

NEWTOWN COMMISSION ON AGING
Special Meeting
Thursday, February 27, 2020

NEWTOWN SENIOR CENTER
CENTER FOR ACTIVE LIVING
MULTIPURPOSE ROOM
8 Simpson Street, Newtown, CT 06470

THESE MINUTES ARE SUBJECT TO APPROVAL BY THE COMMISSION ON AGING

Present: Anna Wiedemann, Barbara Bloom, Joanne Albanesi, Ruby Ryles, Curt Symes, Larry Passaro, LeReine Frampton (4:21pm), John Boccuzzi (4:44pm), Alternate: Cris Carvalho Fadus

Absent: Anne Rothstein, Clair Theune, Bob Edwards

Also Present: Director of the Department of Human Services Natalie Jackson, First Selectman Dan Rosenthal, 4 members of the public

Public Comment – Mary Maday, 107 Haley Lane, Concerned that no one was at the BOF meeting was there supporting the budget. She assumed membership fees will stay the same and assumes that there are approximately 100 out of town members. She also expressed concerned as to why the bus not used more often and that some of the classes are over enrolled. No one is enforcing the no street shoe policy. She questioned the revenue from the holiday party; does that go into the town revenue stream or the COA gift fund?

Minutes – J. Albanesi moved to approve the minutes of the December 16, 2019 meeting. L. Passaro seconded, motion unanimously approved.

REPORTS

Chair – Attachment A

Vice Chair - NONE

Treasurer's Report –(Attachment B) L. Passaro reported that they approved \$5000 for land scaping but the actual cost was only \$900 so that is a considerable savings. There are items that were overspent, the biggest over run is the freezer that was \$615 over budget. Going forward before approving anything we need better estimates. The Finance Director has asked for checks to be made out to the Town of Newtown instead of Newtown Senior Center.

Director Of Human Services –(Attachment C) N. Jackson reported that they hit 1000 members which is such a huge accomplishment. Classes are very busy. They need to look at growing their programing in a sustainable. The spring fling is coming up. Swiping is still an issue as well as members signing up for what program they are taking. It is harder to track if they are not signing in. They are asking instructors for a headcount.

The Salvation Army Food pantry is closing. There is a resource guide letting people know about the transition.

L. Frampton questioned what they are doing to prepare for the Coronovirus. First Selectman Rosthenthal is speaking regularly with the Health District. There is a recent notification sent out

through news and announcements. All they can do is encourage hand washing and taking appropriate precaution for their families. It is still a containment approach. We are in a state of preparedness if this becomes larger.

Sub-Committee Reports

Grants - None

Volunteer/SC Handbook subcommittee – J. Albanesi reported that they met on Monday. They would like volunteers to be ambassadors for the Senior Center. Visitors will be able to walk around and the volunteers will be there for questions. Having name tags for commission members and volunteers will help designate them. Their next meeting is March 16th.

Resource Guide - None

Livable Community Update – B. Bloom reported they are working on home fit talks. They will be putting together a committee for talks around town. They are following the FFH meetings regarding housing. They are also following the updates on the transportation hub. J. Boccuzzi reported that they received a grant for an art program that will be benefiting both artists and novice. It will bring people together. There are two components, one is a written on and the other is a mosaic. They will bring the final product to the schools and use it to open up inter-generational communication starting in the 20/21 school year.

ByLaws – J. Albansi moved to approve the minutes of the February 24, 2020 subcommittee meeting minutes. A. Wiedemann seconded, motion unanimously approved.

NEW BUSINESS

Approve bylaws - L. Frampton move to approve the bylaws with the date correction (Attachment D). J. Albanesi seconded, motion unanimously approved.

The language classes are requesting a bulletin board for Studio 1 \$140.00 – L. Frampton moved to approve \$140 for a bulletin board for Studio 1. J. Albanesi seconded, motion unanimously approved.

Long folding tables-we need 4 more \$250.00 – L. Frampton moved to approve \$250 for 4 long folding tables. J. Albanesi seconded, motion unanimously approved.

