



*City of Bristol
Commission on Aging*

The regular Commission on Aging Meeting will be held on Thursday, November 21, 2024, at 11:00 AM. in the Bristol Senior Center, Room #103, 240 Stafford Avenue, Bristol, CT.

AGENDA

1. Call to Order
2. Approval of Minutes
 - a. Regular Meeting - September 19, 2024
 - b. Regular Meeting October 17, 2024
3. Public Participation
4. Mayor/Council Update
5. Correspondance
 - a. Attendance at Meetings
6. Old Business
 - a. Facility project update
 - b. Non Member usage
7. New Business
 - a.
 - Woodshop rules and amendment
 - Meeting schedule for 2025
8. Committee Reports
 - a. Emergency use funds committee

9. Any other matter to come before said meeting

10. Adjournment

a. Next meeting is Thursday, December 19, 2024 at 11:00am

Jaimie Clout
Secretary to the Commission

**CITY OF BRISTOL, CONNECTICUT
COMMISSION ON AGING MEETING
Wednesday, September 19, 2024 - Regular Meeting Minutes
Bristol Senior Center – 240 Stafford Avenue
Bristol, CT 06010 – Phone: 860-584-7895 Room #109**

Present: Chairman Larry Zbikowski, Commissioners: Cathy Duck, Ellen McCusker, George Irving, Chris Leigh, Sheila Herens, Executive Director Jason Krueger, Assistant Director Jaimie Clout, and Council Liaison Susan Tyler.

Absent: Commissioner: Dolores Ricker

Meeting Called to order: Chairman Larry Zbikowski called the meeting to order at 11:03am

Approval of Minutes: *Commissioner Duck moved to accept the minutes from the June 20, 2024 Meeting, seconded by Commissioner Leigh, All in Favor.*

Public Participation: A question was raised by a member asking if there were cameras in the parking lot that could provide footage regarding a damaged vehicle. Executive Director Krueger stated that we do not currently have cameras in place and that even when we do, parking lot capability will be very limited. A second question was raised in regards to whether or not the new Carrier-built apartments are designated as “low income”. Mayor Caggiano clarified that they are market rate apartments.

Council Update: *Council Liaison Sue Tyler* noted that the Jerome Ave. bridge project had experienced a significant delay and that the new target date for project completion is May 2025.

Correspondence: There was one letter of correspondence from Bristol Hospital thanking both the Bristol Senior Center and the Friends of the Bristol Senior Center for their combined donation of \$7,500 in support of the foot clinic services provided to the Bristol Senior Center.

Unfinished, “Old” Business: Executive Director Krueger noted that the results of the building use surveys had come in and the results had been summarized. The information collected will be used for future planning. Executive Director Krueger also noted that there had been 2 requests for use of emergency funds and that our balance was \$211.60. It was further noted that our annual fundraising campaign would supply an additional \$2,000 to the replenishment of the emergency fund. Executive Director Krueger noted that work on the LED lighting project had begun and that significant progress has been made. He also noted that electricians for our camera and intercom system project have been here in the later evening hours to scope out the details of the project. E.D. Krueger stated that an RFP has been put out by Public Works for the BHDD expansion project and that construction is slated to begin early spring 2025. Additionally, he stated that the parking lot project is a work in progress and that the 2 new shelters would be constructed over the bocce courts will be going up shortly.

New Business: None

Any other business: Executive Director Krueger reported the statistics for July and August were detailed in the agenda packet and that the past month (August) is as follows: In August we had 2,710 participants, total membership was 5,637, with 9 members’ deceased and 32 new members. Our fundraiser total was at \$20,205.00 for the prior fiscal year and already at \$9,241 to begin the new fiscal year.

Executive Director Jason Krueger stated that our upcoming events include the Health Fair to be held on Thursday, September 26th from 9:00am-12pm here in the gymnasium. Additionally, BSC will its annual craft fair on Friday, October 25th and Saturday, October 26th from 10am-3pm here, in the gymnasium.

The next meeting of the Commission on Aging will be on Thursday, October 17, 2024 at 11:00am in Room #109.

Adjournment: *Commissioner Duck moved "to adjourn" at 11:19 a.m., seconded by Commissioner McCusker. All in favor.*

Respectfully submitted, Jaimie Clout, Secretary to the Commission.

