

NEWTOWN COMMISSION ON AGING
Regular Meeting
Monday, December 16, 2019

NEWTOWN SENIOR CENTER
CENTER FOR ACTIVE LIVING
MULTIPURPOSE ROOM
8 SIMPSON STREET
NEWTOWN, CT 06470

MINUTES

PRESENT: Anna Wiedemann, Anne Rothstein, Barbara Bloom, John Boccuzzi, LeReine Frampton (5:07), Ruby Ryles, Curt Symes, Claire Theune, Larry Passaro. Alternate: Cris Carvalho Fadus.

ALSO PRESENT: Natalie Jackson, Director of the Department of Human Services, 4 public.

ABSENT: Bob Edwards, Joanne Albanesi.

CALL TO ORDER: Ms. Wiedemann called the meeting to order at 5:05 pm.

MS. THEUNE MADE A MOTION TO ADD AN AGENDA ITEM - CHANGE IN START TIME FOR COA MEETINGS FROM 5:00 PM TO 4:00 PM. SECOND BY MR. BOCCUZZI. ALL IN FAVOR. (9-0)

PUBLIC COMMENTS

Mary Maday – Ms. Maday said the holiday party was wonderful. She asked for a total number of memberships. Ms. Jackson noted 921 memberships.

APPROVAL OF MINUTES OF THE NOVEMBER 18, 2019 MEETING

MS. BLOOM MOVED TO ACCEPT THE MINUTES OF NOVEMBER 18, 2019 COMMISSION ON AGING MEETING. SECOND BY MR. PASSARO. ALL IN FAVOR. (9-0)

REPORTS

Chair Report

Ms. Wiedemann thanked everyone including Ms. Jackson for help on the holiday party yesterday. The bi-monthly meeting with the Newtown School Superintendent is postponed until January 3, 2020 at 10:00 am at the Board of Education office. Jennifer Faircloth has joined the Senior Center.
(ATTACHMENT)

Vice Chair

No report.

Treasurers Report

Ms. Bloom reviewed the Treasurer's report. (ATTACHMENT) MR. PASSARO MOVED TO FILE THE TREASURER'S REPORT FOR AUDIT. SECOND BY MS. FRAMPTON. Cameras discussed as a necessary safety item. Costs for holiday party covered.

Director of Human Services Report

Ms. Jackson reviewed the Department of Human Services report. (ATTACHMENT) January 7, 2020 is the rescheduled date for the Community Conversation on Aging for Western CT, hosted by Newtown. The Department of Human Services is now fully staffed. Ms. Jackson will schedule a meet and greet. Mr. Symes suggested a brochure for sharing that includes headshots of staff, with role and responsibility. Ms. Wiedemann will add My Senior Center to the agenda at the next meeting. Ms. Wiedemann suggested this could be part of the budget discussion with the First Selectman. Mr. Boccuzzi suggested collaboration with COA on budget. Ms. Jackson welcomed feedback on budget items.

COMMITTEE REPORTS

Grants

Ms. Rothstein made an appointment with the research librarian at the Booth Library, will share information with Ms. Bloom and Mr. Boccuzzi.

Resource Guide

Ms. Rothstein received bids for the Resource Guide, will go with lowest bid. Increase printed quantity for wider distribution. An anonymous donor to cover costs. Add Ms. Theune's name under the cover illustration.

Livable Community Update

Mr. Boccuzzi said the chore services is moving forward, waiting for follow up on home fit program.

Nominating committee

Ms. Theune reviewed the nominations for Commission On Aging, Ms. Wiedemann for Chair, Ms. Rothstein for Vice Chair, and Mr. Passaro for Treasurer. There were no other nominations.