My Senior Subscription and FOBS-\$1800 for My Senior yearly maintenance and \$181.40 for the FOBS – L. Frampton moved to approve \$1981.40 for My Senior Subscription and FOBS. J. Albanesi seconded. C. Symes suggested looking at advertising on My Senior for revenue. There were concerns regarding disruptiveness at check in. A. Wiedemann will look at it and how it will offset. Motion unanimously approved.

3 Shoe storage benches for outside the exercise room \$225 – L. Frampton moved to approve \$225 for 3 shoe storage benches. C. Symes seconded, motion unanimously approved.

Stool for kitchen & step stool \$150 – C. Symes moved to approve \$150 for OSHA approved stool and step stool to be used by staff only. L. Passaro seconded, motion unanimously approved.

Overage from prior motions \$729.76 – B. Bloom moved to approve \$729.76 overage from prior motions. J. Albanesi seconded. J. Boccuzzi expressed concern over spending too much out of the gift fund. There was money in that account when they needed the new van. They are slowing putting

themselves in the position where we don't have the flexibility. They need to evaluate the gift fund to make sure it is being spent with the proper intent. Motion unanimously approved.

4 clocks \$50 – C. Symes moved to approve \$50 for clocks. J. Boccuzzi seconded, motion unanimously approved.

OLD BUSINESS

Approve 2020 Meeting Calendar – N/A

Addition of subcommittee: Volunteer Policy/Handbook – N/A

Approve Holiday Party scholarship COA Gift Fund – N/A

Resource Guide printing – N/A

Vote on new slate for COE 2020 officers – N/A

Having no further business, the meeting was adjourned at 5:19pm.

Respectfully submitted

Arlene Miles, Clerk

Attachment A

Commission on Aging February 24, 2020 Chair Report

Just a reminder that we cannot engage with members of the public once the meeting has begun. I have moved the sheet to the top of the clipboard for people who have need for more information, questions or concerns.

We have a guest speaker, Ms. Fiona de Merrell, Director, Osher Lifelong Learning Institute (OLLI) at the University of Connecticut. I have her listed first on the agenda so that she can share her information with us regarding this program.

Please also join me in welcoming Ms. Jennifer Arnold who will be clerking our meetings going forward.

I had the privilege of attending the ribbon cutting ceremony at Church Hill Village. What an amazing facility. I really can't call it a facility. It's like someone's big, beautiful home. They have thought of everything that could make it truly feel like you are entering someone's home. I love that more than half the staff live in Newtown. The pride that all the staff showed was amazing. It truly was a labor of love and will continue to be a labor of love that will assist so many and make the residents and their families feel like extended family! If you haven't had a chance to see it, stop in and ask for a tour! They have already been such a wonderful asset to our community, having volunteered throughout town for several years, that I truly look forward to many more continued years of partnering.

At our Round Table last month, we discussed the Senior Center Code of Conduct and the volunteer and staff handbook. We have our first Subcommittee meeting to begin creating a Volunteer and Staff handbook on Monday, February 24, 2020 from 3-4 at the Senior Center. Also discussed at Round Table was to measure how long the inside (including the Community Center) and outside of the SC and CC are to allow for indoor walking and when the weather permits, outdoors as well. We also discussed the possibility of a "Sunshine or Care/Concerns" Committee. Often we notice members who had been regulars not attending. Or we've heard about a death, etc. Natalie and Corinne do a great job of reaching out. Perhaps this is something we can, once a volunteer handbook has been established, have volunteers take on. I know that often, folks don't want their information shared, and that will continue to be respected. The following people are on the Volunteer Policy/Handbook Committee – JoAnne Albanesi, Bob Edwards, Natalie Jackson and myself.

The information I picked up when the SC hosted the State Unit on Aging is on the clipboard. I've also included the newsletter. It was a great turnout. Lots of other Directors and those affiliated with different agencies sharing what they do for their communities. They discussed many things. The Senior Medicare Patrol program that helps educate and prevent fraud and abuse. The Ombudsman program, where folks are linked with advocates. Transportation is another item that many communities grapple with. Lots of information and lots of connections made that day.

We have moved January and February meetings to 4:00. Give some thought to moving the remainder of our meetings (March through December 2020) to 4:30pm.

Larry emailed me the Treasurer's report so that we can discuss voting on the overages which are listed on the bottom of the report. The amount is \$729.76 (not as I indicated \$739.76).