DRAFT

**CITY OF BRISTOL, CONNECTICUT
COMMISSION ON AGING MEETING
Wednesday, October 17, 2024 - Regular Meeting Minutes
Bristol Senior Center – 240 Stafford Avenue
Bristol, CT 06010 – Phone: 860-584-7895 Room #109**

Present: Chairman Larry Zbikowski, Commissioners: Cathy Duck, Dolores Ricker, Executive Director Jason Krueger, Assistant Director Jaimie Clout, and Council Liaison Susan Tyler.

Absent: Commissioner: Ellen McCusker, George Irving, Chris Leigh, Sheila Herens, and Mayor Caggiano

Meeting Called to order: The meeting commenced at 11:05am with no formal motion.

Approval of Minutes: *There was no motions or approvals made*

Public Participation: None

Council Update: *Council Liaison Sue Tyler* noted the upcoming Walk to end Alzheimer's at Rockwell Park this Saturday, October 19th 2024. She further expressed thanks to Executive Director Krueger for communicating in a timely manner, the activities at the BSC for city council meeting updates. Chairman Zbikowski asked a question regarding early voting. Council Liaison Sue Tyler answered the question regarding early voting and elaborated on the process, expressing the importance of the process as well as the integrity of the process.

Correspondence: None

Unfinished, "Old" Business: None

New Business: Updates on BSC building projects were provided by Executive Director Krueger.

Any other business: Executive Director Krueger reported the statistics for September were detailed in the agenda packet and that the past month is as follows: In September we had 3,334 participants, total membership was 5,665, with 15 members' deceased and 43 new members. Our fundraiser total was at \$18,293.00.

Executive Director Jason Krueger stated that our upcoming events include the Walk to end Alzheimer's at Rockwell Park this Saturday, October 19th 2024 from 10:30-2:30pm. The Craft Fair to be held on Friday, October 25th and Saturday, October 26th from 10:00am-3:00pm here in the gymnasium. Additionally, BSC will its Halloween Dinner on Tuesday, October 29th from 4:30pm-6:30pm.

The next meeting of the Commission on Aging will be on Thursday, November 21, 2024 at 11:00am in Room #109.

Adjournment: *The meeting concluded at 11:28am with no formal motion.*

Respectfully submitted, Jaimie Clout, Secretary to the Commission.



City of Bristol
Office of Town and City Clerk
111 North Main Street
Bristol, Connecticut 06010

DATE: November 1, 2024
TO: All Boards, Commissions & Committees
FROM: Town & City Clerk

ATTENDANCE AT MEETINGS

Please remind the members of your board about Bristol Code of Ordinances Sec. 2-9 which addresses attendance at meetings. It states that any member who fails to attend three (3) consecutive regularly scheduled meetings *or* 60% of regularly scheduled meetings in a year shall be deemed to have resigned from such board, commission or committee. The definition of "in a year" is any 12 month period in a member's term. In other words, it is a **rolling** calendar year.

Please be aware, the member is **automatically off** the board when they violate attendance. For this reason, it is necessary **for the Secretary or Chair** of each board to track attendance and **remind any member** who is on their next-to-last absence. It will avoid the potential problem of having the member participate or vote at a meeting when they are no longer a member. If the Chairperson allows a member in violation of attendance to participate at a meeting, it may invalidate an action taken by that board.

Once a member has violated the attendance requirement and is deemed resigned, the Secretary or Chairperson must notify the Town Clerk. This notification should include a list of the meeting dates which the member did not attend or the attendance sheet, and a copy of the board minutes if they are not already on file in the Town Clerk's office. This will allow the Town Clerk's office to update the listing of board members.

If you have any questions, please contact our office directly.