By laws

Ms. Wiedemann reviewed changes and edits. (ATTACHMENT)

NEW BUSINESS

Approve Bylaws

MS. ROTHSTEIN MOVED TO ACCEPT THE BY LAWS. SECOND BY MS. FRAMPTON. ALL IN FAVOR. MOTION PASSES. (9-0)

Approve 2020 Meeting Calendar

MS. ROTHSTEIN MOVED TO ACCEPT THE 2020 COMMISSION ON AGING CALENDAR. Move to December 28 for the December 2020 meeting and have December, January, February meetings start at 4:00 pm, the meetings from March – November will start at 5:00 pm. SECOND BY MS. FRAMPTON. ALL IN FAVOR. MOTION PASSES (9-0) (ATTACHMENT)

Approve Holiday Party scholarship COA Gift Fund

MS. FRAMPTON MOVED TO PAY \$175.00 FOR TICKETS FOR HOLIDAY PARTY. SECOND BY MR. BOCCUZZI. ALL IN FAVOR. MOTION PASSES. (9-0)

Resource Guide Printing

MS. FRAMPTON MOVED TO PURCHASE 4,000 RESOURCE GUIDES IN AN AMOUNT NOT TO EXCEED \$2,080 PLUS SHIPPING. SECOND BY MS. BLOOM. ALL IN FAVOR. MOTION PASSES. (9-0)

Vote on New Slate for COA 2020 Officers

MS. FRAMPTON MOVED TO APPROVE MS. WIEDEMANN FOR CHAIR, MS. ROTHSTEIN FOR VICE CHAIR, AND MR. PASSARO FOR TREASURER. SECOND BY MS. BLOOM. ALL IN FAVOR. MOTION PASSES. (9-0).

MS. FRAMPTON MOVED TO APPROVE \$15.00 DIFFERENCE FOR THE SIGNS FOR THE BAZAAR. SECOND BY MS. BLOOM. ALL IN FAVOR. MOTION PASSES. (9-0)

ADJOURNMENT: THERE BEING NO FURTHER BUSINESS, MS. FRAMPTON MADE A MOTION TO ADJOURN AT 6:23 PM. SECOND BY MR. BOCCUZZI. ALL IN FAVOR. MOTION PASSES. (9-0)

Respectfully submitted,

June Sgobbo, Clerk

Attachments: Chair Report, Treasurer's Report, Department of Human Services COA Report, Senior Center Reports, Bylaws, 2020 COA Meeting Calendar.

Commission on Aging December 16, 2019 Chair Report

Our bi monthly meeting with the Superintendent has been postponed to January 3rd at 10am, at the BOE office. If you know someone who might be interested in joining us at these meetings, please let me know. We are continuing to work on intergeneration programs as well gathering and sharing information regarding the BOE Budget.

Please note that the WCAAA meeting has been moved to January 7 at 10:30. Our Senior Center is hosting. It would be great to have a number of COA members attend if you are able to. WCAAA will be discussing their new 3-year Strategic Plan. To reserve your seat, please contact Erin Soli at the State Unit on Aging at 860-424-5790.

The Holiday Party is this Sunday, December 15, 2019 at the Community Center from 1-4:00pm. I hope many of you are able to attend or drop by.

If you haven't met Jennifer Faircloth, stop by the Senior Center to introduce yourself. She has a warm and engaging smile and makes you feel welcome when you speak to her. She is a wonderful addition!

I am including the changes to the by-laws in my email to you all. Please take the time to review them. I would like us to discuss and possibly vote to approve these so that we can move into 2020 with new by-laws. Speaking of by-laws, you will notice a new committee on the Sub-committee list – Volunteer Policy/Handbook. We need to begin looking at dates for the sub-committees to start meeting on a regular basis.

However you celebrate, I wish you all a wonderful holiday as well as wishes for all to have a Happy and Healthy New Year. Thank you all for your help this past year. We moved into the new Senior Center, undertook manning the front desk, helped at the Food Pantry, helped at the Craft Fair, help at lunchtime and on and on. We could not have been as successful as we are without all of you (and the many members of the Senior Center!). I look forward to many more exciting happenings at the Senior Center!

