

**Commission on Aging
Minutes of Regular Meeting
Monday, March 17, 2014 @ 5:00 pm**

MINUTES ARE SUBJECT TO APPROVAL BY THE COMMISSION ON AGING

The Commission on Aging held a regular meeting on Monday, March 17, 2014 at the Senior Center, 14 Riverside Road, Sandy Hook, Connecticut. Chairman Curt Symes called the meeting to order at 5:03 pm.

Members Present: JoAnne Albanesi, Karen Aurelia, John Boccuzzi, Margaret Imbro, Joan Plouffe, Curt Symes (Chair), 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:** Joanne Davis (Co-Vice Chair), LeReine Frampton, Anne Rothstein, and Larry Schneider (Treasurer).

ANNOUNCEMENTS & PUBLIC ACKNOWLEDGEMENTS: Mr. Symes passed around a flyer about a multi-part seminar initiated by Maplewoods on senior and aging issues. There were approximately eight members of the public in attendance and some spoke later.

APPROVAL OF MINUTES: Ms. Imbro motioned to approve the minutes of 2/24/14. Ms. Aurelia seconded the motion. All were in favor. The minutes were approved as written.

CHAIRMAN'S REPORT (Attachment A): Mr. Symes discussed the posting and availability of the agendas and minutes on the Town's website at www.newtown-ct.gov and in the Town Clerk's office. He suggested having a hard copy of each posted in the Senior Center. Mr. Symes noted the first grant has been submitted and will assist in funding the survey mailings.

UNFINISHED BUSINESS

New Community Center – Senior Center Meetings Feedback: Ms. Place and Mr. Boccuzzi provided an update on the meeting the seniors had with the First Selectman. Ms. Place felt it was positively received because the seniors now feel they are part of the planning. These meetings will continue once per month for several months. Mr. Boccuzzi agreed and said good solid answers to the great questions. Mr. Symes discussed having more informal discussions at the senior center for additional input gathering.

Newtown Senior Survey Update: (Attachment B) Ms. Torres said the Community Relations and Outreach Team have been working on the survey which will help establish a benchmark. They applied for a grant from the Western CT Area Agency on Aging to help fund the postage on a hard-copy mailing to 5,000 Newtown seniors. The next steps are to review the survey questions with Paul Lundquist and Anne Rothstein, explore optional methods for data capturing, and craft a communication plan. Mr. Symes said the survey data may be used to validate or modify the requirements.

Booth Library Book Sale: Ms. Imbro is working on having a booth at the Library book sale, which is scheduled for July 12th through 16th.

CoA Senior Grants Research for New Programs Funding: Ms. Torres discussed the grant for the senior survey, stating that grant money usually comes in later. She asked the First Selectman if the Town could help with the mailing costs and when the grant money comes in, it would be turned over to the town. Ms. Llodra agreed. The estimated cost of the mailing is approximately \$5,000. Mr. Boccuzzi said he is researching grants for "evidence-based" programs. Although these grants are numerous, they are very expensive. Regional grants may be more feasible. Ms. Place discussed the "fall prevention" grant through Fairfield University that is regionally based and has provided the "Matter of Balance" program.

NEW BUSINESS

Ms. Plouffe asked for suggestions regarding the revision to the commission's by laws (Attachment C). They are working to structure and streamline meetings.

Plans for Newtown-wide CoA Forum on New Community Center /Senior Center – Mr. Symes discussed the commission sponsoring quorums or meet and greets in the future.

TREASURER'S REPORT – See Attachment D.

DIRECTOR OF SENIOR SERVICES REPORT (Attachment E) – Ms. Place reviewed her report dated 3/14/14. Attendance in February was low due to inclement weather. The exercise program is blooming. She would like to incorporate Zumba and line dancers for a performance at the Cultural Arts Festival (teachers and about 12 students are willing to participate). The program will be organized and professional. Mr. Symes will provide Ms. Place with a contact person for the festival.

There will be an inter-generational Ukulele workshop starting in April, a collaboration with Healing Newtown. Three students are volunteering to teach seniors on their electronic devices. TRIAD "Safe" Tea is scheduled for May 2nd which will focus on identity theft, fraud and scams. Seniors will receive a wealth of information.

