

**Wallingford Committee on Aging  
Agenda  
September 18, 2020**

Join Zoom Meeting – 9:00 a.m.

**By Phone: 646 876 9923**

**Dial: Meeting ID: 998 4191 7288 Password: 12345**

Call to order @ 9:00 a.m.

**Secretary's Report**

- Vote to accept minutes of August 21, 2020 Meeting

**Treasurer's Report**

- Vote to accept monthly report of revenues and expenditures for August 2020
- Vote to accept August 2020 Program Account Report

**Consent Agenda – Accept the following August 2020 reports as mailed/emailed:**

- Executive Director
- Program Director
- Social Services
- Memory Lane
- Health Services

**Staff Reports**

- Executive Director
- Program Director

**Old Business**

- WSC Reopening

**New Business**

- 

**Other Business:** announcements, appointments, questions, items to be noted for the record of the meeting.

Adjournment (10:00 a.m.)

**Next WCOA meeting – October 16, 2020**

**WALLINGFORD COMMITTEE ON AGING, INC.**  
**August 21, 2020**  
**MINUTES OF MEETING**  
**(Via Zoom video/conference call)**

**ATTENDANCE:**

Steven Allinson, Karen Anderson, Anne Bernick, Evangeline Bourgeois, Tom Daly, Rosemary DeAngelis, Rocco DiGenova, Thomas Finn, Jane Fisher, Alberta Flynn, Ronald Graziani, Glenn Havumaki, Carolyn Massoni, Eileen McMahon, and William Viola

**EXCUSED:** George Duffy and Karin Pyskaty

**ABSENT:** none

Treasurer Ron Graziani called the meeting to order at 9:06 a.m.

**SECRETARY'S REPORT**

Treasurer Ron Graziani asked if there were any additions or corrections to the July 17, 2020 Secretary's Report.

**Alberta Flynn made a motion to accept the July Secretary's Report as presented.  
Glenn Havumaki seconded the motion. The motion passed unanimously.**

**TREASURER'S REPORT**

**July 2020 Operating Account Report**

Treasurer Ron Graziani reported for the month of July 2020. Receipts are \$67,924 which is (\$4,601) below the \$72,525 budgeted amount. Expenditures are \$55,791 which is \$16,734 below the \$72,525 budgeted. This results in a net positive of \$12,133 overall.

**Jane Fisher made a motion to accept the July Operating Account Report. Alberta Flynn seconded the motion. The motion passed unanimously.**

**July 2020 Program Account Report**

Program Director Karen Anderson reported that the largest expenditure was attributable to refunds for the recently cancelled overnight trip to the Historic South. We are now holding any incoming trip payments in case of cancellation. There was little income except donations and collections from outdoor activities.

**Rosemary DeAngelis made a motion to accept the July Program Account Report.  
Anne Bernick seconded the motion. The motion passed unanimously.**

**CONSENT AGENDA**

Ron Graziani asked that the Consent Agenda be accepted.

**Rosemary DeAngelis made a motion to accept the July Consent Agenda. Carolyn Massoni seconded the motion. The motion passed unanimously.**

## **STAFF REPORTS**

### **Executive Director**

ED Viola reported that he returned on Monday from a weeks' vacation feeling grateful and refreshed. Primary voting took place in the Activity Room on Tuesday 8/11 without any issues. Reliable Refrigeration was in on 8/7 and changed out the filters on all the rooftop HVAC equipment and also service all the kitchen equipment, cleaning refrigeration coils and the ice machine. Simplex came in 8/6 and completed our semiannual kitchen hood exhaust and fire suppression system inspection and replaced the fusible links. The Town Water Dept. came in 8/17 to inspect and successfully test the domestic water and lawn irrigation system backflow preventers. Auditors from Carney, Roy & Gerrol are here in the Volunteer Room right now conducting our annual audit and we should get a formal report from them in September or October. We received the air cleaning units with HEPA Filters and UV lights and they were installed on the 3 newest buses by Public Works. We purchased additional polycarbonate sheets and Bus Driver Magnus Kristjansson installed these sneeze guards behind each driver's seat. The \$2,384.77 final disbursement check from the Ortense bequest was added to the existing United Bank (now Peoples United) CD on 7/28. Janet has continued training Carmela for the Office Manager position and Carmela will officially assume the job 9/1 with Janet remaining per diem to come in as needed with any questions etc. We have offered a candidate for the Receptionist position and hope to hear today if she is accepting the offer. Fire Finesse will be conducting a cleaning and service of the gas fireplace in the Library next week. So as you can see, along with some of the other items I will touch on under the building improvements new business, we have been quite busy and productive in spite of being closed.

