public participation. Mr. Symes welcomed John Boccuzzi to the commission. He discussed the \$15 million dollar Grant by GE and the 150 GE Families across Newtown and how the GE support team have been assisting the First Selectman's office and other departments.

**APPROVAL OF MINUTES** – Ms. Frampton motioned to approve the minutes of November 18, 2013. Ms. Imbro seconded the motion. All were in favor.

**2014 SCHEDULE OF MEETINGS** –Ms. Albanesi motioned to approve the schedule, which was seconded by Ms. Frampton. All were in favor.

**CHAIRMAN'S REPORT** (Attachment A) – Mr. Symes distributed and discussed his report. He again highlighted the GE Grant and discussed its intended use, as announced by 1<sup>st</sup> Selectman, Pat Llodra, and the GE Execs at the Board of Selectmen November 18 Meeting, as a multi-generational Community Center, comprised of Parks & Rec Pools and a new Senior Center.

**UNFINISHED BUSINESS**

Update on New Senior Center Requirements and Planning – Ms. Torres distributed and discussed a preliminary layout of the new Draft Senior Center requirements, dated 11/7/13 (Attachment B), stating it was well received by the First Selectman's committee. Mr. Symes mentioned the proximity of the Newtown Youth Academy to the parcel of land under consideration for the new Community Center.

The commission then discussed the \$15 million dollar grant provided by GE designated for a Newtown "Community Center." The community center will include pools for residents and a new Senior Center. The first \$10 million is designated for new initial construction with \$1 million per year provided over five years for operational and program expenses. A primary stipulation requires it to be new construction. The commissioners discussed having ample parking to accommodate both visitors using the pools and members of the Senior Center. Mr. Symes

discussed a letter he and Ed Marks, Chair of the Parks & Rec Commission, wrote to the editor of The Bee. Mr. Boccuzzi felt that members of the Senior Center should be allowed to take part in the discussion of Senior Center requirements. Mr. Boccuzzi and Mr. Schneider offered to work on draft floor plans building off the existing requirements. Everyone agreed.

Discussion of 2014 CoA Mission Statement – Mr. Symes discussed a proposed, draft CoA Mission Statement (Attachment C), as a guide for continuing the work on the CoA Strategic Objectives, planned 2014 Survey and Grants work. The commissioners will review for comments and review at the January meeting.

Update on CoA By-law Proposed Revisions – Mr. Symes opened discussion about the CoA By-Laws. Ms. Davis will email the current by-laws from 2001 and 2011. She discussed an amendment to the by-laws, completed in 2011, that included the ability for the commission to have two Co-Vice-Chairs. She asked the commissioners to review them so a new set of by-laws could be written and adopted. Ms. Davis stated that the Charter has provisions that apply to the commission, the Code Book notes the establishment of the commission, and the by-laws are created by the commission and refer to a State Statute.

Mr. Symes asked the commissioners to look at their tenure to make sure their membership/commission is renewed if needed.

## **NEW BUSINESS**

Staffing of 2014 CoA Team and Initiatives – Item deferred.

**TREASURER'S REPORT** (Attachment D) – Ms. Place, acting for Ms. Aurelia, discussed the gift fund report noting a balance of \$39,971.11. November cash receipts include \$2,211.25 from the Bazaar, a \$1,000 donation from A. Macey, and a \$115.00 donation from K. Aurelia.

**DIRECTOR OF SENIOR SERVICES REPORT** (Attachment E) – Ms. Place discussed her report as attached. She said a good portion of the month was preparing for the holiday party, the budget, and preparing for 2014. Ms. Davis asked Ms. Place about the liability for contracts that are signed for tour companies and asked who is responsible if a trip is paid for and people back out of going. Ms. Place said the participants pay ahead of time and those funds go directly into her trip account, which is a line item in her budget, then a check is cut from that account to the tour company. There is no Town liability.

**MUNICIPAL AGENT FOR THE ELDERY REPORT** – Item tabled.

**PUBLIC PARTICIPATION** – None.

**ADJOURNMENT** – Ms. Davis motioned to adjourn the meeting, which was seconded by Ms. Albanesi. All were in favor. The meeting adjourned at 7:03 pm.

Respectfully Submitted by Tammy Hazen, Clerk

**Newtown Commission on Aging (CoA) – Chair’s Report – 12/16/13 Meeting:**

In the spirit of the Holidays and our recognition of the 12/14 healing activities across Newtown, I would like to close the year with some very positive announcements.

First, John Boccuzzi has been appointed to the commission, joining us for this meeting. John, a retired educator, brings a wealth of knowledge and experience regarding Senior Centers, Grants investigation and interest in future Newtown senior services.

