

Waterford Senior Citizens Regular Meeting Minutes
February 23, 2016
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Members Present: Carol Sanders, Joyce Vlaun, Anita Collins, Elizabeth Bresser, Alan Metivier,
Dina Lopes (4:04 pm)

Absent: Kathleen McNamara, Ruth Auwood

Also present: Sally Ritchie, Director of Senior Services
Ellen Fougere, Assistant Director

RECEIVED FOR RECORD
WATERFORD, CT
16 FEB 25 PM 12:58
TEST: *Carol Sanders*
TOWN CLERK

- I. Call to order: Chairlady Sanders called the Waterford Senior Citizens Commission Regular Meeting of February 23, 2016 to order at 4:01 p.m.
- II. Establish a Quorum. A quorum was established.
- III. Public Comment – None
- IV. Approval of the minutes of December 8, 2015. Ms. Sanders asked for additions, corrections or deletions to the December 8, 2015 meeting minutes.
MOTION: Motion made by Joyce Vlaun, seconded by Alan Metivier to approve the Special Meeting Minutes of December 8, 2015 as presented.
VOTE: 4-0-1 (Anita Collins abstained) Motion passed
- V. Correspondence
12-11-15 - Crossroads Presbyterian Church
Various outgoing letters of thanks
- VI. Committee Reports
 - a. Budget – Board of Finance Hearing – March 9, 2016 at 7 p.m.
 - b. Nominating Committee – Three commission members' terms will expire in April. Discussion followed.
 - c. Transportation Sub-Committee – No report.
 - d. Planned Giving – Karen Menzies will be new chairperson for Mural Wall Committee. Discussion on various contact ideas.

- VII. Director/Assistant Director Report for December 2015 & January 2016 and February 2016 (See attached)
- VIII. New Business
 - a. Discussion on new program through grant funding with Title III funds through Senior Resources. Sally Ritchie will be completing application for the grant as well as observing a similar program in another town.
- IX. Other Business
 - a. Update on ACBL Duplicate Bridge Club Program. Program is back and running smoothly.
- X. Adjournment

MOTION: Dina Lopes moved to adjourn the February 23, 2016 Regular Meeting of the Senior Citizens Commission at 4:44 p.m. Seconded by Elizabeth Bresser. (6-0-0) Unanimous.

Respectfully submitted,



Donna F. Payne
Recording Secretary



TO: Senior Citizens Commission

FROM: Sally B. Ritchie *SBR*
Director of Senior Services

Ellen Fougere *EF*
Assistant Director Senior Services

RE: Senior Services Department Activity Report for December 2015 & January 2016

DATE: January 26, 2016

Completed Projects:

- Number of one-on-one office visits/extended phone visits for issues that are not exclusively for Rent Rebate, Energy Assistance or Medicare Open Enrollment/Part D. November 17, 2015 – January 26, 2016. 54 S. Ritchie/ 52 E. Fougere. Total Number of *Home Visits* conducted in December/January: 2 SBR 2 EF on own 2 EF and SBR together New Client Home Visits: 5.

Of the total number of office and phone visits that were conducted, 0 SBR and 3 EF, were with individuals under the age of 60 (CHOICES and SNAP). Elderly Protective Services referrals /consultations – 1.
- Continuing to take Energy Assistance Applications. As of 1/25/16, 146 applications have been sent to TVCCA.
- Open Enrollment for Medicare was held from 10/15/15 to 12/7/15. We met with 115 individuals during the open enrollment period.
- The Recreation & Parks Department held a youth baking class that made and packaged 25 dozen holiday cookies. The cookies were delivered to our MOW clients.
- SBR & EF delivered MOW along with quilts made by the Waterford Senior Quilters to 12 senior residents right before the holiday. In total, 22 quilts were delivered to the MOW clients.
- Distributed food and fresh fruit donated by the Department of Transportation as well as some gifts and candy to 8 senior households.

- E. Fougere attended the Personnel Review Board meeting on 1/11/16 to ask for approval for a new position of ACBL Program Director. Position approved. New ACBL director to begin 1/25/16.
- Submitted Capital Improvement Plan Request for ADA Funding for corrections to Town Hall.
- S. Ritchie attended the United Way Energy Assistance Forum on 11/19/15.
- The staff had a "Celebrate Stanley" get together on 11/25/15 to honor the retirement of Stanley Kaczmarek, a long time Meals on Wheels driver.
- Jordan Firehouse Toy Drive collection held in the in the lobby from 12/1-12/16/15.
- Greens Workshop held on 12/2/15. There were two sessions with a total of 30 participants.
- "Meet the Chief" event held on 12/4/15. 25 attended. Emergency Mgmt. KI Distribution-10
- Holiday Luncheon held on 12/16/15. We had great help from a group of Waterford Home Depot managers serving and cleaning during the luncheon. 97 attended.
- Get Out of the House group dined at Olive Garden in December 18 attended. They dined at Longhorn Steak House on 1/21/16-15 attended.
- Recreation & Parks Youth Cooking Class Luncheon held on 12/31/15 to celebrate New Years' Eve. 44 people attended.
- Art Class began 1/8/16. 7 enrolled in the 8 week session.
- S. Ritchie & E. Fougere attended CHOICES training in Norwich on 1/14/16.
- WSS Deli Luncheon held on 1/20/16. 37 attended.
- S.Ritchie & G. Beckham attended "Sensitivity Training/Creating a Respectful Workplace" on 1/20/16. Other staff members will attend a session scheduled February.
- AARP Tax Preparation is starting 2/2/16. Appointments will be held on Tuesdays & Fridays from 9 am to 1 pm. Senior Services started taking appointments on 1/21/16.
- Board of Selectmen approved the Senior Citizens Commission's budget on 1/21/16. Final approval by the Board of Selectmen 2/4/16.