Ms. Place then requested funds for refreshments for the Annual Mother's Day Tea on May 6th. Ms. Torres motioned to allocate up to \$300 for refreshments for the annual Mother's Day Tea. Ms. Aurelia seconded the motion which was unanimously approved.

Mr. Symes opened discussion regarding the expansion of programs with limited space and parking. Ms. Place said the energizing activities are usually held in the morning with more subdued activities offered later in the day. Mr. Symes said the firehouse provides auxiliary parking. Ms. Wiedemann said offering exercise sessions in the evening may attract more people. Ms. Place said it would depend upon the budget and availability of the instructors. Mr. Symes said this is part of the requirements definition and program planning. Funding would need to be researched for additional programs.

MUNICIPAL AGENT FOR THE ELDERLY REPORT – Ms. Piccini reviewed her report in detail and discussed the fuel assistance program. The balance of the Salvation Army fund is \$9,000. Big Y donates full shopping carts of bakery items. She has been helping an elderly couple with a disabled daughter. They need help with their home - Homefront may be assisting. Ms. Piccini said there are functionally disabled adults out there who have fallen through the cracks and should be on disability.

PUBLIC PARTICIPATION – Dottie Delapiano asked for clarification about the guarantee of the grant being approved and what would happen if the grant is denied. Mr. Symes said they will not go forward unless there is funding approval. Ray Baker asked about specifics regarding the community center and for clarification about items mentioned by the First Selectman. Mr. Symes said that it is too early to discuss specifics and that the First Selectman had stated the plans remain fluid at this time.

ADJOURNMENT – Ms. Albanesi motioned to adjourn the meeting, which was seconded by Ms. Imbro. All were in favor. The meeting adjourned at 6:17 pm.

Respectfully Submitted by Tammy Hazen, Clerk

Newtown Commission on Aging (CoA) – Chairman Report – 03/17/14 Meeting:

Welcome to our March monthly CoA Meeting and Happy St. Patrick's Day – the wearing of the Green!

Due to the holiday we have limited the number of topics on the agenda and I hope to conclude the meeting within an hour. However, I will be available for further communications after the meeting, should we run out of time; and I look forward to following up on First Selectman Pat Llodra's meeting last week with the Senior Center members. As we have discussed before across December, January and February, we/the CoA are available for ongoing discussion and communications with all the Seniors of Newtown; and we are now planning a series of Forums to facilitate this discussion. Our planned presence and outreach, again this year, at a number of upcoming Newtown events, like the Booth Library Book Fair, Cultural Arts Festival, etc. will provide even more opportunity for communications.

As I have said before, when we look out across 2014 for CoA, Seniors and Newtown, it promises to be an exciting year. We have emerged from the healing of 12/14 as a stronger community and a fully staffed, highly motivated Commission with strong vision and support from all areas of the Newtown community.

Our agenda this evening will cover and highlight the highest priority items that the CoA is working on, based upon feedback from a number of communications over these past months. Currently, there is a backlog of work items that have been identified, similar to what Dr. John Reed, acting Superintendent of Schools for Newtown, and the Board of Education are wrestling with and discussed at their October meeting.

The Commission Officers and Members have been working tenaciously over the past months on the critical, success topics that we will be focused on this evening – New Senior Center Requirements & Programs, Newtown-wide Senior Survey and Grants Research, Process & Submission. In addition a CoA/Senior presence in the Newtown Charter Revision work and CoA Governance are being staffed out and worked on.

Finally, as we move forward this year, our vision for the new center is to provide the basis for an expanded set of combined Senior, Exercise and Community Programs, both inter-generational & senior-centric, and realize the dream of many years for a new facility here in town. We will continue to communicate more about requirements, planning and the opportunity for new programs in greater detail, as we go forward across the year, both during these meetings and future Senior Forums to be scheduled.