Best regards, Anna

PS I will have copies of everything at our meeting on Monday

COA/SENIOR SERVICES GIFT FUND

| DATE | RECEIPTS/DISBURSEMENTS | C/D | C/R | FRANK KNOTTS TRUST FUND | BALANCE |
|------------|---|-------------|----------|----------------------------|-----------|
| 7/1/19 | Beginning Balance | | | | 59,111.31 |
| 7/11/2019 | Donation- Friends of Seniors T-4575 | | 2,500.00 | | 61,611.31 |
| 7/25/2019 | Qtrly Distribution - Knotts Trust T-5765 | | | 507.68 | 62,118.99 |
| 8/21/2019 | July P-Card- Best Buy-Samsung TV(2) | (1,604.96) | | | 60,514.03 |
| 8/21/2019 | July P-Card-The Sign Shoppe- Senior Center Main Lobby sign | (600.00) | | | 59,914.03 |
| 8/21/2019 | July P-Card- Belnick Retail- Senior Center chairs | (2,201.07) | | | 57,712.96 |
| 8/30/2019 | Ck #37514- Kinga Walsh- Reim for food for Ribbon Cutting | (512.00) * | | | 57,200.96 |
| 9/26/2019 | Ck #37808- Cris Carvalho Fadus- reim for Ping Pong Table | (175.00) | | | 57,025.96 |
| 10/4/2019 | Reclass to Community Center for AV equipment purchased | (10,000.00) | | | 47,025.96 |
| 10/21/2019 | Qtrly Distribution- Knotts Trust T-23487 | | | 507.68 | 47,533.64 |
| 11/7/2019 | Ck#38449- Diversified Printing Solutions- Signs for Bazaar | (140.00) ** | | | 47,393.64 |
| 11/7/2019 | Ck #38493- Mahard's Piano Services- Tuning of Piano | (295.00) | | | 47,098.64 |
| 11/7/2019 | Ck #38526- Ross M Gentile's Diversified- Moving Piano to CC | (500.00) | | | 46,598.64 |
| 11/15/2019 | Bazaar collections- T-27646 | | 3,246.32 | | 49,844.96 |
| 11/21/2019 | Ck #38771- WB Mason- New Furniture | (14,885.37) | | | 34,959.59 |
| | * Only \$500.00 was approved by COA | | | | |
| | **Only \$125.00 was approved by COA | | | | |
| | Pending | | | | |
| | Bulletin Bd | (106.22) | | | |
| | Easel | (59.20) | | | |
| | Shuffleboard | (120.64) | | | |
| | Rolling TV cart | (159.99) | | | |
| | | | | | 34,513.54 |
| | Still Pending? | | | | |
| | Shrubs & plants | (5,000.00) | | | |
| | Tables | (1,494.00) | | | |
| | Commercial Freezer | (1,199.00) | | | |
| | microphone & speaker | (300.00) | | | |
| | Oven Rack & sheet pans | (200.00) | | | |
| | | | | | 26,320.64 |

Department of Human Services: COA Report

December 16, 2019

This past weekend the Senior Center, COA, and FONS partnered to throw our holiday party in the new Community Center. The event was a wonderful success enjoyed by over 80 guests, with a delicious meal prepared by Full Bloom Catering and desserts generously donated from Bethel VNA, Regional Hospice, and Old Glory Days. Guests enjoyed socializing, dancing, and a chance to win incredible raffle prizes. Proceeds from the raffle, organized by FONS, will go directly to the new Chore Services program established through their organization. A special thank you to the party committee, the many volunteers and the Blooms for making our first holiday celebration in our new building such a special event.

Following a successful Annual Bazaar, the crafting crew is continuing to hold "pop up" stores at the Senior and Community Centers, selling their beautiful handmade items. All proceeds go back into the Senior Center so come by to do some holiday shopping and support the Center!

On January 7th we are hosting a Community Conversation on Aging for Western CT. This is rescheduled from the original date as a result of inclement weather. The State Unit on Aging (SUA) is writing a new three-year strategic plan encompassing services for older adults in Connecticut, with an emphasis on programs funded by the Older Americans Act. In order to ensure that the plan includes priorities important to older residents in the state, SUA is holding a series of community conversations at several locations. Please join us so your thoughts and visions for senior services in CT can be heard.

I am thrilled to report that as of this week the Department of Human Services will be fully staffed! We will be holding a meet and greet at the Senior Center to introduce community members to the full Department of Human Services team and provide an overview of roles. Stay tuned for a date and time to come out soon. In the meantime, please join me in welcoming Jennifer Faircloth to the Welcome Desk at the Senior Center. She joined us on December 9th and is a wonderful addition to our team!

