COMMISSION ON AGING
MINUTES
JULY 15, 2015

Attending: Patricia. Burns, Presiding; W. Blumenthal; Catherine Brennan; Francis Burgweger; James Dougherty; Steve Katz.
Staff: Lori Contadino; Laurette Helmrich.
Guests: Loretta Lacci, River House.

Call To Order:
The meeting was called to order at 8:30 a.m.

Minutes:
Minutes of the June 17, 2015 meeting were approved as distributed.

TAG
Contract: On June 18, 2015 Patricia Burns emailed the Commission the full TAG Contract for approval and requiring an email vote within 24 hours. That afternoon, Kip Burgweger emailed the Commission with a copy to Abby Wadler of the Town Law Department stating that he generally approved of the Contract, but thought it contained some drafting errors that should be corrected. He stated that he copied attorney Wadler on the email because he understood that she was reviewing the contract and would be able to advise whether or not the concerns were valid. Kip’s comments were as follows:

The Town’s form of Cover Sheet names the Contractor in the opening lines, but the first paragraph starting with “This Agreement” states that the Contractor is named hereafter. It should state something like “named above”.

The first page of the Contract in the heading and the first paragraph names the Commission as the Commission of Aging, not the Commission on Aging.

Paragraph D on page 3 is confusing and does not appear to comply with the specifications. Regarding being confusing, Paragraph D1 states that statements for regular services shall be submitted 30 days prior to the service date. First, it does not indicate who is to submit the statement. Second, regular services are to be paid quarterly so why are statements submitted monthly. Third, why are statements submitted before the services are rendered?

Paragraph D also appears to be inconsistent with the specifications. Attachment 1 states that TAG will submit quarterly statements for regular services rendered, including the number of riders and that TAG will submit monthly statements for hourly services. Paragraph D on page 3 contains the requirement from Attachment 1 regarding monthly statements for hourly services but does not require the submittal of quarterly statements for regular services rendered, including the number of riders. The Contract does not expressly incorporate Attachment 1 so it is not clear to what extent Attachment 1 applies. If Attachment 1 sets out the services expected, it should either be incorporated by reference, or the language regarding quarterly statements should be
repeated in the Contract.

In Paragraph E on page 3, in the next to last line, the word “Provider” should be “TAG”. The Town of Greenwich is defined in the first paragraph on page 1 as the “Town”, but it is referred to as the “Town on Greenwich” in Paragraph E.

In Paragraph K on page 5, there appears to be some language or punctuation missing. Look at the words beginning in the fourth line “damages, costs and expenses including reasonable attorneys' fees, on account of bodily injury, sickness, disease, death or other damages sustained by any person or persons [*] injury or damage or destruction of any property ...”. The [*] indicates where something seems to be missing – maybe a comma or maybe something more.

Attorney Wadler replied to Kip Burgweger by email on June 21, 2015 at 10:16 p.m. stating that she understood that the Contract with Tag had already been approved by the Commission. She stated that the Contract was legally sufficient, although his comments were valid. She stated that it is her understanding that the current Contract with TAG will expire on June 30, 2015, and that service cannot continue without a Contract in place. As there is not enough time to submit and amended contract for another vote, Attorney Wadler suggested that the Commission keep the contract as it is. She stated that it is a one year contract, and Kip’s comments can be considered for the contract commencing in June, 2016. She did not think it would be objectionable to correct the name of the Commission on Aging in the document.

Kip forwarded Attorney Wadler’s email response to the Commission on June 22, 2015. Kip stated that he did not know where we stood on approving the Contract but that he recalled that both Lori and Laurette wanted Tag to send us the number of riders, and that is a requirement contained in Attachment 1. He stated that perhaps TAG is amenable to do so without amending the contract. Kip stated that he thought the Commission’s name should be corrected by pen and ink on the document, but that we could live with the rest for a year since we have lived with it for five years.

On June 22, 2015, Patricia emailed the Commission that the vote was 5 in favor with 1 abstention (C. Brennan).

Chairman’s Report: Presented by P. Burns: No Report. A request was made that a calendar of meetings for the 2015 - 2016 fiscal year be distributed.

Old Business: P. Burns followed up on the question raised in a prior meeting on SWCAA. The actual goal was 40, not 109 and 34 have qualified. The number would be higher but some do not want to go through the qualification process.

Renovation: Lifespan Design Studio, the consulting company hired by the Friends of the Senior Center conducted its study of the facility. A report is expected within a week. The report will be presented to the First Selectman and to Alan Monelli for
review. The staff felt the study was very worthwhile and confirmed a lot of what we knew and felt it was validating as to our programs and overall direction.

Senior Tax Relief: The committee will be meeting at 10 a.m. on July 21, 2015.

Transportation Committee: Will be meeting at 11 a.m. today, July 15, 2015.

Senior Center:
Director's Report: L. Helmrich reported that as of July 1 we are in the new fiscal year. The annual lobster bake was held last week and unfortunately conflicted with sidewalk sales as the Chamber of Commerce moved up the sale dates. The Greenwich Water Club has offered use of its pool for the water aerobics class as we can not use the closed Byram pool. The art class will be going to Grass Island for a sketching class. The Super Noggin program went very well. Plans are underway for the next session. Users are looking for a next level to the program so they can keep with it. We are looking for more facilitators to enable expansion of the program. The Library will again host the evening sessions.

Nathaniel Witherell: S. Katz reported that Nathaniel Witherell will not appeal the fine assessed during the recent State inspection. The facility is doing well. The Friends of Nathaniel Witherell recently presented a check for $1 million.

Director's Report: L. Contadino reported that the end of the fiscal year was difficult. The salary lines for both the Commission and Senior Center budgets came up short. This line is determined by the Town based on a formula factoring in known salaries and contractual increases so it is difficult to understand how this happened. The shortfall was made up from overages on other lines. We need to know how this happened to be sure it does not occur in the future. Share the fare was short about $5,000 and was funded from the transportation line. A request was made for a monthly presentation of the budget as compared to year to date actuals so variances can be tracked. In light of the town Community First Initiative, the Town's push to better serve the community, we will focus on two main goals for seniors:

1) Review the Share the Fare program to define parameters, outsource the vouchers with more secure vouchers and better forecast cost;
2) Have better operational efficiency and a better experience for senior dining by relocating the kitchen and creating a café style dining experience on the main floor.
Strategic Plan: The last plan ran through the end of the old fiscal year and needs updating. This is in process and will be distributed to commission members when complete. It was suggested that a goal be set of expanded on-site health education and information. It was thought that there are outside sources of funding and partnerships for such a program.

Health Fair: The Senior Health Fair will be held on October 1. Dr. Jones form the Hospital reached out to Lori regarding the fund and said he would get right on it. Lori’s intent is to use the fund to fully pay for the Fair and not to do any outside sponsorship. Lori wants to restructure the event to offer classes such as yoga and zumba, have lectures, testing and screening, offer flu shots, have nutritional offerings, offer assessments. The goal would be to make it more educational and eliminate providers and sponsors. A suggestion was made to have a big name keynote speaker and to possibly hold the keynote speech at another location.

United Way: The United Way does a needs assessment every five years. They are beginning the process of a new assessment with a goal to have the report available by February 1, 2016. They are looking for 40 researchers to work on the project. There will be a survey, focus groups and individual research. They will identify community needs and the Town’s ability to meet those needs.

NEXT MEETING: There will be no August meeting. The next meeting of the Commission will be held on September 16, 2015.

Adjournment: The meeting was adjourned by unanimous motion at 9:45 a.m.

Respectfully submitted,

[Signature]

Secretary