Respectfully submitted,

Curt Symes

Chair, Newtown CoA

Community Relations and Outreach Team Report – April 2014

CRO Team met twice in March to work on:

- 1) Senior Resident Survey. This is the COA's first survey of senior residents and will help us establish a benchmark.
- 2) Complete a grant through the WCAAA to assist us with the postage to mail the survey. If our grant is approved, this will also be the COA's first grant.
- 3) Setting dates for the upcoming Book Sale – Margaret was able to secure our participation again this year. The sale will be on (date)

Next Steps

- 1) Review questions with Paul Lundquist and Anne Rothstein
- 2) Explore optional methods for data gathering
- 3) Craft the communications around the survey

Additional Information

- Currently the survey has a total of 5 questions to assess senior needs. The questions are multi-layered. They're focused on programming possibilities, key issues of importance to senior residents and demographics. The survey remains short and quick to complete with checkmarks and a place for comments after each question. We are very fortunate that we began this work just at the time when we are being asked to participate in the Community Center Study Group. Having the survey data will help us coordinate based on needs identified by senior residents.
- Our Next Steps:
 - Review questions with Paul Lundquist
 - Explore data capture through Survey Monkey or a database or see whether Excel will be enough
 - Begin work on the communications for the survey. We have drafted a communications plan and will share that with the COA at our next meeting.

COMMISSION ON AGING

Town of Newtown

Regular Meeting: March 17, 2014

Governance/Bylaws Team Report

Joanne Davis, Joan Plouffe, Larry Schneider

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

1. Current Recommendations for COA Consideration:

- a. The Team requests that all COA commissioners consider our recommendations presented at last month's meeting (see below) and communicate with a Team member with comments and concerns, positive or negative, during the coming month. We have received scant feedback, and would like to prepare proposed motions regarding some of our recommendations for the next regular COA meeting.
- b. The Team is working on a proposal for the Commission's consideration to transition current meeting customs to more traditional adherence to Roberts Rules. For example, discussions should be centered on motions made, and resolution should be by vote or tabling the motions. This will help focus discussions and streamline the meetings to increase efficiency.
- c. The current members of this commission are uniformly dedicated to keeping themselves aware of the concerns of seniors across town. The COA has longstanding established lines of communications with seniors who are members of the Newtown Senior Center (the Director is an ex officio member of the COA, some of the COA members are NSC members, the COA meets at the NSC, etc.). Our contact information is on the town website and members of the public are welcome to contact commissioners. In the past year, many members of the commission have also participated in public events in an effort to reach out and be available to connect with seniors. The Team believes that the Commission's consideration of the business to be addressed at our meetings can be enhanced with public input, and is working on recommendations to maximize opportunities for this important dynamic of governance of the commission.

2. Preliminary recommendations Presented at Prior Meeting:

- 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, and welcome 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. A proposed discussion draft will not be circulated until the Commission has had a chance to review the other recommendations we have and will propose.

3/19/2014

ATTACHMENT D

SENIOR SERVICES GIFT FUND					
DATE	RECEIPTS/DISBURSEMENTS	C/R	C/D	FRANK KNOTT'S 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 - Junior Women	50.00			36,555.61
9/26/13	Cash Receipts - Mary Hanlon	10.00			36,565.61
9/26/13	Cash Receipts - Art Gottlieb	10.00			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 - Bazaar - for holiday party	2,171.25			38,816.11
11/20/13	Cash Receipts - Ann Marie Macey - for activities	1,000.00			39,816.11
11/22/13	Cash Receipts - Bazaar - for holiday party	40.00			39,856.11
11/27/13	Ck. #11726 Capellaro's		(1,095.00)		38,761.11
12/4/13	Cash Receipts - anonymous - for activities	45.00			38,806.11
12/4/13	Cash Receipts - Bazaar	70.00			38,876.11
12/16/13	Cash Receipts - holiday party raffle	159.00			39,035.11
1/4/14	P-card		(212.70)		38,822.41
1/8/14	Cash Receipts - Archdeacon Family Foundation	1,000.00			39,822.41
1/22/14	Donation in memory of Frank Furze	125.00			39,947.41
1/22/14	Trust Distribution			609.76	40,557.17
3/14/14	Donation - CS Consulting - Cultural Arts Festival	100.00			40,657.17
3/20/14	Ck. xxxxx - Newtown Arts Festival - Registration		(100.00)		40,557.17
		4,780.25	(2,945.70)	1,768.26	40,557.17

