

**Elderly Commission**  
**Regular meeting**  
**April 9, 2024**  
**Oxford Senior Center**

**Present:** Sandy Arbur, Rae Bailey, Sue DeSheen, Don Mayers, Joyce Niestemski, Edee Witham

**Absent** Betty Andrews

**1 Call to order/Pledge of Allegiance**

Meeting called to order by chairman Joyce Niestemski with the pledge and prayer at 9:30am

**2. Amendments to the agenda:** none

**3. Audience of Citizens** none

**Review and Approval of Minutes:**

Corrections to Minutes- Motion made by Edee Witham with a second by Rae Bailey to purchase Amazon Card. Motion carried.

Correction- Only time free hotdogs is when not enough money is collected and a certificate is given for hotdogs

Motion made by Don Mayer with a second by sue DeScheen to accept minutes. Motion carried

**5 Correspondence:**

- See Director's report attached

**6 Municipal Agents Report:**

- See Director's report attached

**7 Director's Report:**

- See Director's report attached

**9. Old business:**

- St Patrick's Day was very good, reminder that food cannot be taken out of center
- Dean Martin impersonator was very good
- French Toast was a success
- Light brunch was sold out
- Sloppy Joe's- light attendance
- Janitor was hired. Because of illness he has been out, need to look into help
- Board of Finance- Respect given to Sandy and stated that there was not enough help
- Sandy was given information on veteran benefits and upcoming events

**10. New Business:**

- Mother's Day May 9-luncheon will be \$5.00and will be Quiche, fruit salad and dessert and being catered by Mattei's. Sign up on Monday and deadline to sign up is May 6<sup>th</sup>
- Father's Day- Jersey Mike's Subs
- Picnic at Jackson Cove in August. Will look into food trucks, Committee needs time to enjoy
- 50<sup>TH</sup> Anniversary is coming up, suggested we have open house
- Found pictures from years ago should display
- Could we have a game day with different days being played

**11. Other Business:** none

**12. Adjournment:**

Motion made by Edee Witham with a second by Rae Bailey top adjourn meeting at 11:00. Motion carried

**Respectfully Submitted,**

*Kathleen O'Connell*

Kathleen O'Connell  
Clerk

RECEIVED Apr 11 2024  
AT 2:00 PM  
*[Signature]*  
TOWN CLERK



**OXFORD SENIOR CENTER**  
10 Old Church Road  
Oxford, Connecticut 06478

*Revised*

**Elderly Commission - Director's Report**

**Meeting held March 12th, 2024**

**Membership:** Membership to date is 870. The membership database and brought current.

**Correspondence:** Received 2 Thank You notes regarding our Quilting Guild efforts to provide donations to worthy causes in our community.

**Senior Center Donations Received:** Since las meeting \$42 in donations have been received.

**Tax preparation:**

AARP Tax Preparation is underway at Town Hall. The transition to Town Hall for 2024 is going smoothly.

**Programming:**

**New England Young at Heart Generations Table Program:**

1. Elaine Marcucio, who had been running the Grab and Go Meals (G&GM) has suspended operations at this time due to staffing issues. The last (G&GM) will be picked up on February 29<sup>th</sup>, 2024. I will be looking for a replacement program for (G&GM). This was a wonderful program for our older adults. Its suspension was very disappointing to many.

**Motor Coach and Extended Trips:**

1. A meeting was held with Carol from Friendship Tours. She will be working on a variety of travel offerings including day trips and overnights. Flyers and information will be available soon for release and signing.
2. OSC will be partnering with Parks and Recreation (P&R) to support and promote their scheduled day trips for the year. These trips are primarily held on the weekends and we are awaiting the flyers prior to advertising. Anyone signing up for these trips must do so through (P&R). OSC will assist anyone needing assistance with sign-up.

**Caribbean Cruise**

April 7, 2024- **Document-Sign** was held at OSC on February 29<sup>th</sup> and was well attended.

**Reimbursement Policy:**

Due to frequent inquiries and requests for refunds for events, trips and travel. I am drafting a policy statement regarding re-imbursements. This will be available to all OSC members for reference. Requests received AFTER event closure & final count received will NOT be honored. Reimbursement requests received prior to closure and final payment to the vendor shall be considered on an individual basis taking the specific event into consideration.

**March Events:/ April Events:**

**March: Special Events:**



1. The Valentines Luncheon rescheduled because of weather concerns was moved to March 5<sup>th</sup>. Luncheon was a great success.
2. Stained glass art class is scheduled March 12<sup>th</sup>.
3. OSC St. Patrick's celebration is set for Thursday, March 14<sup>th</sup>. 60 people have signed for the event.
4. Diabetes 101 workshop will be held March 26<sup>th</sup> at 11:30am. The Lions Club and Griffin Hospital co-sponsor this event.
5. New Tech Class (designed to assist Seniors with smart phone, QR Codes & computers) will ne held twice monthly beginning in March.