Next, as you know from my prior emails and Newtown Bee Letter to the Editor, at the BoS meeting on November 18 GE announced a multi-year Grant of \$15,000,000 to Newtown for a multi-generational Community Center, comprised of Swimming Pools and a Senior Center. This gift was largely due to the initiative of the 150 GE families across Newtown. The new center will provide the basis for an expanded set of Senior Services Programs and realize the dream of many years for a new facility here in town. We will be talking about requirements and planning in greater detail during the meeting and in subsequent meetings across the year.

Finally, the SPT has been focusing on identifying and prioritizing 2014 Activities and I have via email asked the Commissioners and Advisory Staff for their input. Given the feedback to date, the key initiatives will include the New Senior Center work, the development of both a CoA Mission Statement and Strategy, the creation of a town-wide Survey, the pursuit of Grants for funding New Programs & Facilities and the updating of the By-Laws and Senior Resources Guide.

Respectfully Submitted,

Curt Symes

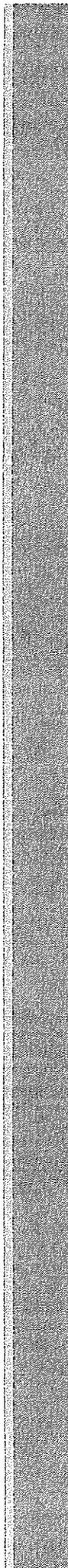
Chair, Newtown CoA

DRAFT TO COA ON 12/16/13

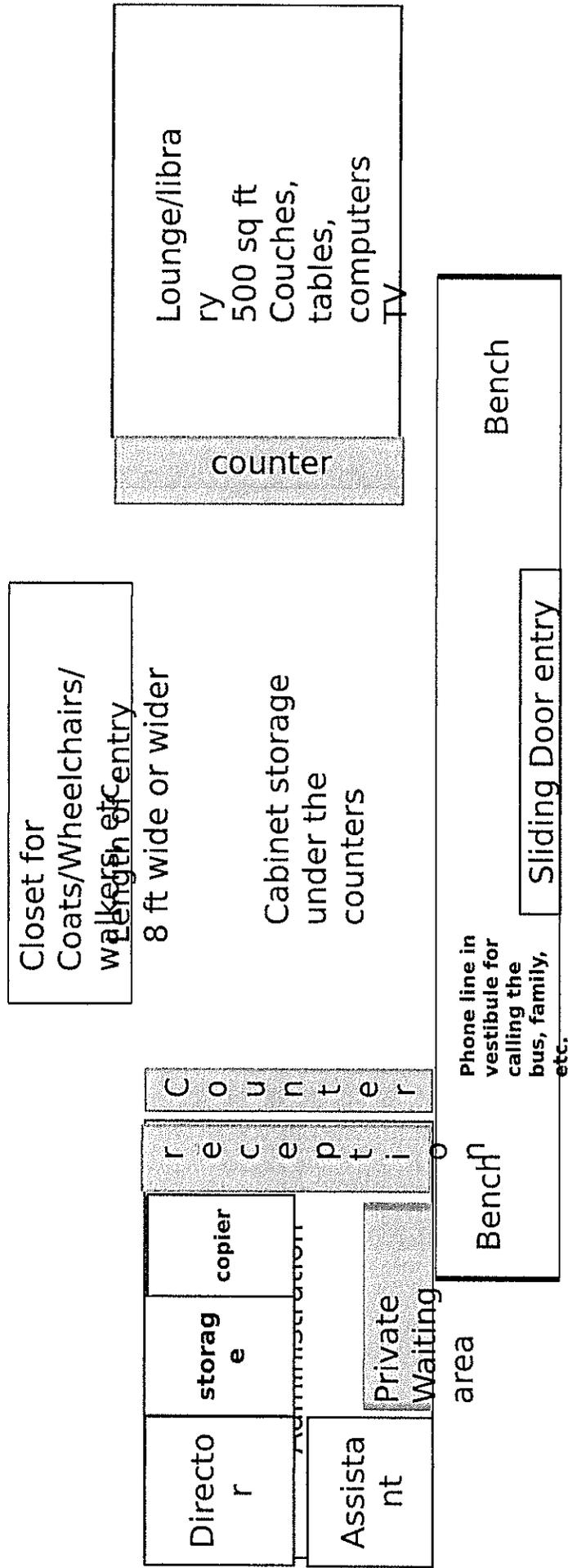
# Newtown Senior Center Requirements (10,000 sq ft estimated need)