BRISTOL SENIOR CENTER - DEPARTMENT OF AGING SERVICES
240 STAFFORD AVENUE
BRISTOL, CT 06010
(860)584-7895

WOODWORKING SHOP - RULES AND REGULATIONS

1. Only Bristol Senior Center members in good standing may sign up to use the Woodshop. (Herein after referred to as Shop.) They should register at the Wood Shop with the Shop Supervisor.
2. For safety and liability reasons, **"no more than 10 people should be working in the woodshop at a given time. All persons must check in with the shop supervisor and"** no one except for those persons listed on the official attendance roster for the day shall be in the shop area.
3. The Shop Supervisor, or a qualified replacement, shall open and be present during the entire work period and determine the acceptable level of persons using the shop at any one time. If few are in attendance, Shop Supervisor may give permission to a member or members to work in the woodshop.
4. The Shop does not accept work requests on behalf of outside individuals, organizations, or businesses.
5. The purpose of this shop is to allow members to work on projects for their own personal or home use. They are expected to provide their own materials and/or supplies, or pay for such already available in the shop. The Shop Supervisor may require a small fee to cover these costs, payable either weekly or in one lump sum. This workshop is not for those who are engaged in ventures of a personal business or profitable nature. Members must not use any area of the Shop for storage of their own spare material. The project they are working on can be stored in a non-active area designated by the Shop Supervisor. No more than one project may be stored at a time. **"It is strongly recommended that anyone using the tools in the woodshop give back to the Senior Center by producing an item to be sold at our annual Craft Fair"**
6. Shop members who work on projects or fundraisers for the Bristol Senior Center shall not be assessed any fees for such materials, and shall receive credit for hours contributed. All volunteer hours should be recorded in the volunteer log.
7. Suggestions for new tools, equipment or ideas for improving the shop are encouraged and should be made to the Shop Supervisor.
8. No member or group from the Shop may purchase and bill for supplies and/or equipment on their own, unless specifically authorized in advance by the Shop Supervisor. (SEE PURCHASING PROCEDURE).
9. Power equipment may not be used unless a Shop Supervisor is on duty and present in the area. No one is allowed to work alone in the shop and use power equipment.
10. No one shall use any power equipment or machinery without having reviewed its operation and safety features with the Shop Supervisor.
11. Individuals must notify Shop Supervisor as soon as possible of dull, defective, broken, and/or missing tools and equipment. Electrical equipment with loose or defective wiring should not be used until repaired and approved as safe to use again by the Shop Supervisor.

**BRISTOL SENIOR CENTER - DEPARTMENT OF AGING SERVICES
240 STAFFORD AVENUE
BRISTOL, CT 06010
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12. Do not leave machine running or tied-up when you leave it. When you are finished, remove your tools, work and clean up the machine area.
13. Each Shop member is responsible for returning tools and equipment to their proper place, cleaning of the machine(s) they have used, and the area in which he or she may have been working; also, participating in the daily clean-up of all machines and shop areas. (Usually from about 11:15 to 11:30.) Vacuum systems, scrap wood and trash barrels shall be checked for contents and emptied as necessary into the dumpster. At specified times, members may be requested to participate in a general clean-up of the Shop which will include ceilings, walls, cabinets and other areas not normally receiving a daily clean-up. This clean-up will hopefully not always have same persons included.
14. All woodshop power equipment has been acquired specifically for use in this shop and is on the City of Bristol's Grand List. None may be disposed of, replaced, or sold before receiving proper authorization from the Executive Director of the Bristol Senior Center and said disposal, replacement or sale must be in compliance with the City of Bristol's Purchasing Procedures.
15. **Woodworkers are expected to operate equipment with extreme caution and exercise good judgment at all times.** Participants should be in reasonably sound mental and physical condition. If any member has reason to believe that unsafe situations are occurring, they should bring it to the attention of the Supervisor and corrective action will be taken to prevent additional dangerous situations. If unsafe actions continue to occur, the Shop Supervisor should then have this situation and/or individual brought before the Executive Director, and if no satisfaction is realized, then to the Commission on Aging. If the individual is asked to leave as a result of his/her actions, the individual must make a written request or have a personal meeting with the Executive Director in order to return to the Woodshop.
16. Any injuries or mishaps shall be reported immediately to the Shop Supervisor and the main office. In all cases, an accident report must be filed in the Main Office and reviewed by the Executive Director.
17. The Shop Supervisor is responsible for the enforcement of all rules and regulations, which are designed to protect the health and safety of Shop members, as well as to protect the City of Bristol against liability claims resulting from negligence and/or lax enforcement of safety procedures.
18. If a shop member has a conflict of opinion with the Supervisor, he must first bring it to the Shop supervisor. If a problem still exists, he may take his complaint to the Executive Director, and then to the Commission on Aging, if no satisfaction is realized.
19. SHOP MEMBERS SHALL OBSERVE THE FOLLOWING AND ALL OTHER APPROPRIATE SAFETY PRECAUTIONS AT ALL TIMES IN THE WOODWORKING SHOP:



City of Bristol
Office of Town and City Clerk
111 North Main Street
Bristol, Connecticut 06010

To: Town & City Clerk

From: Commission on Aging
(Name of Board or Commission)

Contact Person: Jaimie Clout Telephone Number: 860-584-7895 ext 7110

Address: 240 Stafford Ave E-mail Address: jaimieclout@bristolct.gov

In compliance with Section 1-225 of the Connecticut General Statutes the following is a listing
of dates of the regular meetings of the Commission on Aging
(Name of Board or Commission)

MONTH	DATE	TIME & PLACE OF MEETING
January	1/16/25	11:00 am in Room #109
February	2/20/25	11:00 am in Room #109
March	3/20/25	11:00 am in Room #109
April	4/17/25	11:00 am in Room #109
May	5/15/25	11:00 am in Room #109
June	6/26/25	11:00 am in Room #109
July	No Meeting	No Meeting
August	No Meeting	No Meeting
September	9/18/25	11:00 am in Room #109
October	10/16/25	11:00 am in Room #109
November	11/20/25	11:00 am in Room #109
December	12/18/25	11:00 am in Room #109
January	1/15/26	11:00 am in Room #109

Yours very truly,

(Signature) Chairman

(Signature) Secretary

(Date)

BRISTOL SENIOR CENTER - DEPARTMENT OF AGING SERVICES
240 STAFFORD AVENUE
BRISTOL, CT 06010
(860)584-7895

- The use of proper guards on machines at all times is required:
 - Do not remove any guards from machines unless authorized by the Shop Supervisor, and replace them immediately when the operation that required their removal is finished.
- Wear safety glasses or goggles over glasses at all times
- The use of ear plugs and dust/allergy masks that cover the nose and mouth is encouraged in the shop area.
- Do not wear long or loose clothing, especially cuffs on sleeves.
- Do not talk to anyone while operating power equipment. PAY STRICT ATTENTION TO WHAT YOU ARE DOING.
- Know where your fingers are at all times.
- Set table saw blade 1/4" above stock being cut.
- Use push sticks for narrow stock and small pieces.
- Always remove pieces near saw blade after cutting to prevent flyback.
- Do not cross your arms when cutting through stock with radial saw and mitre saw.
- Cut only clean stock on jointer or thickness planers.
- Do not run short pieces through planers or on jointer.
- Do not operate the 12" planer with material 24" or longer without an assistant.
- Do not start machine with work under blades.
- Do not start saw with workpiece in the Red area.
- Do not hesitate or be afraid to ask for help.
- Do not attempt to handle large and/or heavy pieces alone.

ANYONE FAILING TO OBSERVE THESE RULES AND REGULATIONS WILL BE ASKED TO LEAVE THE SHOP! Each registrant should, with Shop Supervisor, read and understand these rules and regulations. Registrant is required to initial and date the master copy indicating such.

Reviewed by Commission on Aging: 4/1/2014

Accepted by Commission on Aging: 6/19/2014

**Commission On Aging
Emergency Use Committee Report
November 2024**

There were two requests that were approved for the period from October 17th to November 2, 2024:

1. There was a request made to purchase bedding for a client that is below the poverty line. The request was made for \$100.00
2. There was a request made to help a client get a cleaning service into her apartment so she can remain there. The request was for \$180.00 max.

\$2,000 was transferred into our Emergency Assistance fund from our fundraiser. After these purchases our balance will be at \$2,062.00

City of Bristol
Senior Volunteer Tax Relief Program
July 1, 2024– June 30, 2025

Tax Credit: \$300 per household

Eligibility: Bristol Resident 60 years of age or older, own real property as a principal residence, annual income not to exceed \$45,000/single, \$50,000/couple (Income includes adjusted Gross Income without Social Security)

- Eligible residents must complete a minimum of 50 hours of volunteer service from July 1, 2024 – June 30, 2025 at a non-profit agency within the City of Bristol. **Tax credit is applied for July 1, 2025.**
- Upon completion of volunteer hours served, applicants must bring a signed letter from the volunteer organization verifying volunteer service to: The Executive Director of the Department of Aging, 240 Stafford Avenue, Bristol, CT 06010.
- Eligible residents must then obtain an application from the Assessor's Office beginning February 1, 2025 in order to complete the process. Please bring signed letter, and any reportable income forms, and a completed IRS tax filing for 2024 if you are required to file one. The Assessor's Office is located in City Hall.
- An extension time of two months, through August 31, 2025, to file for the Senior Volunteer Tax Relief Program will be allowed upon presentation of letter of medical proof from your doctor stating that you were under a doctor's care during the designated filing period of February 1, 2024 through June 30, 2025.
- Tax Relief funds allocated by the City shall not exceed \$24,000.00.
- Tax credits will be issued on a first come, first serve basis.