There was a great Lunch and Learn today about Stress and Anxiety. It was sponsored by Candlewood Valley who do a lot of programs at the SC. I put this on the clipboard as well.

You will notice I left cameras off the agenda. I spoke with Al Miles. He, Natalie and Matt will need to have a meeting to discuss the feasibility of camera placement and whether or not there are enough ports on the Community Center side to add cameras to our side of the building. If not, we will have to look into adding on the existing ports and purchasing the licensing that goes along with this. There are cameras out in front, one directly inside the lobby by the sliding doors. One right outside the lounge area that sees both ends of the hallway and one outside that is monitored by the EOC (Emergency Operating Center). All but the EOC camera are on Natalie's computer and can be added to other computers.

My Senior subscriptions and FOBS originated in the Gift Fund, but will be moved into the Director of Human Services budget after this year.

When we met with the Superintendent of schools last week, she discussed PEAC, which stands for Parent Educator Advisory Council. Last month students from Hawley were at the SC and shared their art while engaging with the Seniors. This week we had students from the Middle School come to the Senior Center to play pool, do puzzles and engage with the Seniors. Another item discussed at that meeting is diversity. The state has a new minority initiative for conversations that should be had around this topic. Dr. Derek Gay is being invited to the Convocation in August to discuss this subject. Dr. Rodrigue mentioned that the Resiliency Center is speaking to students going off to college regarding 12/14 because it is now in history books.

Please remember our meeting will begin at 4pm. As I mentioned, please give some thought to moving our meetings to 4:30 for the remainder of the year. I will have copies of the ByLaws, the minutes of December 16, 2019, the Treasurer's Report, my report and February's agenda for our meeting on Monday.

Have a nice weekend, Anna

COA/SENIOR SERVICES GIFT FUND

Approved/incurred expenses to be paid:
 Printing Resource Guide
 Landscapping
 Christmas Party Tickets

Oct P-Card- Amazon- Tables					
Ck #39178- Restaurant Equipement- Freezer	510.00	554.47	(44.47)		
Nov P-Card- Amazon- umbrella stand	1,199.00	1,814.94	(615.94)		
Nov P-Card- Amazon- Easel for classes	39.98	58.48	(18.50)		
Nov P-Card- Amazon- Easel for classes	59.80	73.38	(13.58)		
Nov P-Card- Amazon- Shuffleboard Set	106.22	114.82	(8.60)		
Dec P-Card- Amazon- TV Stand	120.64	135.73	(15.09)		
	159.99	161.64	(1.65)		
	2,695.63	3,425.46	(729.83)		

Attachment C
Department of Human Services: COA Report

February 24, 2020

Even in the midst of winter months the Senior Center and the Department of Human Services have been busy! Cold weather has not deterred our SC members. The Center is full of life....members are busy taking classes, manning the new "pop-up store", going on the sold-out tours, and attending speaker sessions, groups, intergenerational events, and lunch and learns...not to mention the nonstop action at the pool table. We are just a few members shy of hitting 1,000 members! 2020 is sure to be an exciting year.

We are now 8-months into settling into our new home. We continue to work through our own "punch list", both small (more clocks) and large (looking into adding a sink in our Studio 2). As we approach the new F/Y we are looking at ways to better monitor our revenue (membership renewals) and find new, creative ways to bring increased programming to our already bustling daily schedule. I have been hearing from members that events overlap due to the packed schedule and classes are crowded. As we continue to tweak our calendar I have to admit I'm very happy to have these challenges!

I look forward to attending this year's *Spring Fling*, on May 15th at Newtown High School, in partnership with Parks and Recreation and the Community Center. I hope the members of the COA and many, many of Newtown's seniors join us for this wonderful event. When you receive the next edition of the SC Newsletter please take note of the services/resource section, which includes information about FONS' Chore Service and the AARP free tax service. I hope you all will join me in getting the word out to all seniors in Newtown about the important and helpful information we capture here.

On February 19th the DHS held its' first *Meet & Greet* at Nunnawauk's association meeting. We enjoyed sharing information about what our department does, who we each are, and where to find us in our offices at Fairfield Hill. Please see the attached DHS organization chart for reference. We look forward to our next opportunity to host a *Meet & Greet* at the Senior Center on March 30th at 10 am. We hope to have many community members interested in learning more about the DHS join us.