Social Services Updates:

- **Energy Assistance:** applications for energy assistance continue. We will continue to take applications through May 2020. This calendar year we have completed 137 applications to date.
- **Habitat/Brushed with Kindness Program:** Social Services, Habitat, and the newly established FONS Chore Service are working together to identify needs and then partnering so that together we can utilize resources most effectively.
- **Holiday happenings:** On November 22nd Social Services helped distribute 72 Thanksgiving Baskets filled through sponsors to Woman in Newtown. Basket recipients were identified through Social Services and included 35 senior households. On December 14th Holiday Baskets were distributed to 62 households, filled through sponsors to the Newtown Fund, 38 of which were senior recipients.
- **Food Pantry:** thanks to the Newtown Police for their recent efforts in a food drive to benefit the Food Pantry leaving us well stocked as we approach the holidays. The Pantry remains open at Town Hall South on Mondays and Thursdays from 2:00-3:00. Social Services would like to acknowledge the time and commitment that COA members Anna Weideman, Larry Passaro, and Cris Fadus generously give to keep the Pantry running smoothly.

Submitted by:

Natalie

Natalie Jackson, Director

Event Statistics from 11/15/2019 to 12/15/2019

| Category | Duplicated | Unduplicated |
|----------------------------|-------------------|---------------------|
| F - Class/Workshop | 125 | 51 |
| F - Health Screenings | 6 | 6 |
| F - Health/Fitness | 669 | 148 |
| F - Rec./Entertain | 14 | 10 |
| F - Social Activity/Event | 266 | 93 |
| F - Socializing | 202 | 62 |
| F - Special Events | 13 | 12 |
| F - Special Groups | 62 | 37 |
| P - Nutrition | 127 | 33 |
| Total Event Signins | 1484 | 275 |

Event Occurrences from 11/15/2019 to 12/15/2019

| Category | Event | # of Event Hours Sci Unduplica No FOB | | | |
|---------------------------|------------------------------------|---------------------------------------|------------|------------|------------|
| F - Class/Workshop | Art in the Atrium | 4 | 8 | 9 | |
| | French Lessons | 3 | 3 | 8 | |
| | Knitting | 4 | 8 | 21 | |
| | Medicade/Medicare | 1 | 5 | 4 | |
| | SPANISH | 3 | 3 | 12 | |
| | Tech Troubleshooting | 4 | 4 | 3 | |
| | Total | 19 | 31 | 51 | |
| F - Health Screenings | Blood Pressure | 1 | 1 | 6 | |
| | Total | 1 | 1 | 6 | |
| F - Health/Fitness | Alzheimers Support Group | 1 | 1 | 2 | 3 |
| | Broadway Burn | 4 | 4 | 20 | |
| | Chair Pilates | 4 | 4 | 23 | |
| | Chair Yoga | 7 | 7 | 48 | |
| | Fitness Fury | 8 | 8 | 40 | |
| | Flex & Fit | 4 | 4 | 25 | |
| | LINE/COUNTRY DANCING | 4 | 4 | 21 | |
| | Morning Meditation | 4 | 4 | 8 | |
| | Qi Gong/Tai Chi | 4 | 4 | 16 | |
| | Strength training | 4 | 4 | 16 | |
| | video exercise 2 | 6 | 6 | 10 | |
| | Walking Club | 5 | 5 | 3 | |
| | Yoga | 10 | 10 | 39 | |
| | Zumba | 3 | 3 | 21 | |
| | Total | 68 | 68 | 148 | |
| F - Rec./Entertain | Canasta | 4 | 12 | 0 | |
| | Mah Jong | 4 | 11 | 6 | |
| | POOL | 11 | 77 | 4 | |
| | Total | 19 | 100 | 10 | |
| F - Social Activity/Event | Birthday celebration | 1 | 1 | 6 | |
| | Cards | 19 | 133 | 14 | |
| | Catch Phrase | 5 | 5 | 8 | |
| | Coffee with the first selectman | 1 | 1 | 7 | |
| | Craft | 8 | 16 | 13 | |
| | Lunch and Learn | 3 | 42 | 52 | 30 |
| | Newtown Police Officer | 1 | 1 | 4 | 2 |
| | Ping Pong | 3 | 3 | 2 | |
| | Poker | 4 | 12 | 7 | |
| | Puzzles | 18 | -90 | 8 | |
| | Quilting/Sewing | 4 | 16 | 7 | |
| | Total | 67 | 140 | 93 | |
| F - Socializing | .Socializing/Just Visiting | 21 | 189 | 62 | |
| | Total | 21 | 189 | 62 | |
| F - Special Events | Community Conversation with State | 1 | 1 | 2 | |
| | Glenn Miller Tour + NYC Train Tour | 1 | 6 | 2 | 17 |
| | Movie | 1 | 1 | 5 | 6 |
| | SPEAKER | 1 | 1 | 4 | 18 |
| | Total | 4 | 9 | 12 | |
| F - Special Groups | Choices Counsels | 1 | 1 | 2 | 3 |
| | Hot Topics | 4 | 4 | 15 | |
| | Men Breakfast Club | 1 | 1 | 4 | 2 |
| | Parkinson Support Group | 1 | 1 | 2 | 23 |
| | Social Services | 1 | 1 | 0 | |
| | Womens Discussion Group Chicker | 4 | 4 | 17 | |
| | Total | 12 | 12 | 37 | |
| P - Nutrition | Lunch | 15 | 15 | 33 | |
| | Total | 15 | 15 | 33 | |
| Grand Totals | | 226 | 565 | 275 | 104 |