### **Program Director**

Program Director Karen Anderson share the results of a survey sent out to members with 86% saying they were either very or somewhat worried about the impact of coronavirus on them personally. 90% said the senior centers response was either good or excellent and 75% of respondents said they would return as soon as the center reopened. She shared responses to the six additional questions and some of the comments which were very positive. Most of the negative comments were from those without internet access and issues with responding to the survey. With the center remaining closed in July, no in house programs, classes and in house special events were offered. Club 60+ Fitness Center remained closed but we are planning to have a limited reopening in September. Most bus trips were cancelled and/or rescheduled. On-line programs continue and new programs added. Some of the smaller groups are trying to meet in person outdoors such as genealogy, book discussion group. Smaller groups met on the back patio and we are scheduling two outdoor concerts per month in the parking lot. Everyone wore a mask. We have also offered parking lot bingo and an outdoor picnic. Additional hikes are scheduled. Golf is averaging 16 - 18 each Tuesday with the end date extended through September. Lynn continues to offer live concerts and exercise classes through zoom and Facebook. Sue Schade will be offering Zoom exercise classes. Karen and Lynn have been emailing links for tours, educational program and workshops and posting them on Facebook.

## **OLD BUSINESS**

### **Building Reopening**

ED Viola reported that Mayor Dickinson and Town Health Director Steve Civitelli visited and toured the facility on Tuesday 8/4 to observe the set up and review what our planned procedures were for reopening. They seemed pleased with what they saw and gave the go ahead to proceed with our limited reopening. He participated in a CASCPC zoom meeting with state Aging and

Disabilities Commissioner Amy Porter who shared the initial guidance from the state which allows senior centers to reopen as of 9/1. There is no requirement to open then and at least 3 centers in the state including Meriden are staying closed until January. Some opening in October but many opening in September and very limited like us. We also heard from Tracey Colagrassi who in addition to being the Chair of NCOA's National Institute of Senior Centers is also Executive Director of Arlington Heights Senior Center in Illinois whose center recently had a modified reopening and she shared her experiences. Meeting with the Transportation Staff on Thursday 9/3, so far only one bus aide has expressed that he is not ready to return to work. We will be going over the protocols for the limited transportation services including mandatory mask wearing, passenger health questions, cleaning etc. The current plan is for Lakeview Café to offer a limited menu of basic soup, salad sandwiches, no specials, but I am still waiting to see how things will work out with Suzanne's health as she continues treatment and is having some key tests today. The ENP meal Program will not be reopening until all senior center sites are open and ready, so probably in January at the earliest.

### **NEW BUSINESS**

#### **Building Improvements**

ED Viola share that in addition to the previously completed upgrades, the painting project done by Ferraro's Painting (80 to 90% of the interior building walls) was completed at a cost \$12,835. It was a lot of effort stripping the walls clean and moving furniture to get it all done in one week, including all day Saturday but well worth it to give the building a nice clean look as we reopen. Also, the Lighting/LED Retrofit project is in progress and nearly completed at a cost of \$8,100 which is about \$2,000 less than originally projected thank to a rebate from Wallingford Electric's Energy Conservation Incentive Program. It looks great, brighter, goes a very long time (10+years) before replacement is needed and it uses significantly less (1/3 to 1/2) electricity saving the town money. These two project are funded through our Development account so no cost to the town. The polycarbonate "sneeze guard" panels were installed as planned on 8/3. Those were \$3,017 but we paid for them already in the prior fiscal year. We have also ordered and received a good amount of PPE including gloves, wipes and spray disinfectants, plus sanitizer and 4 automatic sanitizer dispenser stands. From a physical plant standpoint we are in good shape going forward and we were fortunate to get so much done with the building closed.

#### **WCOA Future Meetings**

Discussed if we should consider having future meetings in person at the center or continue with remote. Most felt that the zoom meeting are working fine and that with space limitations at the center it was not practical to have them there. It was agreed to revisit the idea in September or October.