Social Services Updates:

- **Energy Assistance:** applications for energy assistance continue. We will continue to take applications through May 1, 2020. This calendar year we have completed 151 applications to date.
- **Holiday happenings:** This past holiday season we helped distribute 72 Thanksgiving Baskets, filled through sponsors to Woman in Newtown (WIN). Basket recipients were identified through Social Services and included 35 senior households. In December Holiday Baskets were distributed to 62 households, filled through sponsors to the Newtown Fund, 38 of which were senior recipients. We are now preparing for the Easter basket program with WIN. This year, due to a successful year of donations, they are extending the program to include pets who reside with caretakers who would benefit from receiving food for their pet.
- **Food Pantry:** As announced in the 2/14/2020 edition of The Bee we have finalized plans around closing the Salvation Army Newtown Food Pantry. We are optimistic that with the Town promoting FAITH Food Pantry and our ability to focus more deeply on other critical needs, such as housing and energy assistance, we will be able to more effectively meet needs. I have included the *Guide to Food Resources* we have created with my report. Please also see the article in The Bee for more information:
<https://www.newtownbee.com/02172020/have-faith-two-local-food-pantries-becoming-one-in-march/?q=Food%20Pantry>

Submitted by:

Natalie Jackson, LCSW

Director of Human Services

Event Occurrences from 01/24/2020 to 02/24/2020

Category	Event	# of Events	Hours Scheduled	Unduplicated	NO FOB
F - Class/Workshop	Art Class	3	6	15	Combined #. renamed due to new building
	Art in the Atrium	1	2	9	
	French Lessons	4	28	8	
	Italian	2	2	9	
	Italian Class	3	3	10	
	Knitting	5	10	19	
	Medicaid/Medicare	1	1	5	
	SPANISH	3	3	14	
	Tech Troubleshooting	4	4	6	
	Yoga	1	1	20	Classes average 20+ (up to 35+). Should be approx. 160
	Total	27	60	83	
F - Health Screenings	Blood Pressure	1	1	7	
	Total	1	1	7	
F - Health/Fitness	Alzheimers Support Gr	1	1	3	2
	Broadway Burn	4	4	19	Classes average 10+. Should be approx. 40+
	Chair Pilates	4	4	21	
	Chair Yoga	8	8	63	Classes average 25+. Should be approx. 100+
	Fitness Fury	9	9	44	Classes average 20 per class. Should be approx. 80
	Flex & Fit	5	5	30	
	Line/Country Dancing	5	5	26	Classes average 20+. Should be approx. 80+
	Morning Meditation	4	4	11	
	Qi Gong/Tai Chi	4	4	24	
	Reiki	1	1	5	
	Strength training	3	3	14	
	video exercise 2	9	6	15	
	yoga	8	8	46	Yoga entered under 2 categories has been cleaned up- see estimate above
	Zumba	4	4	23	Classes average 20+. Should be approx. 80+
	Total	69	66	174	
F - Off Site Excursions	Glass Blowing Tour	1	7	11	6
	Total	1	7	11	

F - Rec./Entertain									
Canasta	7	21	5	9					
Mah Jong	2	2	3	8					
Mah Jongg	2	2	5	This category has been combined/cleaned up					
POOL	22	154	15	Average 2-6 members daily playing. This is not accurate.					
Total	33	179	28						
F - Social Activity/Event									
Birthday Celebration	1	1	3	17+					
Cards	18	125	22						
Catch Phrase	4	4	11	13 est.					
Coffee & Conversation	1	1	5	This category has been combined/cleaned up					
Coffee with the first self	1	0	12	15+					
Craft	3	5	11	This category has been combined/cleaned up					
Crafts	6	-1	10						
Lunch and Learn	5	44	67	10+					
Ping Pong	9	9	5						
Poker	4	12	6	18+					
Puzzles	22	154	9						
Quitting/Sewing	5	20	7						
Total	79	374	105						
F - Socializing									
.Socializing/Just Visiting	21	189	84	This category has been combined/cleaned up					
Socializing & Visiting	1	9	15						
Total	22	198	85						
F - Special Events									
Movie	3	3	6	5					
Outpatient Lymphedem	1	1	6						
SPEAKER	3	3	30						
Total	7	7	34						
F - Special Groups									
Book Club	1	1	8						
Hot Topics	4	4	12						
Inter generational Progi	1	1	1	At least 20 members participated as students moved around the SC					
Men Breakfast Club	1	1	7						
Parkinson Support Gro	1	1	3	0- cancelled due to Holiday					
Social Services	1	1	0						
State Rep	1	1	6						
Taxes	3	-36	5	30					
Womens Discussion Gr	5	5	19						
Total	18	-21	45						

