

**Commission on Aging
Minutes of Regular Meeting
Monday, February 24, 2014 @ 5:00 pm**

MINUTES ARE SUBJECT TO APPROVAL BY THE COMMISSION ON AGING

The Commission on Aging held a regular meeting on Monday, February 24, 2014 at the Senior Center, 14 Riverside Road, Sandy Hook, Connecticut. Chairman Curt Symes called the meeting to order at 5:07 pm.

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

ANNOUNCEMENTS & PUBLIC ACKNOWLEDGEMENTS: Mr. Symes welcomed the public stating he expects 2014 will be an exciting year. He asked members of the public if they would like to speak at the end of the meeting. Louise Zierzow, Ray Baker and Rose West agreed to speak at the end of the meeting.

APPROVAL OF MINUTES – Ms. Frampton motioned to approve the minutes of 1/27/14. Ms. Imbro seconded the motion. All were in favor. The minutes were approved as written.

CHAIRMAN'S REPORT – Mr. Symes said the CoA is moving forward with very positive things this year. The Newtown Youth Basketball league and the NHS Culinary Department held a dinner for the community's senior citizens with approximately 50 seniors in attendance. They expect over 100 next year. The High School Drama Club will continue to host previews for the seniors. The VFW will be celebrating their Diamond Jubilee on Sunday, March 2nd at 1:00 pm. He encouraged everyone to reach out to veterans. Mr. Symes said the CoA will participate in the Cultural Arts Festival. He has donated \$100 admission fee for the festival. Later in the meeting, Ms. Davis motioned to approve using the \$100.00 donation to the gift fund to be used to register for the Cultural Arts Festival. Ms. Plouffe seconded the motion. All were in favor and the motion passed. Anna Wiedemann will be recognized on May 15th for her involvement and participation in Newtown. This is being sponsored by the Democratic Town Committee but it will be a multi-faceted group of people speaking on her behalf. Mr. Symes received a call from the Brookfield Commission on Aging requesting assistance in developing a Senior Resources Guide for Brookfield.

UNFINISHED BUSINESS

New Community Center – Senior Center Public Feedback: Mr. Symes opened discussion regarding the GE grant and reiterated the role and work of the Study Group under the First Selectman's direction to gather requirements and input. The commission and Ms. Place have been meeting for months now and have already gathered a great deal of information from a variety of sources and are continuing to work on the requirements definition that will encompass information from other senior representatives on critical success factors. This process is still at the requirements definition stage, not at the design phase yet, and professionals will be hired to design the building. The proposed space encompasses 10,000 sf, which is four times the size of the current Senior Center. Mr. Symes discussed the collaboration needed in developing some creative ideas for funding new programs. He said there will be a need to focus on grants to fund new programs to be launched in this new space. This group received insights from a professional grants administrator who felt they should focus on intergenerational activities. Ms. Torres said the Mansfield Senior Center is separate from the community center but seniors do use the community center. There is a large lounge area open for all residents that allow intergenerational gatherings. Their senior center can be used by the community center when not used by seniors. Space usage is interchangeable. Mr. Symes felt the current senior center is insufficient and not able to be expanded.

Newtown Senior Survey Status – Community Relations & Outreach Team: (Attachment A) Ms. Torres said Ms. Rothstein is working on a survey that will be offered to seniors. The survey will be brief and will focus on programming. A draft Q & A for this will be offered. Further information will be shared at the next meeting.

Senior Grants Research for New Programs Funding: Mr. Boccuzzi said he is doing some research on grants. There is a database resource available at the Ridgefield library which has lists of foundations in Connecticut. He will ask the reference Librarian there how a municipality fits into this. Having a 501(c)(3) status would enhance and simplify the grant application process. There is discussion with the Town Attorney, David Grogins, and the Finance Director, Bob Tait. Mr. Tait can serve as the Fiscal Agent. He also found that seeking an intergenerational grant may help meet the different needs of the diverse population of seniors. He will also contact the Western CT Area on Aging regarding funding ideas. Mr. Symes will meet with Andrea Zimmerman to gather guidance in grant searching.

CoA By-law Revisions: Ms. Davis said that she, Ms. Plouffe and Mr. Schneider are working on the By-Laws and serving more as a governance team. They gathered ideas and have supplied a few recommendations for discussion (Attachment B). Teams need time to present reports and time is required for discussions, analysis and setting goals during the monthly meetings. They asked the commissioners to review their recommendations which include adhering to Roberts Rules of Order, increase efficiency of commission's activities, have fair and orderly meetings, have clear lines of communications, and have unity of expectations. They will supply further information at the next meeting.

