

ELDERLY COMMISSION

REGULAR MEETING MINUTES of APRIL 4, 2013 OXFORD TOWN HALL

Call to Order

Chairman Walt Gadsby called the meeting to order at 9:33 A.M. and led the Pledge of Allegiance and a prayer.

Present- Secretary Jean Brown, Gerry Davino, Fred Schaub, Tom Giacchi, Betty Andrews and Pat Babbage, Director, who entered meeting at 9:35 A.M.

Absent- None

Amendment to the Agenda- **MOTION** by Gerry Davino to amend the agenda to allow John Barlow to speak to the Commission at the beginning of the meeting. Second by Tom Giacchi. **Vote-all ayes.** John is the Facilities Manager for the Board of Education in Oxford. He explained that his position entails overseeing all the school buildings and grounds. He usually doesn't do hands on work himself. He suggested changing the custodial position at the Senior Center to a custodian/maintenance salary position and increasing the hours and pay rate. The position would require someone to do hands on repairs as well as give managerial oversight to vendors. John agreed to help the Commission write up a job description and sit in on the interview process. He would also provide the names of some of the vendors that he uses. John left the meeting at 10:20 A.M.

Audience of Citizens- None

Review and Approval of Minutes

Chairman Gadsby read the March 7, 2013 minutes. Jim Hliva consolidated Special Activities Accounts at meeting on April 3, 2013.

MOTION by Jean Brown to accept the minutes from the March 7, 2013 meeting. Seconded by Betty Andrews. **Vote-all ayes.**

Correspondence

Latest quote from 'See More Floors'.

Letter from the Elderly Commission to the Board of Selectmen concerning carpet tiles and deposit for 'A Better Carpet' dated March 12, 2013.

Letter from the Elderly Commission to the Board of Selectmen requesting a Facilities Manager.

Municipal Agents Report- Chairman Gadsby e-mailed everyone the May 2013 report.

Director's Report

Pat Babbage reviewed her report from 03/13. Discussion followed on TEAM lunches. TEAM can handle a few last minute additions. TEAM can change the menu at the last minute. Chairman Gadsby suggested not printing the details of the menu in the newsletter. The last day to sign up is the day before the lunch.

Craft room floor project has been delayed. Bids for floor prep are now being requested. Elderly Commission upset and confused because they did everything the First Selectman asked by getting three bids and submitting their choice for the project. Chairman Gadsby will meet with Gerry Davino and Fred Schaub to draft a letter to the Selectmen. He will then e-mail the letter to all Commission members.

MOTION was made by Betty Andrews to approve the Director's Report. Second by Fred Schaub. **Vote-all ayes.**

Budget Review

Pat Babbage reviewed the Appropriation Summary through 03/28/13. 'Driver's Wages' still waiting for transfer. Heather put in for some overtime while she was doing transportation duties so 'Wages-Overtime' has \$39.00. Overall budget is at 80%, should be at 75%, just slightly over budget. 'HVAC' invoice was incorrectly taken out of 'Facilities Maintenance'. Anne Cummings will make the adjustment.

Pat Babbage reviewed the Special Activities Account as of 04/03/13. Still have discrepancies between Jim Hliva's report and Pat's. 'Trips' is in the negative because of deposits that need to be made. Discussion followed as to decreasing the number of trips being offered. Pat will have a meeting with receptionists to get everyone on the same page concerning policies. 'Hot Dogs' is down because it has been cancelled lately. Pat has been subsidizing programs to keep costs at \$10.00 an event.

Senior Center Matters

Bi-fold doors-Still don't work properly. Pat spoke to repair company who spoke to the manufacturer who will install new heavy duty compressor at no charge. Delivery will be in mid-April. Not sure if there will be a charge for labor.

Newsletter- Request for transfer of funds to 'Books and Publications' to print the newsletter was not approved by the Board of Selectmen. Jim Hliva told Pat that they would like her to attend the next meeting. Until then, Pat should take money out of Special Activities Account. Discussion followed concerning increasing the number of copies printed. It was suggested to put out extra copies of the calendar at the Center for people to take.

Casino Trip Bus Deposit- Premier Bus Company is requiring \$300.00 per month deposit. Pat usually sends in 4 months at a time for a total of \$1,200.00. Pat will call Land Jet to get a quote and find out what their policy is concerning deposits. Depending on outcome of call, she will make the decision to send \$1,200.00 deposit to Premier or go with Land Jet.

Jean Brown left meeting at 11:38 A.M.

Chess table- Glass top is broken. Pat will contact Precision Glass to get a new top, either Plexiglas or tempered glass (\$53.00).

Other Business-None.

Adjournment

MOTION by Tom Giacchi to adjourn the meeting at 11:43 A.M. Second by Betty Andrews.

VOTE –All ayes.

FILED SUBJECT TO APPROVAL

Respectfully submitted,



June McEnteer

Elderly Commission Clerk

13 APR 11 AM 9:59
TOWN OF OXFORD, CT
Margaret A. West
TOWN CLERK