People that were active between 01/24/2020 and 02/24/2020

Age Range	Count	Percent
Ages 55-59	7	2.2%
Ages 60-64	24	7.5%
Ages 65-69	66	20.5%
Ages 70-74	72	22.4%
Ages 75-79	62	19.3%
Ages 80-84	39	12.1%
Ages Below 55	3	0.9%
Ages Over 85	49	15.2%
Unknown	1	0.3%
Totals	323	100%

**Increased from 276 December 2019 report

***TOTAL Members: as of 2/25/2020 1,000

Event Statistics from 01/24/2020 to 02/24/2020

Category	Duplicated	Unduplicated
F - Class/Workshop	213	83
F - Health Screenings	7	7
F - Health/Fitness	961	174
F - Off Site Excursions	11	11
F - Rec./Entertain	133	28
F - Social Activity/Event	397	105
F - Socializing	324	85
F - Special Events	49	35
F - Special Groups	110	45
P - Nutrition	174	34
Total Event Signins	2379	322
<i>** Up from 275 12/19 report</i>		



TOWN OF NEWTOWN

DEPARTMENT OF HUMAN SERVICES

Guide to Food Access in Newtown Area

Food Pantries

1. F.A.I.T.H Food Pantry

46 Church Hill Road Newtown, CT 06470 / 203-426-5604

Open: Tuesday mornings 9:30-11:30am and Thursday 6-7:30pm

Eligibility: Individuals and families living in Newtown

Frequency of Visits: Once a month

Documents needed: 2 forms of ID showing a Newtown address to register

A generous supply of items are provided during the visit. Helps with food and toiletries.

<http://www.newtownfoodpantry.org/>

2. Daily Bread Food Pantry

25 West Street Danbury, CT 06810 / 203-748-3561

Open: Monday & Friday, 10:00-11:30am

Eligibility: Anyone

Documents needed: Photo ID with a current address or any ID with a piece of mail with current address

Frequency of Visits: Once a month

OPEN TO NEWTOWN RESIDENTS

3. Purple Heart Ministries Food Pantry

30 Elm Street Danbury, CT 06810 / 203-947-2141

Open: Wednesday, 2:00-4:00pm

Eligibility: Anyone

Documents Needed: None

Frequency of visits: Unrestricted

(Typically only has non-perishable food. Call in advance please so they can accommodate requests/needs).

OPEN TO NEWTOWN RESIDENTS

4. The Salvation Army Emergency Assistance Food Pantry

15 Foster Street Danbury, CT 06810 / 203-792-7505

Open: Wednesdays, 10:00-11:15am & 1:00pm-3:30pm

Eligibility: Residents of Greater Danbury

Documents needed: Photo ID, proof of address, number of people in household.

Frequency of visits: Once a month

OPEN TO NEWTOWN RESIDENTS IF LOCAL PANTRY CAN'T ACCOMMODATE THEM, BUT THEY REFER PEOPLE TO THEIR LOCAL FOOD PANTRY IF AVAILABLE

5. Association of Religious Communities

24 Delay Street Danbury, CT 06810
(Behind Family Dollar / 203-792-9450
Open: 2nd and 4th Friday of each month.
Numbers distributed at 10:30am
Eligibility: Anyone
Documents needed: None
Frequency of Visits: Unrestricted

6. Community Action Agency of Western CT

10 Aaron Samuels Blvd., Danbury, CT 06810
203-744-4700 ext 105
Open: Thursdays, 1:00pm -4:00pm
Eligibility: Individuals/families below 235% of Federal Poverty Limit
Documents needed: Photo ID, income verification
Frequency of Visits: Once a month

7. Victory Christian Center Food Pantry

23 Eden Drive Danbury, CT 06810
203-778-4444
Open: Every Monday, 5:00-7:00pm
Eligibility: Anyone in Greater Danbury.
Documents needed: Photo ID with address verification
Frequency of Visits: Unrestricted

Mobile Food Pantries

Mobile Food Pantries provide fresh produce and dairy products, as well as shelf-stable foods. Eligibility: Anyone.
Documents needed: None. Frequency of visits: Unrestricted.

