



# COMMISSION ON AGING

Clifford J. Hurgin Municipal Center, 1 School Street  
Bethel, Connecticut 06801 Telephone: (203) 792-3048

The meeting of the Commission on Aging for March 10, 2014 was called to order at 2:34 p.m. by Chairman Al Barney.

Members present: Commissioners Al Barney, Mary Menti, Barbara Negri, Judy Novachek and Municipal Agent/Director Lisa Plumb.

**Minutes from the meeting of February 10, 2014:** Distributed. A motion to accept the report was made by Commissioner Negri and was seconded by Chairman Barney. All were in favor.

**Municipal Agent's Report:** Distributed by Municipal Agent Lisa Plumb. A motion to accept the report as read was made by Treasurer Novachek and seconded by Commissioner Menti. All were in favor.

**Director's Report:** Distributed by Director Lisa Plumb. A motion to accept the report as read was made by Treasurer Novachek and seconded by Commissioner Negri. All were in favor.

**Treasurer's Report:** Distributed by Treasurer Novachek. A motion to accept the report was made by Chairman Barney and seconded by Commissioner Menti. All were in favor.

**Old Business:** Director Plumb stated that Assistant Director Decker has been "a God send, we have gotten more done the past two weeks with her here, we're just movin' and grooving, so it's really been great to catch up on things that really have been piling up."

Mailing of the newsletter with Bethel money to people out of town was discussed. Director Plumb stated that she would like to wait until the newsletter is on line to address the issue further.

Regarding the FISH Program, Treasurer Novachek asked Director Plumb if she spoke to First Selectman Knickerbocker about adding a telephone line. Director Plumb stated "no". Treasurer Novachek stated that she has done some research and the extra line would be for the incoming calls. The person in charge of the drivers for the month would be taking the phone calls.

Chairman Barney inquired about the Outreach Program. Director Plumb stated that nothing has been done at this time.

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TOWN OF BETHEL  
TOWN CLERK

**Page Two of Two**

**New Business:** Director Plumb did a study on the Senior Center's vendors (instructors) and the fees that were paid over the past year. She stated that every class should self-sustain itself. A lengthy discussion regarding that report ensued.

Also, there was a discussion regarding what the Bethel High School volunteers do for the Senior Center. Director Plumb stated that they do many things, such as painting, cleaning, organizing, whatever is needed that week. "They've been great, it's extra hands. They reorganize the gift shop occasionally for me, they go to the Bethel Library to exchange the books that are in the book loan system, they organize the craft room, they painted all the black tables in the hallway," etc.

Chairman Barney announced that Recording Secretary Kay Visconti has been appointed to the Commission on Aging for a four year term.

**Miscellaneous (Good of the Order):** Treasurer Novachek commented on her visit to the Bethel High School for an Information Technology class for the Seniors. She has spoken to Assistant Director about the problem for the Seniors negotiating the stairs and hallways to get to the classroom. Director Plumb stated that perhaps she should have a wheelchair available for those people who have difficulty walking and keeping up with the group. Treasurer Novachek suggested letting the group know that there is an elevator.

The meeting was adjourned at 3:53 p.m. Next scheduled meeting is 2:30 p.m. on **Monday, April 14, 2014.**

Respectfully submitted,



Kay H. Visconti  
Secretary, Commission on Aging

# BETHEL SENIOR CENTER

Clifford J. Hurgin Municipal Center  
1 School Street, Bethel, CT. 06801  
Telephone: 203-792-3048; Fax: 203-744-3812