Programs/Projects in Planning:

- *Valentine's Day Luncheon 2/10/16*
- *Program Registration for next session begins 2/12/16*
- *St. Pat's Day Luncheon 3/16/16*
- *Ledgelight Diabetes Self- Management Class begins 3/30/16*
- *Working on 2016 trip line up with East Lyme & Lymes' Senior Centers.*



TO: Senior Citizens Commission

FROM: Sally B. Ritchie *SBR*
Director of Senior Services

Ellen Fougere *EF*
Assistant Director Senior Services

RE: Senior Services Department Activity Report for February 2016

DATE: February 23, 2106

Completed Projects:

- Number of one-on-one office visits/extended phone visits for issues that are not exclusively for Rent Rebate, Energy Assistance or Medicare Open Enrollment/Part D. January 26-February 22, 2016. **22** S. Ritchie/**29** E. Fougere. Total Number of *Home Visits* conducted in February: 1 SBR and 1 EF on own. New Client Home Visits: 2.
- Expanded the use of existing software program to include reporting and notes on individual appointments. New reports are included for your review.

Of the total number of office and phone visits that were conducted, 2 SBR and 0 EF, were with individuals under the age of 60 (CHOICES and SNAP). Elderly Protective Services referrals /consultations – 1.

- Continuing to take Energy Assistance Applications. As of 2/22/16, 156 applications have been sent to TVCCA.
- Get Out of the House group dined at the Outback on 2/18/16 - 14 attended.
- AARP Tax Preparation started on 2/2/16 on Tuesdays & Fridays from 9 am to 1 pm. At this time, all appointment times are taken.
- Tech Tuesdays program with a Waterford High School student available for one-on-one appointments for smart phone & tablet instruction.
- Board of Selectmen approved the Senior Citizens Commission's budget at their final budget review on 2/4/16. The Board of Finance will review the budget on 3/9/16 at 7 pm.
- Valentine's Day Luncheon held on 2/11/16. 77 attended.
- SBR attended a warming shelter/cold weather meeting with Emergency Management Director, First Selectman, and D. Gorman.

- SBR met with Roz Rubinstein to discuss the *Books on Wheels* program. In collaboration with the Waterford Public Library, we will launch the program in May to celebrate Older Americans Month.
- Planning for "No Program Week" in June. Gym floors and dance room floors to be sanded and sealed. Interior painting of rooms and hallways at the Community Center. Considering changes to the fitness room.
- BOE working with CC staff to change can light fixtures to LED bulb units, replace ballasts, correct exterior lighting problems, plan for gym and dance room floor refinishing in June, replace stained ceiling tiles, and reorganize all storage closets. Also met with Fire Marshal to review emergency light replacement plan at CC.
- Program Registration for next session began 2/12/16. To date, there have been 177 class registrations.
- Staff members attended second session of Sensitivity Training on 2/3/16.
- Updated informational handouts on Geriatric Assessments as well as referrals for individuals under 60 for healthcare and financial assistance.
- Met with a technician from Eastern Electronic Service to trouble shoot the sound system and to determine the equipment necessary to install compatible personal listening devices.
- SBR met with representatives of E. Lyme, Groton, Bozrah, Preston, and ECTC in preparation for applying for the Municipal Transportation Grant on 2/18/16. Started the application.
- SBR and EF contacted Senior Center staff in Colchester to discuss a memory program that they conduct three days per week. A visit to observe the program will take place in the next two weeks. Considering applying through Senior Resources Grant for Older Americans Act Federal Fiscal Year 2017 funding to run this program. Matching funds are required for this grant.
- Requesting approval for disposal of some old furnishings and equipment that is no longer used.
- SBR ADA activities: exterior signage at Town Hall and accessible voting.

Programs/Projects in Planning:

- *Knee & Hip Pain educational seminar 3/8/16*
- *Board of Finance budget review 3/9/16 at 7 pm*
- *St. Pat's Day Luncheon 3/16/16*
- *Ledge Light Diabetes Self- Management Class begins 3/30/16*
- *Working on 2016 trip line up with East Lyme & Lymes' Senior Centers.*
- *April Showers Luncheon 4/6/16*
- *Waterford Women's Club co-sponsored program with Trombone Quartet from ECSO 4/27/16*
- *Dinner & a Show 5/5/16*
- *Waterford Senior Services Annual Picnic 6/15/16*