

**Oxford Senior Center  
Elderly Commission  
September 12, 2023  
Regular Meeting**

**Present**

Rae Bailey, Joyce Niestemski, Sue DeSheen, Don Mayer, Betty Andrew, Sandy Arbur

**Absent**

Edee Witham

1. **Call to Order/Pledge of Allegiance**

Meeting called to order at 9:30 with Pledge and Prayer. Chairman Joyce Niestemski welcomed Sandy Arbur, Director

2. **Amendments to the agenda**

Municipal Agents Report added to the agenda

3. **Audience of Citizens**

Karan Schmeleze, Ginny Soboleski, Catherine Cevera, Bonnie Cheverella

- Karen-no announcement of Joanne's retirement
- Trips- travelers should be at center ½ hour ahead, trips run smoother with organized leader
- Reminder-day before of activities
- Monthly entertainment – still in transition
- Disruption when person entertaining- ask people to be respectful to entertainment
- Disappointed we didn't go to Jackson Cove-should have it catered

4. **Review and Approval of Minutes**

Motion made by Don Mayer with a second by Betty Andrew to approve the minutes. Motion passed

5. **Correspondence**

Thank you from some grandparents for a nice time

Thank you for carnival

Thank you from Hole in Wall for quilt

6. **Municipal Agents Report**

- On August 17<sup>th</sup>, 2023 we said far well to Joanne Jelenik our Municipal Agent who has served our seniors for many years. We wish Joanne happiness in her retirement.
- Farm Market coupons have been issued over the past few months and can be utilized through the end of the market season in October. We issued 9 digital Market Cards to seniors over the span of this Years program. The farm Market Program is a vital component of a healthier lifestyle.
- The Gazy Farm will be at Crestview on Monday; \s throughout the rest of the season at 10:00am

7. **Director's Report**

The senior center currently has 1172 members to date. We continue working toward revising the membership list and towards the merger of membership data bases for accuracy of numbers and member information. The membership has ben revised but continues to need ongoing maintenance for accuracy.

**Correspondence**

- Received thank you cards for the carnival event held in July, Grandparents Day celebration held in August and the Quilting Guild received thank you cards from local organization that they donated quilts to in June of 2023.

**Red Cross Blood Drives at the**

- Additional correspondences have been received regarding an inquiry for suggestions for new events, activities and travel destinations. This includes day trips, overnights and overseas

#### **Senior Center Donations Received:**

- We received \$15,000 in Foundation Grant money for these exercise classes held on Thursday and Friday. This money was donated from the Mabel Burchard Fisher Grant Foundation. The exercise classes are led by instructor Gabriella Takacs and include Poise and Posture I and II and Latin Fusion. A thank you will be sent to the trust on behalf of the Oxford Seniors.
- A donation of \$50 was received by All Points Meda LLC for the screening of Eighty for Brady. Check will be deposited and a thank you will be mailed

#### **Red Cross Blood Drives at the Cener**

- Blood Drives were held at the Senior Center on July 8<sup>th</sup> and September 3<sup>rd</sup>. both blood drives were successful. There is one additional Blood Drive left that will be held at the Senior Center in October. The Town had decided to centralize all Blood Drives at the Annex Building.

#### **Motor Coach and Extended Trips**

- Camp Ladore- July 24<sup>th</sup>- travelers had a fantastic time. Note: Next year there will be less availability so we will need to reserve early.
- Indian Princess- July 18<sup>th</sup> & 20<sup>th</sup>- was a success. Both trips sold out
- and the travelers had a wonderful time. Sue Kovacs was the leader on both Indian Princess trips.
- MGM Casino- July 25<sup>th</sup>- trip cancelled- only 27 travelers were signed up- Motorcoach Trips need a minimum of 40 to travel
- Buddy and Elvis at the Log Cabin- Aug 9<sup>th</sup>- sold out- Sue Kovacs was the leader on this trip
- Goodspeed Opera House- Summer Stoick was great hit- Dinner and show were sold out.
- Water and Fire & Newport Getaway- trip was cancelled. Not enough travelers signed up for this trip
- Italy- October 9, 2023- September 20<sup>th</sup> is the Document signing meeting. Trip is closed at this time to any new travelers
- Atlantic City- Oct 10-12<sup>th</sup>- Sold out- Sue Kovacs will be the designated leader on this trip
- Caribbean Cruise- April 7, 2024- Caribbean Cruise is still open to new travelers.
- The months on June and July 1 worked on reconciling the cancelled trips and reimbursing the travelers their money. This has been completed at this time for the MGM Springfield and Water Fire and Newport trips. We are currently revising our procedures for trips and travel to make the process easier and more streamlined. We are in a holding pattern for any new trips and travel at this time and are gathering suggestions for the upcoming months. Casino trips has been a big request. We will no longer be offering credits for a trip from a cancelled trip