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Rough Layout and square footage - November 7, 2013

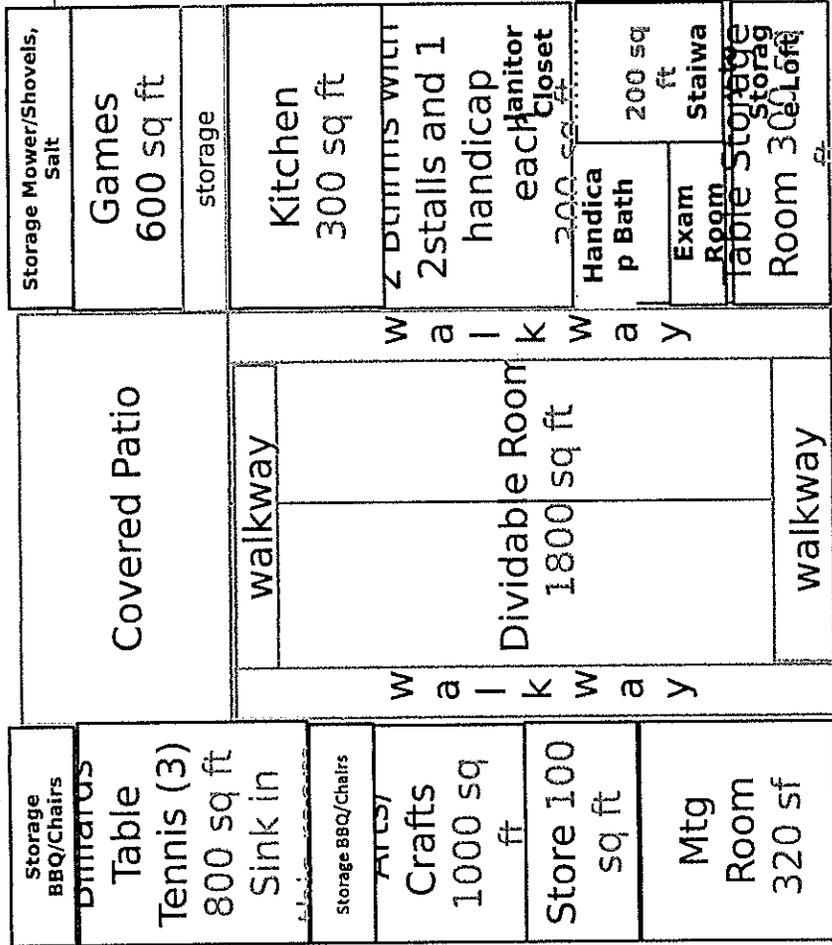


# Rough Layout of Lobby/Reception Admin



# Sketch of Space Behind Main Lobby (Core)

Shelia Torres 11/4/13  
 Based on discussions with Senior Center directors about what has and had not worked well in their spaces and discussions with Marilyn Place on needs of Newtown Senior Center. Also, partly based on previously drawn plans by Ames and Whitaker. Please note, this is not to scale. Focus is on layout and content of space only



This is the area behind the main lobby

# Key Points

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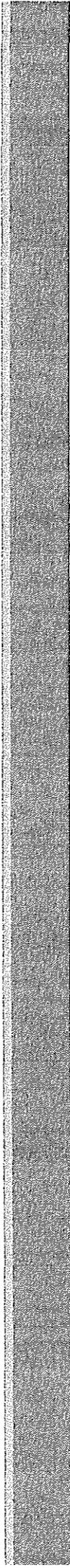
**Storage is critical.** Necessary: pantry in kitchen, storage in admin area, table storage room, storage in all rooms, and if possible, storage upstairs in loft area.

**Rooms with a view.** Half glass walls or large windows in wall on rooms, or windows in doors to see what is happening without interrupting events.

**Avoid tall vaulted ceilings** in multifunction room create sound issues, especially for those with hearing aids. Please avoid

**Dedicated space a must** for Kitchen and Multi-purpose Dividable Room.

**Walkway** around the multipurpose room or multipurpose room with half glass walls so that people can walk around, not through the room when activities are taking place.