1. New Hope Baptist Church (CT Food Bank) 10 Aaron Samuels Blvd., Danbury, CT 203-748-5461 Open: 2nd Wednesday of the month 9:30-10:30 am (numbers given as early as 8 am)
2. Rogers Park Middle School (CT Food Bank) 21 Memorial Drive, Danbury, CT Open: 3rd Thursday of the month 4:30-5:30pm
3. Walnut Hill Church (CT Food Bank) 156 Walnut Hill Rd., Bethel, CT 203-297-6307 Open: 4th Thursday of the month 5:30-6:30 pm (numbers given at 4:30 pm)
4. Southbury Senior Center (CT Food Bank) 561 Main Street South, Southbury, CT 203-469-5000 Open: 3rd Friday of the month 10am-11am

For all mobile food pantries and the schedule see link below:

<http://www.ctfoodbank.org/get-help/connecticut-food-banks-mobile-pantry-schedule/>

Congregate Meal Sites

Dorothy Day House of Hospitality

11 Spring St., Danbury, CT 06810 / 203-743-7988

Open: Daily, 3:15-4:45 pm

Eligibility: Anyone.

Required documents: None.

Frequency of visits: Unrestricted

Catholic Charities Morning Glory Program

11 Spring St., Danbury, CT / 203-349-2428

Open: 7 days a week, 6:30-9:00am

Eligibility: Anyone.

Documents needed: None.

Frequency of visits: Unrestricted.

Food: Prepared hot breakfast & cold cereal.

Loaves and Fishes Hospitality House of New Milford

The Richmond Center (Basement)

40 Main Street New Milford, CT 06776 / 860-350-6612

Eligibility: Anyone

Required documents: None

Frequency of visits: Unrestricted

Farmer's Markets

City Center Danbury Farmers' Market

Danbury Green, Delay St., Danbury, CT

203-791-1711

Free parking at Patriot Garage

Open: Saturday, 10 am—2 pm; 22nd of June to 19th of October (except July 20 and September 7), 2019

Eligibility: Open to all.

Accepts SNAP, WIC, Senior, Veterans, Family FMNP and ALICE Vouchers. Provides up to \$1 for \$1 match for SNAP, (unlimited), up to \$9 match for WIC and Senior Farmer Market Nutrition Program vouchers

Documents needed: Proof of veteran status for veteran discount

Frequency of visits: Unrestricted.

Food: Fresh, local

Please note that there are other neighboring Farmer's Markets including Bethel and Monroe.