### **OTHER BUSINESS**

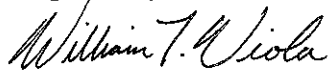
None

### **ADJOURNMENT**

**Tom Finn made the motion to adjourn. Eileen McMahon seconded the motion. The motion passed unanimously.**

The meeting adjourned at 10:12 a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "William T. Viola".

William Viola  
Executive Director

## WALLINGFORD COMMITTEE ON AGING

**OPERATING ACCOUNT**

**FISCAL YEAR JULY 1, 2020-JUNE 30, 2021**

OPERATING & TRANSPORTATION ACCOUNT	BUDGET SUBMITTED	August 2020 ACTIVITY	TO DATE BALANCE FORWARD	YEAR TO DATE BALANCE	BUDGET UNDER or (OVER)
<b>Checking Account</b>				<b>\$ 11,590.06</b>	
<b>Checking Account 08/01/2020</b>		<b>\$ 23,183.50</b>			
<b>Receipts Operations</b>					
Town Contribution	\$ 628,964.00	\$ 52,414.00	\$ 52,414.00	\$ 104,828.00	\$ 524,136.00
Memory Lane Income	\$ 60,500.00	\$ 480.00	\$ 280.00	\$ 760.00	\$ 59,740.00
Interest	\$ 20.00	\$ 0.02	\$ 0.09	\$ 0.11	\$ 19.89
Miscellaneous*					
<b>Carryover Budgeted</b>	<b>\$ 4,852.00</b>	<b>404.00</b>	<b>\$404.00</b>	<b>\$ 808.00</b>	<b>\$ 4,044.00</b>
<b>Total Receipts-Operations</b>	<b>\$ 694,336.00</b>	<b>\$ 52,894.02</b>	<b>\$ 53,098.09</b>	<b>\$ 106,396.11</b>	<b>\$ 587,939.89</b>
<b>Receipts Transportation</b>					
Town Contribution	\$ 169,250.00	\$ 14,691.00	\$ 14,691.00	\$ 29,382.00	\$ 139,868.00
Bus Income	\$ 5,100.00	\$ 40.00	\$ -	\$ 40.00	\$ 5,060.00
<b>Carryover Budgeted</b>	<b>\$ 1,617.00</b>	<b>135.00</b>	<b>\$135.00</b>	<b>\$ 270.00</b>	<b>\$ 1,347.00</b>
<b>Total Receipts-Transportation</b>	<b>\$ 175,967.00</b>	<b>\$ 14,731.00</b>	<b>\$ 14,826.00</b>	<b>\$ 29,692.00</b>	
<b>TOTAL ALL RECEIPTS</b>	<b>\$ 870,303.00</b>	<b>\$ 67,625.02</b>	<b>\$ 67,924.09</b>	<b>\$ 136,088.11</b>	<b>\$ 587,939.89</b>
<b>Disbursements Operations</b>					
Salaries	\$ 493,598.00	\$ 28,569.92	\$ 36,920.45	\$ 65,490.37	\$ 428,107.63
Payroll Taxes	\$ 42,512.00	\$ 2,035.07	\$ 2,610.70	\$ 4,645.77	\$ 37,866.23
Pensions	\$ 24,694.00	\$ 1,658.54		\$ 1,658.54	\$ 23,035.46
Health Benefits	\$ 68,350.00	\$ 6,767.02	\$ 6,445.32	\$ 13,212.34	\$ 55,137.66
Workers Comp	\$ 3,695.00	\$ 277.50	\$ 277.50	\$ 555.00	\$ 3,140.00
Staff Travel	\$ 1,635.00	\$ 34.55		\$ 34.55	\$ 1,600.45
Meetings, Seminars, Dues	\$ 3,300.00	\$ 211.71	\$ 28.56	\$ 240.27	\$ 3,059.73
Liability Insurance	\$ 11,759.00	\$ 949.59	\$ 2,833.75	\$ 3,783.34	\$ 7,975.66
Telephone	\$ 1,770.00	\$ 143.52	\$ 145.52	\$ 289.04	\$ 1,480.96
Office Expenses/Supplies	\$ 7,000.00	\$ 1,090.15		\$ 1,090.15	\$ 5,909.85
Equipment	\$ 2,000.00	\$ 378.00		\$ 378.00	\$ 1,622.00
Maintenance/Repair	\$ 3,000.00	\$ 634.24		\$ 634.24	\$ 2,365.76
Facility Expenses & Suppl	\$ 7,872.00	\$ 1,452.15	\$ 848.08	\$ 2,300.23	\$ 5,571.77
Audit	\$ 6,800.00	\$ -		\$ -	\$ 6,800.00
Memory Lane Expenses	\$ 9,000.00	\$ 263.00		\$ 263.00	\$ 8,737.00
Miscellaneous*		\$ -			\$ -
Town Building Lease	\$ 1.00	\$ 1.00		\$ 1.00	\$ -
Postage	\$ 350.00	\$ -		\$ -	\$ 350.00
Printing	\$ 1,800.00	\$ -		\$ -	\$ 1,800.00
Prof Services	\$ 4,400.00	\$ 260.91	\$ 353.70	\$ 614.61	\$ 3,785.39
Continuing Ed & Training	\$ 800.00	\$ -		\$ -	\$ 800.00
<b>Disbursements Operations</b>	<b>\$ 694,336.00</b>	<b>\$ 44,726.87</b>	<b>\$ 50,463.58</b>	<b>\$ 95,190.45</b>	<b>\$ 599,145.55</b>