#### **April Special Events:**

1. The Elderly will sponsor several meal events throughout the month including a French Toast Breakfast, Light Brunch and a Sloppy Joe Luncheon.
2. Diamond Art is Back in April on the 16<sup>th</sup>.
3. Garden Party herb gardening class being held April 30<sup>th</sup>.

#### **Transportation:**

1. Kim Mitchell has been hired as the Transportation Coordinator and is settling nicely into the position. He is currently at the front desk mastering duties there and will soon be training for specifics on Transportation.
2. (ONGOING)-The final draft of the Transportation Policy INCLUDING AN APPLICATION is currently being reviewed by Town Hall. Continue pending implementation of this Policy.
3. Vehicles are all due for regular service and oil changes- this will be scheduled soon with Brook view Heavy Equipment out of Seymour CT.

I met with NVCOG regarding transportation resources in our area. Work will continue to determine the best options to complement our existing Dial a Ride program.

#### **Municipal Agent News:**

1. On February 27<sup>th</sup> I met with Town Officials and Oxford Resident Troopers regarding the Increase in calls for assistance from older adults and for the need to implement a process to address these issues in the community. There has been an increase in REPEAT calls from individuals needing assistance as they encounter difficulties navigating the systems to get assistance.
2. Renters Rebate is the next resource available for Seniors.
3. Operation Fuel calls have all been triaged to TEAM of Derby for application completion. Final date for applications is March 15<sup>th</sup>.
4. Work continues slowly to build resources for educating Oxford Seniors on resources available.
5. Calls regarding assistance and referral services for loved ones that are struggling with Dementia continue to rise.

#### **Facility Updates:**

1. The Center's deep cleaning was initiated the weekend of February 24<sup>th</sup> and at this time has been suspended as I search for a reputable company to complete the process.
2. (ONGOING)-HVHD requirements for supplies have been ordered and received. Training for kitchen volunteers is pending at this time. Supplies have been received and training is being scheduled for April.
3. HVAC repair has been completed.



4. Piano Tuning scheduled for Friday March 22<sup>nd</sup> 2024.

#### **Staff Updates:**

1. Kim Mitchell, A resident of Oxford has been hired in as the Transportation Coordinator for the OSC at 19.5 hours weekly. He is settling into his role at the Center and has been well received.
2. Stephen Coote, A resident of Oxford has been hired in as the night Custodian. Stephen has received appropriate training and is settling in well to his role at the Center.
3. Assistant Senior Center Director Susan Kovacs tendered her resignation effective Monday, March 11<sup>th</sup> 2024. Recruitment efforts will begin to fill the position.

#### **Budget:**

1. Budget meeting was held with the Board of Selectmen in February. The discussion included both regular and capital budgets. Next meeting will be March 26<sup>th</sup> 6:00pm with the Board of Finance.

#### **Grant Updates:**

1. The State of CT. has announced the opening and acceptance of 5130 grant applications for municipalities. This program has been in a holding pattern since the Covid-19 pandemic. Municipalities are just beginning to receive vehicles from the 2019 grant cycle. I will be meeting with town grant writer to begin the application process. Generally, vehicles are awarded the following year and delivery early Spring the following year which would be 2025.
2. Investigating grant opportunities for funding outreach programs through the South-Central Agency on Aging.

#### **AARPA Funding:**

1. Meeting will be held with Town grant writer to earmark the funding that had been awarded to the Town of Oxford Senior Center. This funding needs to be earmarked for a project by December 2024 and funding exhausted by December 2025

#### **Senior Center Program Updates:**

1. Bobbi has returned- instructing Strength and Balance and Flex and Fit Class at the Center weekly
2. A Beginners Zumba class- (Video) has begun Friday mornings at 9:15. Class has been well attended with good feedback.
3. A Matter of Balance: The Oxford Senior Center has been selected by Griffin Hospital Outreach to be the site for the series "A Matter of Balance". A free program offered on site beginning April 24<sup>th</sup> and running to June 19<sup>th</sup>. Class is held weekly for a 3- hour session. Details coming soon. Program limited to 12 slots.
4. Sponsor's coming forward- Lisa Bisson from Wesley Village is offering 2 unique workshops. Downsize CT. Expo and "What you need to know about Senior Care Options". Dates TBD. The Sponsoring a mothers-Day Floral Demonstration, date to determine in May.
5. Room Reservations- I continue to work 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. ONGOING