NEW BUSINESS

Newtown CoA Proposed Logo: Ms. Plouffe distributed a draft design of a CoA logo that her daughter, Jessica, created in conjunction with members of the CoA.

TREASURER'S REPORT – Item tabled.

DIRECTOR OF SENIOR SERVICES REPORT (Attachment C) – Ms. Place distributed and discussed her report. She will connect with the Senior High School IT students to begin a volunteer effort helping seniors with technology (laptops, smart phones, etc.) Also, Fairfield University nursing students will be providing a workshop on balance as part of a grant they received. The new art class is moving along nicely. TRIAD "Safe" Tea is scheduled for Friday, May 2nd. Mr. Symes would like to see if NDP Officer Maryhelen McCarthy could attend the meetings quarterly for TRIAD updates. Ms. Place will ask her about this. Mr. Symes said many doctors and professionals usually agree to do mini seminars.

MUNICIPAL AGENT FOR THE ELDERLY REPORT – Ms. Piccini reviewed her report in detail. (Attachment D).

PUBLIC PARTICIPATION – Louise Zierzow would like to attend future visits to other town's senior centers and be able to provide input once the requirements and definitions portion is complete. Mr. Symes said they will be visiting Founder's Hall in Ridgefield soon and she is welcomed to participate. Ray Baker asked for more detail about the 501(c)(3). Mr. Symes discussed the tax law that Atty. Grogins will provide to Mr. Tait and that this can be used for other town entities. Rose West asked if the commission would advocate for the seniors. She felt the logo should say "We advocate for Seniors" and would like to see a lounge where they can socialize.

ADJOURNMENT – Ms. Frampton motioned to adjourn the meeting, which was seconded by Ms. Albanesi. All were in favor. The meeting adjourned at 6:37 pm.

Respectfully Submitted by Tammy Hazen, Clerk

Attachment A
02/24/14

COA Community Outreach Team Report – February 24, 2014

- Team members have various assignments related to upcoming events, including the Book Sale, The Cultural Arts Festival, the COA Events Booth and others.
- Work continues on senior survey. Anne Rothstein has provided a first draft and we are working to finalize. We are striving to keep the survey short and to the point. The focus will be on what programs senior residents would support with their participation.
- Sheila is drafting a Q&A that will be added to the one already done regarding the Community Center. This one will focus on the senior center and the survey that will be done. The questions will be sent to the Senior Center requirements Team and to Pat LLodra's G.E. assistant.
- The team has discussed possible names for the new center and has come up with some ideas. Perhaps we can use this name search as a way to get residents interested by having them vote on a name or even doing a contest where winning name gets a prize.
- Next Steps: Sheila to provide Requirements Team with Q&A draft
- Team to finalize draft of survey questions (maximum of 10, preferably fewer than 10)

COMMISSION ON AGING

Town of Newtown

Regular Meeting: February 24, 2014

Governance/Bylaws Team Report

Joanne Davis, Joan Plouffe, Larry Schneider

1. **Governance/Bylaws: enhanced review.**

- a. **Goals:** Increased efficiency of Commission activities to facilitate more efficient meetings, clearer lines of communication, unity of expectations among constituencies.

2. **Preliminary recommendations:**

- a. **Establish an "orientation package" of relevant documents for new members:**

- i. Town Charter
- ii. Town Code
- iii. Commission Bylaws
- iv. Roberts Rule of Order (*robertsrules.org*)
- v. Code of Ethics

- b. **Recommendation: Reports to Commission should be restructured.**

- i. Recognizes the increasing activities of this Commission; borne of desire to streamline meetings so as to allow for public participation at planned intervals even as the Commission's work expands with current plans for new community center, increased programming, etc..
- ii. **Reports should be submitted in writing in advance to fullest extent possible (and required if lengthy).**
- iii. **Reports should not be read aloud verbatim. Reporters to give short succinct recap of pertinent highlights.** Maximizes time available for consideration and discussion of important topics by entire Commission *as needed*.

- c. **Recommendation: COA meetings, particularly discussions during the meetings, follow Roberts Rules of Order and be conducted as discussions following motions.** Roberts Rules of Order bear the tagline "For Fair and Orderly Meetings...". This is our team's goal and was the underlying structure of our Commission long before each of the current members and alternates took office.