**WALLINGFORD SENIOR CENTER  
EXECUTIVE DIRECTOR'S REPORT  
AUGUST 2020**

**GENERAL STATISTICS**

Days of Service: 0	Memory Lane Units: 0
Recorded Attendance: 0	Health Service Units: 0
Transportation Units: 0	New Members Added: 0
Community Café Meals: 0	Members Deleted: 0
Social Service Units:	Total Registered Members:

**EXECUTIVE DIRECTOR APPOINTMENTS**

**MONTHLY MEETINGS**

*	Member Advisory Council (* suspended, no longer meeting)
08-21-20	Wallingford Committee on Aging (via Zoom)
08-25-20	Staff Meeting (Janet Biron farewell)

**SPECIAL MEETINGS**

08-03-20	Manny, Foreman, Ferraro Painting, Re: color scheme, plan for painting WSC
08-04-20	Mayor Dickinson, Steve Civitelli, Health Director, Anne Bernick, Public Health Nurse, Re: tour facility review reopening plan and procedures
08-07-20	Registrar of Voters staff Re: set up for Activity Room for Primary voting
08-07-20	Karen Anderson & Carmela Dicesare, Re: coverage during my vacation
08-17-20	Mike Mancino, Electrician, Re: logistics to begin LED installation
08-20-20	Attended virtual CASCP Zoom meeting with Amy Porter, Commissioner, CT Dept of Aging & Disability Services, Re: details of process and pending release on 8-21 of "Reopen CT" guidelines for senior centers
08-17-20	Ryan, Inspector, Wlfd. Water Division, Re: inspect backflow preventers
08-18-20	Diane Oliveto, Transportation Aide Re: Interview for Receptionist position
08-21-20	David Zoghbi, Senior Accountant, & Zach Roy, Accountant, Carney, Roy and Gerrol, P.C., Re: conduct annual WCOA/WSC audit
08-24-20	Carmela Dicesare, Re: assuming Office Manager responsibilities
08-25-20	Janet Biron, Re: goodbye and availability after last working day
08-26-20	Karen Anderson, Re: reopening plans and options, front desk coverage
08-31-20	Carmela Dicesare, Re: payroll and new minimum wage



## **EXECUTIVE DIRECTOR NARRATIVE REPORT FOR JULY 2020**

### **PERSONNEL**

- I took vacation time from 8-10 through 8-14-20. Staff successfully covered the facility in my absence, including the primary voting on 8-11-20.
- Remaining staff continued to come into the center at least weekly and work from home up until the last 2 weeks of the month when they began coming in full time again.
- Carmela DiCesare continued training with Office Manager Janet Biron and she worked alone 8-1 to 8-11-20 as Janet was in quarantine after traveling to FL. Upon Janet's return, they successfully prepared for and completed the annual audit with Carney, Roy & Gerrol, PC Auditors on 8-21-20. Janet worked her last official day on 8-25 and Carmela assumed the Office Manager position.
- Following several phone discussions and an interview on 8-18-20, Per Diem Transportation Aide Diane Oliveto agreed to accept the Receptionist position, replacing Carmela, beginning on 9-14-20.
- I attended the 8-20-20 CT Association of Senior Center Personnel CASCP "ZOOM" meeting with State of CT Aging and Disabilities Commissioner Amy Potter providing guidance and discussion on reopening senior centers. She shared that the "Reopen CT" guidance for senior centers would be released on 8-21 and not earlier in the week as promised due to delays caused by the storm and power outages.