6. I am looking to have a lead contact for each event, program and activity for communication purposes and recruiting. This area is a fluid work in progress.  
ONGOING
7. Handbook update: The need for an approved handbook for the center is a primary focus for 2024. The need to have well established guidelines for those who participate in daily routines, events and activities is crucial to the center running smoothly and allowing all to enjoy equally. We have had several incidents where unestablished guidelines have led to disagreements amongst members, employees, volunteers and commission members. Creating a Handbook is a primary focus for me as a director once I am able to focus on a project. This will allow all to be aware of the guidelines and rules that the center enforces and make an educated decision on whether or not this is in accordance with an establishment that they would like to frequent and enjoy

### **Communications:**

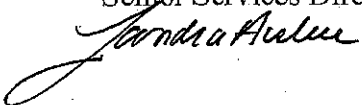
1. Newsletters were mailed out on Wednesday, February 28<sup>th</sup>. New Electronic postage process training was completed and is now in place. Moving forward the postage will be completed and submitted electronically.

### **New Business:**

1. May/June Planning discussion

I once again 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.

Warmly,  
Sandra Arburr,  
Senior Services Director





**OXFORD SENIOR CENTER**  
10 Old Church Road  
Oxford, Connecticut 06478

**Elderly Commission - Director's Report**

**Meeting held April 9th, 2024**

**Membership:** Membership to date is 906. There are 894 on our mailing list to date.

**Correspondence:** None received. Newsletters will be mailed out to members week of April 23<sup>rd</sup>.

**Senior Center Donations Received:** None received.

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**Programming:**

**Health Brain Series:**

Julianne Ramia, Hartford Healthcare Center for Healthy Aging will be partnering with The Oxford Senior Center beginning the end of May for a 5-part Healthy Brain Series. More details to come.

The Better Balance Series is on hold due to scheduling conflict for the month of May.

**Beginners ZUMBA:** The class has begun on Friday mornings and is well attended. Participants are enjoying the class and enjoying the class which is provided at no cost.

**Oxford High School- The Little Mermaid Senior Performance: Lunch and a Show**  
April 27<sup>th</sup>- 12:30 Catered Lunch- 2:00 Show. Those needing transportation are asked to see the OSC receptionist for a sign up. The Oxford High School will provide complimentary transportation if needed to and from the Senior Center.

**Day Trips and Overnights 2024:**

OSC will be partnering with Parks and Recreation (PAR) to support their scheduled day trips. Trips are primarily held on the weekends. We have received the flyers and advertisement has begun. Anyone signing up for these trips must do so through The Oxford CT, Parks (PAR). Recreation. OSC will assist anyone with sign-up difficulties.

**PAR offerings:**

1. **Rosecliff Mansion-** Newport RI- Day Trip on Sunday June 23<sup>rd</sup>, 2024 Cost \$125 per person
2. **Charles Riverboat Cruise-** Saturday, July 20<sup>th</sup>, 2024 Cost \$165 per person

**OSC Day Trips:**

1. **Mystic and CT. Lighthouse Cruise-** Tuesday, July 30<sup>th</sup> 2024 Cost \$146 per person
2. **The Cher Experience-** Grand Oak Villa- Thursday, October 10<sup>th</sup>- Cost \$124 per person
3. **The Culinary Institute of America "Lunch and Taste Experience"-** Wednesday, November 13<sup>th</sup>- Awaiting cost

**Senior Center Overnights: Overnight excursions will include travel companion**

1. **Atlantic City- Casino & A Show- TROPICANA**  
Dates: Wednesday, October 23- Friday October 25<sup>th</sup>.  
Cost: Single- \$529-Cost: Double- \$419



2. **Longwood Gardens Christmas-** Tuesday, December 10<sup>th</sup>- Thursday December 12<sup>th</sup>  
Awaiting Cost

### **GoodSpeed Dinner and a Show Packages: Show and Lunch at The Gelston House**

1. **South Pacific-** Wednesday, August 7<sup>th</sup>, 2024- \$98 per person<sup>2</sup>.
2. **Maggie-** Thursday, October 3<sup>rd</sup>, 2024- \$108 per person
3. **A Christmas Story-** Wednesday, December 18<sup>th</sup>, 2024- \$108 per person

### **Caribbean Cruise-**

1. The Cruise sailed April 9<sup>th</sup>.
2. We are researching a potential trip to Alaska for late 2024 or early 2025.
3. OSC review the possibility of offering 2 larger scale trips annually.

### **April Events:**

#### **April Special Events:**

Many meals sponsored by the Elderly Commission were offered throughout the month. These included a French toast breakfast, light brunch and sloppy joe luncheon. Meals were well attended.