3. **Bylaws Revision Project:**

- a. Team meetings held. Progress made. Comments/input from other Commissioners regarding bylaws revision project continues to be welcome.

RobertsRules.org | Robert's Rules of Order - Summary Version

For Fair and Orderly Meetings & Conventions

Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

The fundamental right of deliberative assemblies require all questions to be thoroughly discussed before taking action!

The assembly rules - they have the final say on everything! Silence means consent!

- Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Mr./Madam Chairman. Raising your hand means nothing, and standing while another has the floor is out of order! Must be recognized by the Chair before speaking!
- Debate can not begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote!
- Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.
- The "immediately pending question" is the last question stated by the Chair! Motion/Resolution - Amendment - Motion to Postpone
- The member moving the "immediately pending question" is entitled to preference to the floor!
- No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once!
- All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives!
- The agenda and all committee reports are merely recommendations! When presented to the assembly and the question is stated, debate begins and changes occur!

I. The Rules

- **Point of Privilege:** Pertains to noise, personal comfort, etc. - may interrupt only if necessary!
- **Parliamentary Inquiry:** Inquire as to the correct motion - to accomplish a desired result, or raise a point of order
- **Point of Information:** Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."
- **Orders of the Day (Agenda):** A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)

- **Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
- **Main Motion:** Brings new business (the next item on the agenda) before the assembly
- **Divide the Question:** Divides a motion into two or more separate motions (must be able to stand on their own)
- **Consider by Paragraph:** Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble can not be considered until debate on the body of the paper has ceased.
- **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
- **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor
- **Commit /Refer/Recommit to Committee:** State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).
- **Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time
- **Limit Debate:** Closing debate at a certain time, or limiting to a certain period of time
- **Postpone to a Certain Time:** State the time the motion or agenda item will be resumed
- **Object to Consideration:** Objection must be stated before discussion or another motion is stated
- **Lay on the Table:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending
- **Take from the Table:** Resumes consideration of item previously "laid on the table" - state the motion to take from the table
- **Reconsider:** Can be made only by one on the prevailing side who has changed position or view
- **Postpone Indefinitely:** Kills the question/resolution for this session - exception: the motion to reconsider can be made this session
- **Previous Question:** Closes debate if successful - may be moved to "**Close Debate**" if preferred
- **Informal Consideration:** Move that the assembly go into "**Committee of the Whole**" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
- **Appeal Decision of the Chair:** Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business
- **Suspend the Rules:** Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified

NEWTOWN SENIOR CENTER
Director of Senior Services
January 28, 2014 – February 24, 2014

Attachment C
02/24/14

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

Zumba Gold	46
Exercise	284
Floor Yoga (2 days)	59
Chair Yoga (2 day)	43
Cards	18
Mah Jongg	14
Chorus	5
Bingo	20
Lunch	94
Knitting	16
Cards for Troops	
Quilting	
Walk-Ins	33
Billiards/ping pong	32
Trips	26
Newsletter	
Wii	18
Painting/Art	4
Special events	11
Tai Chi	12
Entertainment	
AARP Safe Driving	
Ballroom Line dance	36
Current Events	43
Spanish Lessons	23
Reading CAC	2
Speakers	12
Chair Pilates	20
Strength & Balance	25

Attendance Daily:

Monday	Tuesday	Wed.	Thurs	Friday
180	147	169	138	223

MONTHLY ATTENDANCE

857

AARP Income Tax assistance is schedule on every Monday 9-12am starting Feb 10 through April 7, by appointment only. This year tax assistance will be held in the new addition...better light and space.

*** Monday appointments are filling up. Appointments are now extended to 1pm...to help with the overflow also there are 5 tax preparers instead of 4. This is a free service and is well received.

As discussed at previous meetingsevery 4 years I do a survey/questionnaire which is included in the March/April newsletter. See attached.

Very interested on how many returns I will receive and how many volunteers will fill the gap.

The newsletter is constantly being updated with new info and new programs/activities.

January and February has been somewhat slower due to the snow and cancellations. With that, comes a more productive time for staff to plan for the year.