### **FACILITY**

- Ferraro Painting (town approved vendor) in 8-3 to 8-8-20 to paint approximately 85% of the center's interior walls while the building is closed to the public. I removed items from the walls and moved furniture away from walls (and restored afterward). I also worked Saturday 8-8-20 to facilitate painting crew access and insure timely completion of this project.
- Mayor Dickinson and Health Director Steve Civitelli came in on 8-4-20 to tour the facility and review planned procedures with Health Nurse Anne Bernick and me. They approved of our procedures and set up for planned reopening on 9-8-20.
- Simplex/Johnson Controls in to conduct semiannual kitchen hood fire suppression system inspection and replacement of duct damper fusible links on 08-6-20.
- Arranged for Registrar's Office poll worker's access to the building 8-4 and DPW delivery of equipment 8-7 for primary voting at WSC in the Activity Room on 8-11-20.
- Reliable Refrigeration in on 8-7-20 to inspect, clean and replace filters on the rooftop HVA units and also perform coil cleaning and inspection of kitchen refrigeration equipment. Also in to diagnose 8-17 and then repair kitchen ice machine on 8-27-20.
- Wallingford Water Dept. in on 8-17-20 to conduct annual inspection and testing of backflow prevention devices for domestic water and lawn irrigation system.
- Town Electrician Mike Mancino in 8-24 through 8-31-20 to replace all Great Room, Lobby and recessed lighting fixtures with non-ballast LED light bulbs. I worked Saturday 8-29-20 to facilitate electrician access and insure timely completion of this project. This will result in considerable savings to the town in both electricity and maintenance costs. Also, reset the Great Room and other areas that had to be moved due to lighting installation in preparation for reopening.
- Transfer Enterprises (town recommended vendor) in on 8-3-20, to install protective poly carbonate partitions for various areas of the building including the front reception desk, transportation desk, social worker desk, ENP, kitchen office and Lake View Café delivery window areas.

### **OTHER**

- Continued to provide some minor assistance to program staff for various outdoor and online programs throughout the month.

**PROGRAM DIRECTOR'S REPORT**

August 2020 0 DAYS

WEEKLY ACTIVITY	PD INSTRUCTOR	VOLUNTEER-LED	SESSIONS	ATTENDED
A Matter of Balance	X		0	0
Art Appreciation		X	0	0
Arthritis Exercise Class	X		0	0
Artist Studio		X	0	0
Bible Discussion Group		X	0	0
Billiards		X	0	0
Bingo		X	0	0
Bocce		X	0	0
Bridge (Tuesday & Friday)		X	0	0
Canasta		X	0	0
Cards/Nickel-Nickel		X	0	0
Club 60 Plus Fitness Center	X	X	0	0
Cribbage		X	0	0
Current Events		X	0	0
Dance Lessons Tuesday	X		0	0
Dance Parties Tues/Thurs		X	0	0
Drumming for Parkinsons	X		0	0
Fun with Fitness		X	0	0
Gentle Exercise		X	0	0
Gentle Pilates		X	0	0
Golf League		X	3	54
Hawaiian Dance		X	0	0
Knitters and Crocheters		X	0	0
Let's Play Powerball	X		0	0
Mah Jongg & MJ Lessons	X		0	0
Massage	X		0	0
Mid-Day Total Fitness	X		0	0
Morning Total Fitness	X		0	0
Paint Party	X		0	0
Parkinson's Fitness Class	X		0	0
Pickleball		X	0	0
Ping Pong		X	0	0
Pinochle		X	0	0
Quilting		X	1	6
Rummikub		X	0	0
Scrabble		X	0	0
Senior Fitnessize		X	0	0
Set Back		X	0	0
Strength and Balance Class	X		0	0
Tai Chi - 2 classes	X		0	0
Tai Chi for Health		X	0	0
Tap Dance	On line	X	0	0
Texas Hold'em			0	0
Thursday Evening Cabaret	X		0	0
Thursday Evening Dinner			0	0
Wallingford Sound Chorus	X		0	0