**SENIOR CENTER REQUIREMENT CONTINUED**

**Senior Center Requirements Spatial Needs**

**CORE PROGRAMMING SPACE**

**Square Feet**

**Programming Opportunities**

Dividable Multi-Purpose Room	1,800	Core of space. Used for regular social events, such as monthly dances or parties, daily meal site location, exercise room, dance room and even additional Ping Pong or pickle ball space, etc. Can be divided and has large glass windows so that people can see what is happening inside without disturbing activities. Includes WI-FI and space for large projection screen that can come down for presentations and movies.
Walkway		Goes around Dividable Room and allows people to walk around it without interrupting activities. Also can be used as indoor walk space. Can be implied with floor surface or markings.
Billiards/Ping Pong Room Closet	100	Store game supplies
Billiards/Ping Pong	800	Room for 3 convertible tables and a lot of room to move about especially in the case of Ping Pong use. Important draw for male members
Kitchen	300	Used for preparation and warming of daily meal site meals as well as food for social activities. Could be Room for professional, refrigerator, freezer, dishwasher, range, convection oven and sinks. Plenty of stainless steel counters and a large storage pantry and plenty of cabinets. Has sliding (garage type door) and countertop so that food can be served from inside the kitchen to people standing outside of it.
2 Staff Offices	200	Large private office space for Director and Assistant Director. Must provide privacy for staff and members to deal with sensitive issues. No large windows.
Reception Desk		Large desk for administrative assistant, receptionist, volunteers and/or seasonal help with glass window that can open and close so they can see visitors coming in and enough counter space to house My Senior Center and other necessary computer systems.
Game Room Closet	200	Games Room shelving and closets to store supplies
Table/Chairs Storage Room	300	Should have two large double doors for easy access. Very necessary based on discussions with all senior center directors, otherwise tables take up valuable programming space
Game Room	600	Play board games, cards, poker or to use for smaller yoga, zumba, or
Sewing, Quilting, Crafts, Ceramics, Art		Multi-purposed for the arts. Should include a sink and large closets with shelves for storage of materials. Can house many tables that can be left open with projects on them. Cabinets with drawers and storage along perimeter or sink area would be useful.
Arts Room Closet	100	Adjustable shelving to store supplies and projects
Store	100	Shelve and hanging space to display and sell arts and crafts items made by members throughout the year, source of revenue and pride for members. Glass windows and door that allows people to go in and view merchandise.
Health Screening/Health Programs	1,000	Facilitate weekly or daily health screening and monitoring of members with chronic conditions.

**SENIOR CENTER REQUIREMENT CONTINUED**

Covered Patio	1,000	To be used for outdoor programs that are gardening related, social activities, including barbecues and for Yoga or Tai Chi as weather permits.
Meeting/Conference Room	320	Staff meetings, computer or language classes for members, conferences, birthday parties, etc. Meetings for COA. Tables and chairs to seat up to 50 comfortably. Includes wifi and other computing/communications technology
Bathrooms	300	Two bathrooms (male and female) with 3 stalls each (1 handicapped)
Handicap Bathroom	100	Handicap bathroom (individual, unisex) for maximum privacy
Coffee Nook	36	Upper and lower cabinets, with shelves and drawers, counter and small bar sink and plumbed in coffee/tea and water service, including water fountain. To be opened daily to provide beverage service for members and staff. Double doors open into the space and out of the way when in use and then pull out and close the space off. Can be locked.
Storage Closets Left of Patio	200	Janitorial seasonal Gear, shovels, mower, salt, etc.
Storage Closets Right of Patio	200	Seasonal furniture, Barbecue,
<b>MAIN LOBBY/ADMINISTRATION</b>		
Lounge/Library/TV Room	500	Quieter space with couches and a T.V. for reading, socializing, and sometimes can be used as classroom space. Not in the main hubub of the center.
Front Desk/Foyer	800	Provide space for reception staff & casual seating, sign up sheets for activities,
Large Coat Closet	120	Deep and wide closet to store coats, walkers, and other gear for members and visitors
Director's Office	200	Large private office space for Director . Must provide privacy for staff and members to deal with sensitive issues. No large windows.
Assistant Director	150	Private office space for Assistant Director. Must provide privacy for staff and members to deal with sensitive issues. No large windows.
Copier Room	150	Copier and other office equipment and shelving for boxes of paper, etc.
Counter and Cabinets	20	Place for sign up sheets, and underneath storage for pantry items that are donated, etc. This counter is in front of lounge across from receptions, it's visible but out of the way to prevent congestion near entry.
Closet	215	Office supplies and holiday decorations, etc.
Closet	215	Office supplies and holiday decorations, etc.