Other Helpful Links

Danbury Food Collaborative Link

<https://www.uwwesternct.org/danburyfoodcollaborative>

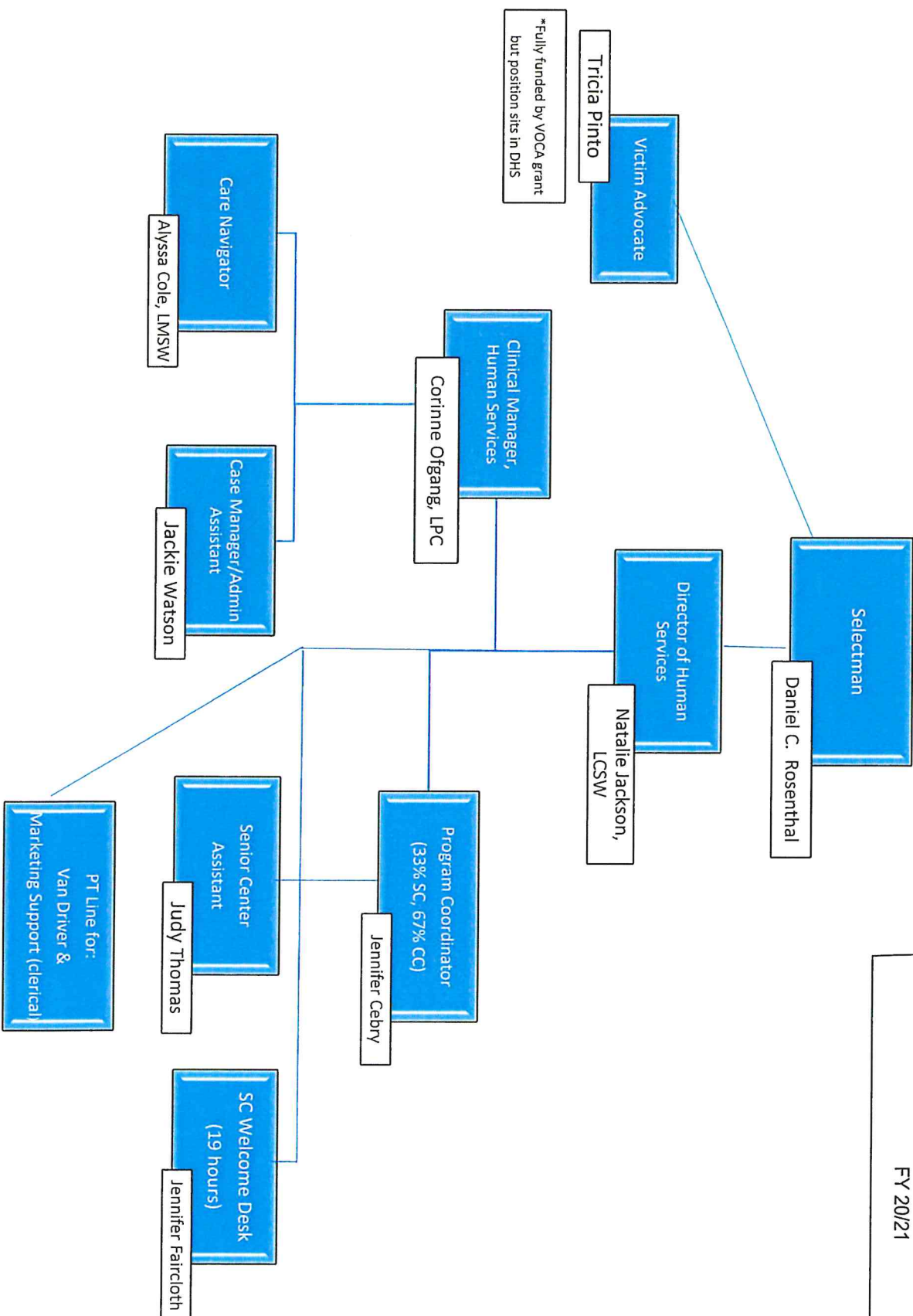
A Guide to accessing food in the Danbury Area:

<https://www.uwwesternct.org/sites/uwwesternct.org/files/UWWC/files-pdfs/DanburyFoodGuide-Eng-1.8.2020.pdf>



Department of Human Services

FY 2021



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

JANUARY 27, 2020

PREAMBLE

We believe that Senior persons 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 several 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 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 population in Newtown.
- B. Assist as needed in development and coordination of Programs.
- C. Assist as needed for grants work to State and Federal agencies and private sources, 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 Senior persons 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 Senior 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 (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. Appointive boards required by this Charter or hereafter created by ordinance other than the Board of Fire Commissioners and the Board of Ethics may, in their discretion, appoint associate members, with voice but without vote, for terms no longer than the terms of members of the appointing board.

1. The First Selectman and the Director of Human Services will Act as Ex-Officio members of the Commission.

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 and a Treasurer.

Section 2 - Election

A. The Nominating Committee of three (3) members shall be appointed by the Commission at its Regular meeting in October to draw up a slate of officers for the ensuing year, commencing January 7th. 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 Regular 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 to the Commission. In the absence of the Chairman or Vice Chairman, shall call the meeting to order.

D. 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

Section 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 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 3 - Quorum

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

Section 4 - Voting

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

ARTICLE V - 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 specified in the minutes. The Director of Human Services must submit bills to the Town Finance Department for payment pursuant to the vote at a meeting which is reflected in the minutes.

Adopted January 27, 2020