**PROGRAM DIRECTOR'S REPORT**

**August 2020 0 DAYS**

Yoga	X		0	0
Zumba Gold - Mon and Fri	X		0	0
<b>WEEKLY ACTIVITIES TOTALS</b>			<b>4</b>	<b>60</b>
<b>MONTHLY ACTIVITIES</b>		<b>CO-SPONSOR</b>	<b>SESSIONS</b>	<b>ATTENDED</b>
A.G.E. Workshop			1	12
AARP Driver Safety Program		AARP	0	0
Ask A Realtor			0	0
Ask An Attorney			0	0
Benefits Screening			0	0
Billiards Tournaments			0	0
Birthday Party			0	0
Book Club			1	8
Cardiac Support Group			0	0
Financial Q & A		B. Toomey	0	0
Foot Care Clinic		Dr. Gambardella	0	0
Free Hearing Services		Miracle Ear	0	0
Hospitality Committee Mtg			0	0
iPad User Group	on line		1	4
Let's Do Lunch Bunch			0	0
Genealogy			1	6
Military Whist Card Party			0	0
Morning Hike			2	22
Movie Matinees			0	0
Parkinson's Support Group			1	9
Q&A with the WPD			0	0
Red Hat Society	on line		1	10
Reiki Treatments			0	0
Veterans Coffee House			0	0
Veterans Services			0	0
Will, Trust and Probate			1	1
<b>MONTHLY ACTIVITIES TOTALS</b>			<b>9</b>	<b>72</b>
<b>OUTDOOR EVENTS</b>				
Outdoor Picnic			1	48
Outdoor Concert			2	124
Kayak Trip			1	13
Ice Cream Social			1	48
<b>OUTDOOR EVENTS TOTALS</b>				
<b>Work From Home</b>				
Reach out calls by Lynn				
Reach out calls by Karen				
Reach out Emails by Lynn				
Reach out Emails by Karen				
Emails blasts				
Conversations on Facebook				



**Social Services Report**  
**Eileen F. Flynn, LMSW, MS**  
**Social Worker**  
**August 2020**

During the month of August, the Social Worker continued to access voicemails, and return calls from home. Also, emails were read and returned to individuals as the social worker received many emails that required help. The social worker was on site at least once a week to follow up on work that was not able to be completed from home. Any assistance that required reviewing and advocating for the seniors was completed including help with Medicaid applications, follow up with SNAP benefits, fuel and applications for Medicare. Telephone calls increased because the State has resumed renewing applications for Medicare Savings Program, SNAP and seniors are requesting when applications for the heating assistance program to begin.

WALLINGFORD SENIOR CENTER  
MEMORY LANE REPORT  
AUGUST 2020

GENERAL STATISTICS:

Active Participants	0	Days of Service	0
Wallingford	0	Service units actual	0
Out of town	0	Service units budget	N/A
New	0	Service units if full	N/A
Discharged	0	Average attendance	0
Referrals	0	Budgeted attendance	10.5
Assessments	0	Capacity attendance	15

Regular Meetings:

None.

Other Meetings:

None.

Marketing Meetings:

I continue to be in touch with Masonicare, other nursing homes and assisted living facilities and other recreation professionals to see how they are navigating this pandemic.

Qualitative Statement:

The Memory Lane program was closed, as was the senior center, for part of the month of August. There were two outdoor concerts and several of my clients attended them with family members.

I continue to send out packets of information to my clients. I send them a letter with games, coloring, and some monthly trivia. I call my clients weekly to make suggestions, remind them about activities on line and just to check in to see how they are doing. I have also gotten two phone calls regarding new potential clients. I told them I would take their name and get back to them when I know something but with smaller groups and 16 clients I don't know when and if I can get them in.

I continue to be in touch with our volunteers as well. We are in the planning stages of hopefully opening our program in October. I look forward to help out wherever I can with the opening of the Senior Center in the beginning of September. I am optimistic that things will go smoothly and we will be able to open up so our members can get back to some socialization which is sorely needed. We are a work in progress. I thank you for the opportunity to continue to serve our members. Here we go.....

Warm Regards,

Debbie Markiewicz, Memory Lane Coordinator