**NEWTOWN COMMISSION ON AGING
SPECIAL MEETING MINUTES
MONDAY, NOVEMBER 18, 2019
NEWTOWN SENIOR CENTER
8 PRIMROSE STREET, NEWTOWN**

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

Present: Subcommittee members: Anna Wiedemann, Barbara Bloom and LeReine Frampton
Also in attendance, Larry Passaro, Bob Edwards and Curt Symes and 1 member of the public.

Meeting was called to order at 4:00pm

Discussion, corrections, deletions and additions to the current Commission on Aging Bylaws. A copy will be sent to the COA members prior to the December 16, 2019 meeting. Vote to accept changes will take place by the entire Commission at the December 16, 2019 meeting.

Meeting adjourned at 4:45pm

Respectfully submitted,
Anna Wiedemann

**BY-LAWS
COMMISSION ON AGING
TOWN OF NEWTOWN, CONNECTICUT**

**OCTOBER 17, 2016
DECEMBER 16, 2019**

PREAMBLE

We believe that Senior elderly (~~remove this persons residing in~~) of Newtown are important contributors to the Town's quality of life. We believe that a town, like a family, benefits greatly from the contributions of three generations of experience, insight, opinion and wisdom. To advance, protect and preserve these beliefs and benefits, we do hereby adopt these By-laws for the successful endeavors of the Town of Newtown's Commission on Aging and the Senior elderly residents of Newtown.

ARTICLE I - PURPOSE

The purpose of the Commission on Aging (hereinafter referred to as the Commission) is to:

- A. Research and identify the needs of the Senior elderly population in Newtown
- B. Assist as needed in development and coordination of programs. Remove the rest of the sentence and recommend for hiring, staff to meet those needs.
- C. Assist as needed for (remove Make applications) for grant(s) work to State and Federal governmental agencies and private sources to help finance such efforts provided approval for such applications is given in advance by the Board of Selectman and the Legislative Council, pursuant to the current Town Charter in effect.
- D. Prepare written opinions on the merits of programs for which grants are proposed.
- E. Act as agent for other federal, state and town boards, commissions, agencies or local private groups to carry out programs for the Senior elderly and aging in Newtown as from time to time are specifically authorized by such boards, commissions, agencies and groups.
- F. Create such Advisory, Standing or Ad-Hoc Committees as are necessary.
- G. Conduct such other activities as shall advance the needs, increase involvement and enhance the quality of life of the Senior elderly & aging persons' residing in the Town of Newtown.

In exercising its powers and carrying out its duties the Commission shall place primary (but not necessarily exclusive) emphasis on the needs of persons fifty-five sixty (60) (55) years of age or older.

ARTICLE II - MEMBERS OF THE COMMISSION

Section 1 - Membership

A. The Commission shall consist of nine Regular (9) members who shall serve for a (3) year term, beginning January 7th, provided such beginning date is consistent with the Town Charter. Membership terms shall begin and end on the dates specified on the Certificate of Appointment cards issued to each member by the Town of Newtown.

B. The Commission shall have three (3) Alternate members appointed for two (2) year terms beginning January 7th. Membership terms shall begin and end on the dates specified on the Certificate of Appointment cards issued to each member by the Town of Newtown. No more than two (2) Alternate members may be of the same political party.