Commission on Aging  
3-10-14

## OLD BUSINESS

- The budget was presented to the Board of Finance on Feb. 18, 2014. Al Barney, Commissioner on Aging was unable to be present. Al Barney appointed Judy Novachek, Commission member, who attended with Lisa Plumb. The presentation was well received and several board members made positive comments regarding the changes to the Senior Center over the past year including environment and policy changes with the procedure for collecting money for classes.
- The Triumph Actuation Systems, Inc. employees completed the renovation of the cafeteria. The cafeteria has new two-tone paint and a chair rail. It looks fresh, clean, and modern. Several positive comments were made by the members once they saw the room. The project including the gifts the group donated to the Senior Center total approximately \$5000. 00. The gifts that were donated are: four chairs, two tables, and a Bose music system.
- Attendance at programs has begun to pick up. The weather has been better with less snow, but still icy so some members are waiting to come to the Center until the weather is better.
- Maureen Decker, our new part time employee has begun working and has completed her first month of employment. She has been efficient and professional in her approach and has been welcomed by all the members.
- The Health Department approached Lisa Plumb to do a Food Safety program at the Center. The program has been designed to address the recent concerns of members wishing to bring in food from home and not understanding the food safe regulations.
- Both March trips, to the Boston Flower Show and to New Jersey to the Ace in the Hole for St. Pat's Day will occur. We have enough members participating to run the trips.
- The overnight trip to Charleston and Savannah has 12 members attending. There will be no supervision from the Bethel Senior Center on this trip. There is a tour guide on the bus so the staff felt this was not necessary. The trip is a no minimum trip that combines attendees from other senior centers.
- Our Coat Drive is completed.

## NEW BUSINESS

- The Quinnipiac University students were in the past two weeks at the Center interviewing our members for a research study they are doing. We asked for them to send a report of the results when the study has been completed. Twelve of our members participated.
- The Bridge Workshop will begin next week.
- The Lunch & Learn programs have all been filled to capacity the past three months.
- The Information Technology Day, held at Bethel High School, had 15 participants for instruction and 13 people for the lunch after that the Culinary Department prepares. People were very impressed by both programs.
- One of our members, Ingrid McCauley, offered to do a free program on Pest Management March 20. Ingrid is a Master Gardener.
- The Valentine Love Story program has been rescheduled to March 19. It had been cancelled due to a snow storm and the Center being closed.

Lisa Plumb did a study on the vendors (instructors) and the fees they were paid over the past year. Lisa met with the staff and all are in agreement that some instructors are paid an excessive amount. This study showed the total compensation per class being paid to instructors is excessive in some cases.

When the procedure for paying for classes was changed to the class fees (tips) being collected in the office rather than by the instructors in the classes this became apparent. The instructors get a base pay and collect what was considered tips, but is actually class fees, in addition to their base pay.

Lisa Plumb and Maureen Decker met with Matt Knickerbocker, Selectman, and Bob Koslowski, Comptroller, concerning this matter. All were in agreement that some vendor (instructor) fees were excessive and that a base pay should be given to each vendor (instructor) rather than a base pay and class fees combined.

Lisa and Maureen will average the class fees with the salaries and pay the vendors (instructors) fair and reasonable salaries. Following this Lisa will meet with each instructor to explain the new wage.

Lisa Plumb asked a member to be the Secretary on the Commission of Aging, as the Commission discussed at the last meeting to fill a vacancy. The member was appreciative of the offer but declined.

#### ACCIDENTS / INCIDENTS

- One woman fell at the Center. She simply tripped walking into the Center. When she fell she hit her chest and head on the picnic bench. She stated she was fine and did not want medical attention. Another member assisted her in the bathroom privately to see if she was alright, and she was. The following day she had a bruise on her forehead that was not apparent the day of the accident. The bruise had a small cut that did not require stitches or additional medical attention. The member insisted she was fine.

#### VOLUNTEERS

- The Bethel High School students have been volunteering every Tuesday, weather permitting.
- When Lisa Plumb met with Matt Knickerbocker and Bob Koslowski earlier in the month, Lisa requested that volunteers under the age of 18 be allowed to work in the Senior Center. The rule presently in the Municipal Center is 18 years and older. Matt suggested that Bob Koslowski contact the lawyer for recommendations. Bob K. followed up and the lawyer was in touch with Lisa. They are presently emailing back and forth to finalize the policy.

Respectfully,



Lisa Plumb  
Senior Center Director

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## Municipal Agent Report

3-10-14

Three requests were made for housing options in the area.

Maureen Decker and Lisa Plumb discussed having a brochure made up containing lists for local senior housing and assisted living facilities and food pantries in the area that would be available to anyone who requests information.

Respectfully,



Lisa Plumb  
Municipal Agent