- We are planning and in dialogue with the High School Career Center to get student volunteers to teach laptop, tablets, smart phones etc. (here at the center as we have done in the past) 2 students are interested and we are in the process of time frame etc. This, again will be a wonderful inter-generational program
- With Healing Newtown we've collaborated on an 8 week inter-generational Ukelele workshop starting April 7 – May 26 which will include 2 students each from the High School, Middle School, Reed Elementary and 2 senior citizens. On the 9th week they will mentor with the Best Buddy Program. We are very excited about this program. (see attached)
- TRIAD "Safe" Tea is scheduled for Friday May 2 @ 1:00. Subject will be focused on *Identity Theft, Fraud and Scams*. This is separate and different to the annual Mother's Day Tea and Bingo scheduled for Tuesday May 6 @ 1:00. *For the Mother's Day Tea on May 6 I would like to use funds from the gift account for refreshments as in previous years.*
- Photo workshop scheduled for March 19
- Genealogy program in the works for the Spring
- I will be hosting A MATTER OF BALANCE 4 week program possibly starting May 28 which is a grant that the nursing students at Fairfield University have acquired and will facilitate.
- New art class has started and is in its 3rd week.
- CAC enjoyed the valentine cards made by the seniors and will continue throughout the year

Very busy and looking forward to Spring w/ no more snow.

2014 is going to be a great year...being resilient and productive.

Marilyn





Eight (8) Week INTER-GENERATIONAL Ukelele Workshop

With Two Newtown High School Seniors, Two Middle and Two Reed Elementary Students with Two Newtown Senior Citizens

Led by Instructor Connor Taylor from Guitar Center Studio

Mondays 6:00pm – 7:00pm

April 7 – May 26, 2014

14 West St, Newtown, CT

\$75.00 Includes:

One (1) Hour Weekly Workshops

Hal Leonard Method One Lesson Book

Use of Ukelele

Certificate of course completion

One (1) Free Private Lesson at Guitar Center Studios

**AN ADDITIONAL 9TH WEEK TO MENTOR WITH NEWTOWN HIGH SCHOOL'S
BEST BUDDY PROGRAM**

Please Register with

Director, Valerie Culbertson at artshealingnewtown@gmail.com

Healing Newtown ArtSpace

14 West St., Newtown CT, 06470

www.healingnewtown.org

Any Senior Citizen interested see Marilyn Place Director of Senior Center

NEWTOWN SENIOR CENTER QUESTIONNAIRE

The Senior Center is run under the auspices of The Commission on Aging whose mission is to continually study the conditions and needs of the elderly residents in Newtown. The *purpose* of the Center is to enhance the *independence* of the older citizen by *supporting* their mental, physical and social well being and *encouraging* their many endeavors. The Center provides a rich *diversity* of programs and interesting *activities* for any Newtown resident.

We are most interested in your comments! The Center is YOUR Center! We would like to offer a variety of programs and activities for those who are interested in the *changes* and *growth* within our senior community. Please help us to plan new programs and activities for a variety of interests by ***completing this questionnaire.***

You can mail it, fax it or drop it off at the **SENIOR CENTER** @ 14 Riverside Rd., Sandy Hook, CT 06482 (fax# 203-270-4311).

Thank-you
Marilyn Place
Director of Senior Services

1. Do you currently attend the Newtown Senior Center? Yes _____ No _____
2. If you do attend, how many times a week? 1 day ___ 2 days ___ 3 days ___ 4 days ___ 5 days

3. Please check off all the activities you are interested in.

- | | | | | |
|----------------------|-------------------|----------------------|--------------|--------------|
| ___ Arts & Crafts | ___ Exercise | ___ Poker | ___ Quilting | ___ Sewing |
| ___ Ballroom Dancing | ___ Knitting | ___ Billiards | ___ Bocce | ___ Bowling |
| ___ Language classes | ___ Bingo | ___ Lectures | ___ Chorus | ___ Tai Chi |
| ___ Book Discussion | ___ Light Weights | ___ Cards | ___ Ceramics | ___ Painting |
| ___ Current Events | ___ Pot Lucks | ___ Movies | ___ Pinochle | ___ Yoga |
| ___ Line Dancing | ___ Computers | ___ Bridge | ___ Trips | ___ Walking |
| ___ Creative Writing | ___ Nutrition | ___ Crime Prevention | ___ Other | |
-
-
-

4. What is the best time of day to offer activities?
Morning _____ Early Afternoon _____ Late Afternoon _____ Evening _____
5. Do you ride the SweetHART bus? Yes _____ No _____
6. Do you attend Seminars &/or Lectures? Yes _____ No _____
7. Would you volunteer to facilitate a new class? Yes _____ No _____
8. Would you like late afternoon or evening activities? Yes _____ No _____

The **SENIOR CENTER** is expanding to accommodate *your* needs.