#### **Senior Center Motorcoach Trips: October 2023**

- Atlantic City Getaway- 55 seats, trip sold out. 1 bus is going this year. I have been told in the past years 2-3 busses have been reserved for the center. We will explore this for the next years trip. Trip is set to depart Tuesday October 10<sup>th</sup> and return October 12<sup>th</sup>

#### **Senior Center Bus Trips: December 2023**

- Good Speed Opera House: The final show of the season will be December 14<sup>th</sup>. Dream girls. Sign up and details will be announced in the October newsletter

#### **July 2023 Programs and Events**

- The summer carnival was held in July and well attended. This event had been planned in place of the Annual Picnic at Jackson's Cove

#### **August 2023 Programs and Events**

- Grandparents Day was held on Thursday August 24<sup>th</sup> with a sold-out crowd. Attendees enjoyed free pizza and ice cream as well as an interactive demonstration with Critter Caravan. The commission worked very hard on providing a takeaway gift for all the children. A special thank you to commission member Rae Bailey for working so hard on the beautiful hand puppets for the children

#### **September 2023 Programs and Events**

- September 14<sup>th</sup> at 1:30 Oxford, CT Police Department member Officer Robert Boroski will be at the Center to discuss the very important topic of Scams with the senior
- Harvest Baked Potato Bar-September 21<sup>st</sup>. This event will be catered by Matei's Deli in Seymour. Ticket price is \$13. Per person. Sales are going well

#### **October 2023 Programs and Events**

- October 16<sup>th</sup>, Lisa Bisson from Wesley Heights will host a Golden Oldies Trivia Event at 1:00 at the center. refreshments will be provided
- October 17<sup>th</sup>, 2023 Annual Flu Clinic scheduled with the Housatonic Valley Health District, 9am- 12pm appointment
- October 24<sup>th</sup>- AARP Safe Driving Course. \$20. For members, \$25 for non-members

#### **November Programs and Events**

- The annual Holiday fair will be back November 3<sup>rd</sup> and 4<sup>th</sup>. The event will be held on Friday and Saturday. Table cost is \$20 and open to all senior center members. More details to come.

#### **December Programs and Events**

- Wednesday December 6<sup>th</sup> is the date for the annual Holiday Party. Additional details will be available soon.
- December 14<sup>th</sup>-Goodspeed Opera House-Dreamgirls. The day will consist of lunch at the Gelston House and the show. More details to come.

#### **Transportation**

- Ellen Fox has been settling into her role as the new Transportation scheduler. Ellen and I will be working on creating policies and procedures for the division which will aid in the future Grant applications. We are also working on creating scheduling routes to make the process more streamlined for the drivers and ridership.
- Work is being conducted on assessing the need for an additional vehicle and the need for a possible additional driver per diem in the future
- The transportation division now has space allocated at the center for scheduling and work to be conducted between rides which includes documentation of ridership.
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- Vehicle Updates: Vehicle 2 (bus2) passed inspection and has been registered. Vehicle 1 will be due next year. We are looking into alternate options for

vehicle maintenance and repair. We are currently using Hillside in Beacon Falls. There have been several issues with the vehicles including hanging muffler and air conditioning issue. The vehicles are aging and need regular maintenance and oversight.

- A transportation team meeting is scheduled for September 13<sup>th</sup> at 9am. Ellen Fox and I met via zoom with April Chapin for updates on Vehicle Grants and information tracking. We will utilize this information as we put policies and procedures in place

#### **Facility Updates**

- The Refrigerator/Freezer has been replaced at a cost of \$4,875.00. funding was approved and allocated. The Freezer was not holding the correct temperature.
- The ice machine has been replaced. The cost \$2,500. The funding was approved and allocated. The new ice machine was delivered on August 22<sup>nd</sup>, 2023.
- Prior to my June 26<sup>th</sup> arrival we had a site visit from the sanitarian at the Housatonic Valley Health District. We are currently reviewing our practice3s and I and Sue are becoming Certified Food Protection Managers through the State of CT. Restaurant Association. Select others will be trained for safe food handling in the near future.
- Funding in the amount of \$9,885.00 has been allocated for Camera's in the Senior Center. On Friday, August 31<sup>st</sup> I conducted a walk through for camera placement with George Renzoni and Sean from Armed and Ready., Camera installation will begin Tuesday, September 12<sup>th</sup>
- The center is currently being review for changes and reorganized.