1. The purpose of Alternates is to acquaint them with the work of the Commission and train them to fill vacancies of Regular members.

2. The Alternate members may vote, on a rotating basis, only in the absence of Regular members.

C. The Ex-officio member(s) of the Commission shall be the Director of Human Services. Remove remaining sentence. Senior Services, the Director of Social Services and/or the Municipal Agent for the Elderly.

Section 2 - Duties

A. The Commission shall establish and determine the general policies and guidelines for the endeavors and projects of the organization. The Commission shall act as a board, regularly convened, together with the Advisory, Standing or Ad Hoc Committees, and may adopt such rules and regulations for the conduct of their meetings as are deemed proper and which are not inconsistent with these By-laws. Members of the Commission shall be empowered, on selection by the Commission, to chair all Advisory, Standing or Ad-Hoc Committees, which may be set up to carry out established projects.

B. Upon agreement of the Commission, members who fail to fulfill Commission obligations shall be advised in writing that their names will be referred to the Board of Selectmen for any action they deem necessary as provided in the Newtown Charter.

ARTICLE III - OFFICERS AND CLERK

Section 1 - Officers

The officers of the Commission shall be a Chairman, a Vice Chairman, a Treasurer, and a Parliamentarian. (Remove Parliamentarian)

Section 2 - Election

A. The (A) Nominating Committee of three (3) members shall be appointed by the Commission at its Regular meeting in October December to draw up a slate of officers for the ensuing year, commencing January 7th. Remove and leave in last sentence only In the case of a vacancy or resignation of a Regular or Alternate member on the Commission, the Nominating Committee shall recommend for approval, with majority approval from the Commission, a nominee to the Board of Selectmen who will then act according to the provisions in the Town Charter. The Nominating Committee remains in effect for one year.

B. The slate of officers shall be presented to the full Commission at its regular meeting in November. Other nominations for officers may be made from the floor by any member at the November regular meeting. The Commission shall elect its officers for the ensuing year at its regular meeting in December.

C. Each officer shall be elected for a term of one year.

Section 3 - Duties

A. Chairman: The Chairman shall preside at all meetings; and cause to be called Regular meetings of the Commission. The Chairman or any two other members may call a Special meeting.

B. Vice-Chairman: The Vice Chairman shall be invested with the powers and responsibilities of the Chairman during the absence or inability of the Chairman to perform his/her duties as set forth in the By-laws. The Vice-Chairman shall coordinate all Advisory, Standing or Ad-Hoc Committees.

C. The Treasurer: shall present the monthly accounting of the Gift Fund (remove annual budget) to the Commission. (Remove; and will also prepare a monthly statement of income and expenditures.) In the absence of the Chairman or Vice Chairman, shall call the meeting to order.

(Remove this The treasurer together with the Executive Committee and the Director of Social Services, the Treasurer will prepare an annual budget for the Commission for approval.)

~~We can decide to either leave in or remove the following language: The Treasurer, together with the Executive Committee and the Director of Human Services will prepare an annual budget for the Commission for approval.~~

D. Parliamentarian: The Parliamentarian shall be well versed in Parliamentary procedure and shall attend all meetings of the Commission to assist with the proper conduct of meetings in concurrence with the By-Laws. **REMOVE THIS POSITION**

D. E. Clerk: The Clerk shall be hired by the Commission with funds furnished by the Town of Newtown. Such person shall make certain the list of dates for the Regular meetings for the ensuing year, are filed with the Town Clerk in accordance with FOIA (Freedom of Information Act) Regulations. The Clerk shall keep minutes of meetings and records, serve all notices for the Commission, and keep the Commission's official roll and ask for a roll call when required.

ARTICLE IV - MEETINGS

REMOVE ANNUAL MEETING – NOT NEEDED ACCORDING TO ROBERTS RULES OF ORDER

Section 1 - Annual Meeting

There shall be an Annual Meeting, in December, open to all residents of Newtown. At the Annual Meeting, the Commission shall:

- A. Open the floor to the public to discuss the goals and purposes of the Commission for the ensuing year.
- B. Review accomplishments for the preceding year.
- C. Adopt long and short range programs and goals for the coming year.
- D. Adopt/review by laws each December.
- E. Appoint a nominating committee that will be in effect for a year.