**Diamond Art** is Back in April on the 16<sup>th</sup>.

**Garden Party** herb gardening class being held April 30<sup>th</sup>.

#### **Transportation:**

1. The busses in the fleet have been in for the regular maintenance and repairs with Brookview Heavy Equipment.
2. **Bus 1-** received regular maintenance on March 22<sup>nd</sup>. Bus 1 additionally needed the following:
  - A. 6 new tires.
  - B. Replace license plate light.
  - C. Replace rear brake pads and LR brake caliper. Bleed brakes.
  - D. **COST: \$3,076.57**

**Bus 2-** Scheduled for April 5<sup>th</sup>. Received regular maintenance and additional review of Power Steering Line, 4 new tires total.

**Cost: \$1850.22**

#### **State of CT. DOT 5130 Grant Application:**

Application for the 5130 State of CT. DOT vehicle allocation was submitted on April 7<sup>th</sup>, 2024 by Karen Cook on behalf of the OSC to enhance our fleet of vehicles that are utilized in the Dial a Ride Program. We have requested a 7-passenger mini-van that is ADA compliant to expand our fleet.

#### **Municipal Agent News:**

1. **Renters Rebate** is now available for Seniors.
2. Work continues slowly to build resources for educating Oxford Seniors on resources available.
3. Calls regarding assistance and referral services for loved ones that are struggling with Dementia continue to rise.

A form is being generated designed to track intake information. In the future I will be submitting a request for grant support for an additional team member to help expedite the



increased numbers of the cases we are seeing within the Town.

#### **Facility Updates:**

1. Center's Deep Cleaning still pending.
2. HVHD requirements for supplies have been ordered and received. Training for kitchen volunteers is pending at this time. Plans are to initiate training when adequate staffing has been accomplished.
3. Piano was tuned on Tuesday April 9<sup>th</sup>.
4. A high level of propane was noted in the center on Monday April 1<sup>st</sup>. 911 was called and the center was evacuated. Gas was shut off by the Oxford Fire Department- a pilot light issue was discovered on one of the stovetop lights. Gary's East Coast was called in that day to complete the needed work and the center was cleared and able to resume activity. Wednesday and Thursday there continued to be a slight odor of Propane from the Kitchen area. Fire Chief Scott Pelletier came to the center to assess the situation. East Coast was called back out to the center to change out the gas line that led to the Pilot light.  
**Cost: \$378.10**

#### **Staff Updates:**

1. No updates at the time of this meeting. The Assistant Director's position was posted internally to the UPSEU bargaining unit. Three employees expressed interest and signed list. We currently await further direction from First Selectmen. I have requested several updates regarding recruitment and have voiced concerns about continued delay in resolving the issue.

#### **Budget:**

1. Budget meeting was held with the Board of Selectmen in February. Regular and Capital budgets were considered. March 26<sup>th</sup> 6:00pm there was a meeting held with the Board of Finance.
2. Upon reviewing the updated budget, I discovered that many of the departmental requests that I had submitted to Finance in December has been changed without me being notified and without any explanation. I expressed this to the Finance Board during the meeting. I continue to pursue answers to why my original requests were changed.

#### **AARPA Funding:**

1. Meeting pending with Town Grant Writer to earmark funding awarded to the Town of Oxford Senior Center. Funding must be be earmarked for a project y December 2024 and must be exhausted by December 2025. I plan to submit a proposal and obtain bids for much-needed updating to the OS. High priority issues include **carpeting, painting and new furniture replacement**. Many chair, tables and other furniture items are not only unsightly and worn but present a potential safety issue.

#### **Senior Center Program Updates:**

1. **Sponsor's coming forward-** Lisa Bisson from Wesley Village is offering 2 unique workshops: **Downsize CT. Expo** and **"What you need to know about Senior Care Options"**. Dates and details to be determined.
2. The Watermark will be sponsoring a **mothers'-Day Floral Demonstration**. Dates and details to be determined.



3. I am looking to have a lead contact for each event, program and activity for communication purposes and recruiting. This area is a fluid work in progress.
4. **Handbook Update:** The CREATION of an approved handbook for OSC is a primary focus for me in 2024. Well established guidelines for those who participate in daily routines, events and activities is crucial to the OSC running smoothly. A quality handbook will ensure that all members have the opportunity to participate and enjoy equally. We have had several incidences where unestablished guidelines have led to disagreements amongst OSC members, employees, volunteers and commission members. The availability of an approved Handbook will allow all members and/or potential members to make an educated guess on whether or not OSC is a facility that they would frequent and enjoy.

**Communications:** None

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Warmly,  
Sandra Arburr,  
Senior Services Director