#### **Staff Updates**

- CPR Certification-CPR class was held August 14<sup>th</sup> at the Annex Building. All Senior Center employees are certified in CDPR, Heimlich and AED. All employees are now certified and updated. Some Commission Members and Volunteers joined in becoming certified.

#### **Grant Updates**

- I am currently working with Karen Cook, Grant Writer for the Town of Oxford on earmarking ARPA Fund Grant money that the Town has been allocated from the State of CDT. For the senior center in the amount of 3,600.
- I have been in contact with the CT Agency on Aging who has informed me that additional funding for Grants will be announced in Decdembr4 2023. I will be keeping updated on this for possible opportunities for the center. In late August 2023I was contacted by Susan Hamilton from CT Agency on Aging. She was inquiring about the implementation of Grant Funding for a Mobility Exercise Program that was awarded to the Center back in September 2022 in the amount of 3,600. Upon a deep investigation it was found the program was never implemented and as a result the funding was lost.

#### **Senior Center Updates**

- Exercise classes are back for the fall. These include Poise and Posture 1 and 11 and Latin Fusion.
- the Bell choir and Chorus are back at the center.
- Room reservations- I am currently working on creating a space reservation calendar for all programs and events to assure that we are creating inviting welcoming spaces and avoiding cross reservations in rooms and spaces,

- I am looking to have a lead contact for each event, program and activity for communication purposes and recruiting
- the hours of the center have changed as of September 1, 2023 to the following Monday- Thursday 9am-4pm and Friday 9am – 3pm. The hours were adjusted only regarding open to the public. Staff hours have changed but are not reduced. The hours were adjusted to allow employees to open the facility and conduct a walk through and prepare for the day

#### **Communications**

- Newsletters were mailed in July and September., Members have noted receiving the newsletters in a timely manner.
- We are currently exploring the option of outsourcing the newsletter for printing, labeling and collating
- The copy machine has needed repair both July and August during newsletter printing which delayed the progress and the cost of supplies for printing the newsletter on site has increased. A study has been conducted on the cost of materials and staff and volunteer hours.

#### **New Business**

- I have begun collaborating with Kathy Deschaine who is the new Resident Service Coordinator at the Crestview Housing. Kathy is open to working together and collaborative efforts to enhance the offerings we can provide to our seniors here in Oxford. I look forward to working closely with Kathy.

#### **Volunteers**

- There has been a change in the volunteer role as receptionist, Sue Kovacs, Assistant Director will be taking over this role while we gather information through a volunteer survey to better assist where we can provide opportunities to utilize the strengths of our dedicated volunteers without requiring too high a level of responsibility of our volunteers such as financial oversight and management. We want to express our deepest gratitude to our wonderful volunteers! The volunteer role is vital to the center's success and we look forward to continuing the good work and partnership

I would like to express my deepest gratitude for the warm welcome to my new position and the guidance that many have provided over the last 2 months, A very special thank you to the members of the commission and also Anne Marie Cummings and many others for all the support and assistance. I look forward to a bright future here at the Oxford Senior Center. My door is always open.

#### **8. Budget Review**

none

9.

#### **Old Business**

- Kitchen needs a through cleaning, need a professional cleaning company
- The door in the main room broke 2 days after it was fixed. Will call company to have it checked
- When the custodian is not here the center is not cleaned, we need to have a substitute when custodian is out.
- Bathrooms need to be cleaned and sanitized
- Annie Cummings is now calling bingo. Bingo prizes have changed
- Need someone to be in charge of coffee, Sue Kovacs is checking on coffee
- Trips- reminder- cars should be parked on the side of the building for trips
- Painting- building needs an uplift

**10. New Business**

- We need a new flag on pole
- If someone is going on a trip on a coach, we need to get full information in case we need to contact them
- Looking into new card tables to replace long table in library
- Movies-we need a motion picture license-\$450 needs to be renewed. Will also check into U2
- Comcast- need to renegotiate contract to get rid of boxes that are not being used.

**11. Other Business**

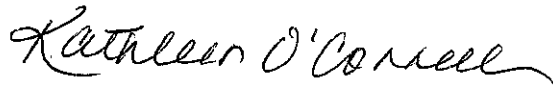
Joyce thanked Sandy for her expertise. Everyone is sticking their neck to support her.

**12. Adjournment**

Meeting was adjourned with a motion by Betty Andrew and seconded by Rae Bailey. Motion carried

Moved into Executive Session; at 10:50am. Adjourned at 1145am

**Respectfully Submitted,**



Kathleen O'Connell  
Clerk

2023 SEP 19 PM 2:54  
TOWN OF ORANGE, CT  
Kathleen O'Connell  
TOWN CLERK