SENIOR CENTER REQUIREMENT CONTINUED

Entry Vestibule with Benches		Sliding glass door to enter. Vestibule is divided from main lobby by second set of doors. It Includes benches and phone line for easy calls to bus service or family. Facilitates waiting for the HART bus, for family or even for trips out of the cold.
<i>Total</i>	10,026	

## Newtown Commission on Aging (CoA) Draft Mission Statement

(Drafted by Curt Symes, Chair – Dec. 16, 2013)

As Newtown's Advocates for its growing Boomer & Senior population, the CoA Strives to:

Age with its Seniors;

Embrace its Boomers;

Champion Innovative Programs;

And Represent both their Needs & Interests within and beyond the Community

SENIOR SERVICES GIFT FUND

DATE	RECEIPTS/DISBURSEMENTS	C/R	C/D	FRANK KNOTTS	
				TRUST FUND	BALANCE
7/1/13	Beginning Balance				36,954.36
8/7/13	Cash Receipts			579.25	37,533.61
8/5/13	Ck. #10258 Holiday Hill		(261.00)		37,272.61
8/6/13	Ck. #10283 Getaway Tours		(675.00)		36,597.61
8/6/13	Ck. #10314 Marilyn Place - driver tip		(92.00)		36,505.61
8/9/13	Cash Receipts	50.00			36,555.61
9/26/13	Cash Receipts	20.00			36,575.61
10/31/13	Cash Receipts			579.25	37,154.86
10/31/13	Ck. #11423 Image One		(510.00)		36,644.86
11/14/13	Cash Receipts <i>Bazaar</i>	2,171.25			38,816.11
11/20/13	Cash Receipts <i>A. Macey Donation</i>	1,000.00			39,816.11
11/22/13	Cash Receipts <i>Bazaar</i>	40.00			39,856.11
12/4/13	Cash Receipts <i>K. Aurelia donation</i>	115.00			39,856.11
		3,396.25	(1,538.00)	1,158.50	39,971.11

**NEWTOWN SENIOR CENTER**  
**Director of Senior Services**  
**November 19, - December 16, 2103**

**Attachment E** CoA 12-16-13

**PROGRAMS**                      **NUMBER OF ATTENDANTS (month of October)**

Zumba Gold	36
Exercise	291
Floor Yoga (2 days)	48
Chair Yoga (2 day)	52
Cards	11
Mah Jong	6
Chorus	13
Bingo	23
Lunch	113
Knitting	12
Cards for Troops	
Quilting	30
Board Games	2
Walk-Ins	354
Billiards/ping pong	25
Trips	36
Newsletter	12
Wii	3
Painting/Art	
Special events	40
Tai Chi	17
Entertainment	30
AARP Safe Driving	
Ballroom Line dance	25
Current Events	32
Spanish Lessons	14
Reading CAC	2
Speakers	52
Chair Pilates	25
Strength & Balance	23

**Attendance Daily:**

<b>Monday</b>	<b>Tuesday</b>	<b>Wed.</b>	<b>Thurs</b>	<b>Friday</b>
212	204	254	216	435

**MONTHLY ATTENDANCE**

**1321**

This past month has been busy preparing for the annual Holiday Party, the budget and keeping things very normal for the week of the anniversary of 12/14. The party was a huge success despite the snow. Because of the storm I had to cancel and was able to re-schedule the following day at Capellaro's. By doing so, I lost the entertainment, but was fortunate to find another DJ through many phone calls. And this DJ "Big Daddy" was half the price and was fantastic! The original fee for the entertainment was \$450 and the final cost was actually \$212.70  
PLEASE NOTE ( The check of \$450 was re-submitted into the gift account and the amount \$212.70 will be debited when I do the bills.)

I have been setting up AARP driving classes for 2014.

Scheduling and going over contracts w/ various tour companies for upcoming 2014 day trips. I will continue partnering with other centers on sharing buses for overnight and some day trips. It's cost efficient and also makes it possible for smaller groups to enjoy traveling.

AARP Income Tax assistance is schedule on Monday's 9-12 starting Feb 10 through April 7, by appointment only.

Starting Monday January 6 and Wednesday Jan 8 there will be 2 morning exercise classes. First will be from 9-10, second 10:30 -11:30. Members can only come to one of the morning classes not both. This will make the main room less crowded and hopefully no one would be turned away due to space issues.

The scope of all exercise and health/well being classes have been the main focus this whole year and have been successful.

Plans for 2014 special programs:

- Expand on the Hot Topic/ Current event group (very popular, possible 2x's a week)
- Political and military history series
- Wireless laptop/notebook classes
- New Art classes

I have reviewed the Newtown Senior Center Requirements...the 320 sf Mtg room could also be used for a class room (language)...also off the kitchen, possibly a coffee nook? Also a space for the Municipal agent. The core is very similar /in between Monroe and Oxford. Both copy (mini-me) of Shelton.

Have a Healthy and Happy Holiday season.

Marilyn



# PAID CLASSES

MONTH	DEC	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TOTAL	