WHAT DO YOU WANT? WHAT DO YOU NEED?

A Matter of Balance: Managing Concerns about Falls

A Matter of Balance is designed to reduce fear of falling and increase activity levels among older adults who manifest this concern. The program was developed and formally evaluated by The Roybal Center for Enhancement of Late-Life Function at Boston University with a grant from the National Institute on Aging. *A Matter of Balance* received the Archstone Foundation Award for Excellence in Program Innovation in 1998.

The Problem:

Studies indicate that up to half of community dwelling older adults experience fear of falling, and that many respond to this concern by curtailing activity. Being inactive results in loss of muscle strength and balance. It can also compromise social interaction and increase the risk for isolation, depression and anxiety. Fear of falling can actually contribute to falling.

The Program:

A Matter of Balance acknowledges the risk of falling but emphasizes practical coping strategies to reduce this concern. Trained facilitators conduct eight two-hour sessions designed for groups of 10 to 12 participants. During the class, participants learn to view falls and fear of falling as controllable and set realistic goals for increasing activity. They also find ways to change the environment to reduce fall risk factors and learn simple exercises to increase strength and balance.

The Grant:

In October 2003, the Administration on Aging awarded three-year evidence-based disease prevention grants. Southern Maine Agency on Aging, MaineHealth's Partnership for Healthy Aging, Maine Medical Center Division of Geriatrics, and the University of Southern Maine School of Social Work received funding to translate *A Matter of Balance* into a program that uses volunteer lay leaders as facilitators instead of health care professionals and to serve as an innovative national model for addressing fall prevention.

The Results:

Maine participants demonstrated significant improvements after completing *A Matter of Balance* in their level of falls management, falls control, level of exercise and social limitations with regard to concern about falling.

Program Recognition:

- 2002- The Aging States Project
- 2002- National Council on the Aging, Healthy Aging: A Good Investment, Exemplary Programs for Senior Centers and Other Facilities
- 2003- National Governors' Association
- 2003- Journal of Physical Activity and Aging
- 2004- National Council on the Aging, Partnering to Promote Healthy Aging
- 2004- AHRQ Workshop, Evidence-Based Prevention Programs for Elders: Translating Research to Community-Based Programs.
- 2006- American Society on Aging, Healthcare and Aging Award

Attachment
02/24/14

Director of Social Services / Municipal Agent for the Elderly Report for February 24, 2014

Fuel Assistance requests are a majority of what we are doing. We have completed two hundred ten applications. One Hundred fourteen of those applications are for seniors and disabled. Ninety Six applications were for younger families. Several new people applying.

During the next two weeks we will be busy calling the fuel applicants and telling them if they still have money in their fuel application to be sure to call the Fuel Assistance Program CACD before March 13th to get their last delivery. I do this because most of these applicants do not remember the cutoff date and call me after the date that they need help with another delivery. This way I use the fuel assistance program money to get the help they need and not for me to scramble to get money from other programs.

Salvation Army bell ringing received donations of approximately \$8000. I have spent over four thousand five hundred of the budgets for requests already.

I attended The Newtown Fund meeting and received help for an elderly man to pay his CL&P bill of \$620.00, a disabled fifty year olds medical bill of \$526 and a younger family pay an oil delivery of \$948. The company charged her \$4.59 a gallon. The family is low income and this would be an extreme hardship.

I went to DSS to get health insurance for a 60 year old woman. We sent in a Title 19 application in Dec. and the DSS office has no record of this. She was granted while we were there. This is about the fifteenth application that DSS has no record of. I have the copies but they will not go back to the dates on my copies.

We had the help of the Police Department to help an elderly client. Her car is stuck in the snow and she has a long driveway and has not been able to shop. Food from our pantry was bagged and delivered to her.

Donations for the food pantry have slowed down but we do have enough to fill the shelves. I went to the Big Y and received two shopping carts of breads and pastry today. It is all gone with the pantry opened this afternoon.

I completed eight Medicaid applications and seven redeterminations for Medicare Savings application. **MEDICARE SAVINGS PROGRAM** is now the name for QMB which pays for the supplemental insurance with the state but the doctor has to be a state provider. QMB and SLMB and ALMB pay for the Part B \$104.90 and the Part D for Prescriptions which is deducted from Social Security checks each month. They get extra help for their medications. This means that they pay only \$2.65 to \$6.60 per medication.