NEWTOWN SENIOR CENTER
Director of Senior Services
February 25, 2014 – March 14, 2014

ATTACHMENT E

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

Zumba Gold	11
Exercise	95
Floor Yoga (2 days)	45
Chair Yoga (2 day)	65
Cards	13
Mah Jongg	14
Chorus	8
Bingo	20
Lunch	54
Knitting	19
Cards for Troops	18
Quilting	
Walk-Ins	17
Billiards/ping pong	21
Trips	41
Newsletter	6
Wii	3
Painting/Art	22
Special events	60
Tai Chi	24
Entertainment	
AARP Safe Driving	
Ballroom Line dance	28
Current Events	37
Spanish Lessons	18
Reading CAC	
Speakers	7
Chair Pilates	27
Strength & Balance	17

Attendance Daily:

Monday	Tuesday	Wed.	Thurs	Friday
134	176	110	117	172

MONTHLY ATTENDANCE

709

NOTE: The month of February had many snow days (closings and delays) and ice. Many did not come out in this weather.

UPCOMING EVENTS:

- Free Photo sort session w/ LT ABC of Photo Organizing March 19
- Battle of the Bulge presentation/speaker @ Redding Senior Center March 25
- Income tax asst. (ongoing)
- Inter-generational Ukelele Workshop w/ Healing Newtown April 7-May 26
- Sounds of Springtime w/ entertainer Billy Michaels on April 10
- TRIAD "SAFE-TEA" May 2
- Annual Mother's Day Tea May 6
- Matter of Balance (fall prevention) program May 28-June 23

Upcoming Trips:

- Boston Flower & Garden Show in Boston March 14, 2014
- Mohegan Sun April 8
- Eastern Caribbean Cruise on Norwegian Gem April 23-May 2
- 5 night Bermuda Cruise May 3-8
- Mary Poppins @ Westchester Broadway Dinner Theatre May 8
- Boothbay, Maine May 28-30
- Mackinac Island July 15-22
- Transatlantic Cruise from London to Boston August 30 – Sept 14

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

*** Monday appointments are now all filled up. Appointments are 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.

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

The questionnaire that was put out this month....so far only 20 came back. We are waiting till the end of this month to compile the info.

- The annual St Patty's Day luncheon was a success. I cooked a fish luncheon for 32 members (Fish on Friday during Lent....Monday 28 for corn beef and cabbage)
- The first of monthly "tea and conversation" afternoon with Pat Llodra and the senior members went very well on Monday March 10th. Approximately 34 attended. All liked the info on the Community Center.
- With Healing Newtown we've collaborated on an 8 week inter-generational Ukulele 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. The cost is \$75 pp
- 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 Annual Mother's Day Tea and Bingo on May 6 I would like to use funds from the gift account for the special refreshments as in previous years. (I order petit fours from Swiss Colony and the tea sandwiches etc and dipped strawberries I prepare)*

- We have 3 students from the IT dept. at the High school who will volunteer this Spring/Summer to teach the seniors on their iPads, Notebooks, and iPhone etc.
- Genealogy program in the works for the Spring
- I will be hosting A MATTER OF BALANCE 4 week program starting May 28 which is a grant that the nursing students at Fairfield University have acquired and will facilitate.
- I have had many appointments with family members of clients who need info on assistant living/adult day care and or home health aides etc. Met w/ Ann P several times and Officer McCarthy on mutual clients whom have been scammed. One was the other wasn't.

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

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

Marilyn



PAID CLASSES

DATE	DESCRIPTION	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	MONTHLY TOTAL
3	M S N O W						
4	T						
5	W						
6	TH						
7	F						
10	M						
11	T						
12	W						
13	TH						
14	F						
17	M						
18	T						
19	W						
20	TH						
21	F						
24	M						
25	T						
26	W						
27	TH						
28	F						
29	M						
30	T						
31	W						
MONDAY		134	176	110	117	172	709
TOTAL		134	176	110	117	172	709