Section 2 1 - Regular Meetings

Regular Meetings of the Commission shall be held on the third Monday of each month unless otherwise designated by the Commission. The Clerk will present the Regular Meeting dates, in January, for the entire year and file with the Town Clerk in January.

Section 3 2 - Special Meetings

Special meetings of the Commission may be called at any time at the discretion of the Chairman or by petition of at least two (2) Regular members of the Commission. The

subject of the meeting shall be stated in the notice and no other business shall be considered at the meeting.

Section 4 3 - Quorum

At any meeting of the Commission a quorum shall consist of five (5) members of the Commission.

Section 5 4 - Voting

A quorum of those present and voting shall be required to carry a motion.

ARTICLE V - AMENDMENTS

These By-laws may be amended at any meeting of the Commission provided that legal notice of intention to amend them, together with the proposed amendment(s), shall be presented at the regular meeting at least one (1) month prior to voting. Passage of amendments requires an affirmative vote of five (5) Commission members.

REMOVE ARTICLE VI

ARTICLE VI - PARLIMENTARY AUTHORITY

Roberts Rules of Order, Newly Revised, shall govern this Commission in all cases wherein they do not conflict with these By-laws.

REMOVE ARTICLE VII

ARTICLE VII - PROFESSIONAL EMPLOYEES

Professional employees who are hired by the Commission, in concurrence with the Board of Selectmen to serve the elderly and aging of Newtown, shall be responsible to the Commission and to the Board of Selectmen. In conjunction with meeting with their Ad-Hoc Committees, they shall report on activities relating to their specified job descriptions at each regular meeting of the Commission. They are responsible for contacting a Commission member concerning current status or problems relative to their position.

ARTICLE VIII V1 - GIFT FUND ACCOUNT

Pursuant to Ordinance #52, funds available to the Commission on Aging, from a specific gift or bequest, shall be placed in the custody of the Treasurer of the Town of Newtown, which shall be known as the Commission on Aging Fund and shall be kept separate and distinct from all other Town accounts. Gifts or bequests shall be identified for a specific use. Disbursements from the Newtown Commission on Aging Fund shall be made on order of the Commission on Aging only and upon a majority vote of the Commission on Aging members, but not less than 4 (four) members, as if specified in the minutes (

remove for a special use, in accordance with the terms of the specific gift or bequest.
)REMOVE LAST 2 SENTENCES AND ADD IN "The COA must submit bills for payment to the Finance Department.

All checks drawn on the fund shall be signed by the Chairman and Treasurer of the Commission on Aging and counter signed by the Treasurer of the Town of Newtown.
(This Ordinance took effect January 21, 1995))

It should read: ARTICLE VI GIFT FUND ACCOUNT

Pursuant to Ordinance #52, funds available to the Commission, from a specific gift or bequest, shall be placed in custody of the Treasurer of the Town of Newtown which shall be known as the Commission on Aging Gift Fund and shall be kept separate and distinct from all other Town accounts. Gifts or bequests shall be identified for a specific use. Disbursements from the Netown Commission on Aging Gift Fund shall be made on order of the Commission on Aging only and upon a majority vote of the Commission members, but not less than 4 (four) members as specified in the minutes. The Director of Human Services must submit bills to the Finance Department for payment pursuant to the vote at a meeting which is reflected in the minutes.

Adopted October 17, 2016

Adopted December 16, 2019

NEWTOWN COMMISSION ON AGING

NEWTOWN SENIOR CENTER
CENTER FOR ACTIVE LIVING
MULTIPURPOSE ROOM
8 SIMPSON STREET
NEWTOWN, CT 06470

COA Meeting Schedule for 2020

January 27, 2020 4:00 pm

February 24, 2020 4:00 pm

March 16, 2020 5:00 pm

April 20, 2020 5:00 pm

May 18, 2020 5:00 pm

June 15, 2020 5:00 pm

July 20, 2020 5:00 pm

August 17, 2020 5:00 pm

September 21, 2020 5:00 pm

October 19, 2020 5:00 pm

November 16, 2020 5:00 pm

December 28, 2020 4:00 pm

January 25, 2021 4:00 pm