

Preston Senior Affairs Committee

The May 3, 2022 Preston Senior Affairs Committee Teleconference Call meeting was called to order by Frances Minor at 1:05 p.m. Members in attendance included Marie Perrin, Morris Fishbone and Frances Minor. Members Mary Lou Jensen and Elizabeth Bassette were excused. A quorum was present.

Minutes: M. Fishbone made a motion to accept the April 5, 2022 meeting minutes as presented. Motion seconded by M. Perrin. Motion approved.

Correspondence: None at this time.

Financial Report: F. Minor presented a detailed review of the monthly expenditures. Several line items are overspent and reflect a deficit balance including Telecommunication, Vehicle Repairs and Oil. Vehicle repairs and Telecommunication line items will continue on the downward spiral as the necessity continues. Invoices have been submitted for completed kitchen repairs including the installation of a 3-bay sink. The line item for Part Time Staffing warrants close monitoring. Much discussion regarding responsibilities for maintaining upkeep of the senior center facility. Motion by M. Fishbone to accept the Financial Report as presented. Motion seconded by M. Perrin. Motion approved.

Old Business:

- a. Annual Flu & Pneumonia Clinic: Tabled
- b. Fiscal Budget 2022/2023 update. No update available.
- c. Kitchen renovations. F. Minor indicated that the installation of a 3-bay sink has been

completed. Tom Weber, Building Inspector has completed his inspection of the installation and found no issues with the work performed. Uncas Health District is expected to complete an on-site inspection of the facility within the next few months.

New Business/Other:

- a. Review of Policies and Procedures. The Committee reviewed and/or made revisions to the following documents:

documents today:

1. Establishment of Senior Affairs Committee
2. Memorandum from Law Offices of Halloran & Sage LLP

3. Evaluation Process
4. Mission Statement
5. Disruptive Behavior
6. Senior Center Policy
7. Liability Waiver
8. Transportation Policy ... Revision
9. Food Bank Account ... Revision
10. Building and Facilities Form ... Revision
11. Accident & Incident Report Form ... Revision

The review of remaining policies and procedures documents will continue at next months Committee meeting. The afore mentioned documents will be reviewed, additions/corrections made and placed on a future agenda for action.

At this time M. Fishbone (2:03 p.m.) was excused. Meeting concluded as a quorum was no longer present.

Respectfully submitted by,

Frances Minor