The March 3, 2020 Preston Senior Affairs Committee meeting was called to order by Chairman Elizabeth Bassette at 1:10 p.m. Members in attendance included Elizabeth Bassette, MaryLou Jensen, Morris Fishbone and Frances Minor. Member Marie Perrin was excused.

**Minutes:** ML. Jensen made a motion to accept the February 4, 2020 meeting minutes as presented. Motion seconded by M. Fishbone. Motion approved.

**Correspondence:** The Annual Report was reviewed by the Committee. In an attempt to increase awareness of ongoing services and activities, M. Fishbone suggested that we include participation levels in our Annual Report. Future reports will reflect that information.

**Financial report:** The Committee reviewed the monthly expenditures and found that there were no areas of concern, at this time. The addition of a replacement staff member will show a slight deficit in the Cleaning Person Line Item in the future as mandatory Sexual Harassment training and job shadowing were not anticipated in the current budget request. A motion was made by M. Fishbone to accept the report as presented. ML. Jensen seconded the motion. Motion approved.

**Old Business:**

a. Senior Center repairs- encumbered funds. Discussion is ongoing as to whether we must use the encumbered funds by June 30th or lose them. We anticipate that the monies will be expended by that time. The delays began with the scheduling of contractors and escalated into problems of leakage, staining of walls, wet areas in our attic, etc. The town crew and F. Minor scrubbed walls, sanitized areas, added caulkng all in an attempt to address the situation on a temporary basis. Contractors will be invited in to provide estimates on the necessary repairs.

b. Structural integrity inspections- incomplete.

c. Flu Clinic-ongoing research

d. Goals, objectives, five-year plan, evaluation process, etc. As a Committee, many items were discussed including questions posed (in an earlier meeting between First Selectwoman Sandra Allyn Gauthier and Fran Minor).
*Goals: The mission of the Preston Senior Affairs Committee is to provide services and programs for older adults that promote their well-being, support their independence and quality of life.

*Performance evaluations: Performance evaluations are currently implemented on all staff, both part-time and full-time employees.

*Job Descriptions: Job descriptions are available for all positions. The job description for the Municipal Agent position is separate from that of a senior center coordinator. Each municipality differs widely with requirements for this position. Large cities/towns have additional staff members assigned to address the varied responsibilities to its elderly population.

*What Tools do we need to do our job? We need the financial support of town government in order to adequately provide services to the elderly population.

*What are the departments policies and procedures? The Senior Affairs Committee has recently reviewed and updated all of their operating policies and procedures.

*Our five-year plan would hopefully include a facility upgrade with new equipment, additional storage space, possibly combining other departments, with activities beneficial to the community.

   e. Fiscal Budget: E. Bassette reviewed our presentation at the Board of Selectmen Budget workshop on February 20, 2020 concerning our requests for Fiscal Year 2020/2021. Concerns were addressed by the Board of Selectmen regarding our transportation line item. Currently we have a per diem driver who assists when their full-time job permits. Additionally, E. Bassette informed the board that we included the cost of replacing a refrigerator and chest freezer in the budget, both of which are essential to our congregate meal program and daily operations. Further conversation led us to believe that our transportation line item for bus driver wages would be cut at the Selectmen’s level. Next in the process would be the Board of Finance to deliberate on the request.

New Business:

a. Program review: F. Minor provided the Committee with a tally of activities and level of participation. The information was a compilation from the prior year. Information on total participation levels will be included in the next Annual Report for the Town of Preston.

b. Senior Center repairs: We have unsightly goop leaking from the front walls/ceiling area in the large meeting room. This agenda item was previously discussed under Old Business.

Public Comment: No public in attendance
Adjournment: ML. Jensen made a motion to adjourn the meeting at 2:32 p.m. Motion seconded by M. Fishbone. Motion approved.

Respectfully submitted by,

Frances Minor