Please call the Department of Aging with any questions
(860)584-7895

Volunteer Agency Options

The following is a listing of possible volunteer agencies.

Volunteer hours must be performed at a Bristol non-profit agency.

Agencies not on this list must be approved by the Executive Director of the Department of Aging.

American Clock & Watch Museum

American Legion

American Red Cross

Army Strong

Big Brothers-Big Sisters

Blessed Pantry

Boy Scouts of America

Boys and Girls Club

Bristol Adult Resource Center (BARC)

Bristol Board of Education – Mentor, Literacy, Math

Bristol Chamber of Commerce

Bristol Choral Society

Bristol Community Organization

Bristol Early Childhood Alliance

Bristol Historical Society

Bristol Hospital Volunteer Services

Bristol Housing Authority

Bristol School Readiness Council

Bristol Senior Center
Bristol Veterans Council
CFC Storehouse
CERT, City of Bristol
Christian Fellowship Center
CT Community Care, Inc.
CW Resources
For Goodness Sake
Friend of the Bristol Public Library
Friends of the Bristol Senior Center
Girl Scouts
Hartford Habitat for Humanity
Heritage Helps
Hillside Cupboard
Imagine Nation Children's Museum
Literacy Volunteers of Central CT
Local Churches
Main Street Community Foundation
Meals for the Needy
New England Carousel Museum
New Horizons Living Center
Salvation Army
St. Vincent DePaul Society

United Way West Central CT

Wheeler Clinic

Zion Lutheran Meal

Bristol Senior Center- Senior Benefit Coordinator Report

Submitted by: Carrie Tedd

Reporting Period: October 2024

Services	Total Count
Phone Calls	267
Appointments	88
Walk Ins	6
Home Visits	0
	Total 94
SNAP Applications/Renewals	31
Medicare Savings Program Apps/Renewals	20
Husky C Applications/Renewals	5
Miscellaneous Medicare Assistance	5
SNAP Toiletry Program	13
Lifeline Program Applications	0
Housing	23
Energy Assistance Applications	31
Transportation	9
Title 19/Probate Court Paperwork	0

Appointments: The month of October was a little slower than last month, but I expect numbers to pick up as it is Energy Assistance season and it tends to get much busier, as so many need heating assistance during these tough economic times.

SNAP, MSP/QMB & Husky Health: Taking in renewals as well as new applications for SNAP, MSP and Husky/Medicaid programs. I have seen an increase in phone call inquiries regarding food stamp income guidelines, and qualifications. Many senior residents are finding it difficult to pay for groceries due to the increased cost of groceries and other household bills like insurance, gas and clothing.

Medicare Assistance: I still receive phone calls and schedule appointments with residents to discuss when their Medicare needs and questions. Open Enrollment starts in October, so we have 2 dates scheduled with a member from NCAAA Choices Program and myself to talk to anyone that has questions regarding their current Medicare Advantage Plan, changes to the plans and more.

SNAP Toiletry Program: I have given 13 SNAP toiletry bags and over 36 incontinence products out to clients & residents this month and some just came in to get a few items they ran out of. We gained several new members and clients to the program from DeLorenzo Towers Senior Housing residents.

Lifeline Program: The current ACP Program is officially over, but there is another program called the Lifeline Program where customers can get a flat rate of \$9.99 for internet or a discount off their entire bill of \$9.99, depending on their approval. I have approved 4 members this month for the program. They just need to schedule an appointment to see Carrie and go through the online application process.

Housing: The housing crisis is still the same, I continue to assist senior residents with applications for all towns and types of senior housing. I have created a handout for outside of Bristol Subsidized Housing Resource Guide.

Energy Assistance: I started taking Energy Assistance appointments and to date we have sent in 31 heating assistance applications to be certified.

Transportation: I continue to assist many members with the application process for Encompass Transportation, ADA Paratransit and Dial-A-Ride, as well as sell the discounted ADA Paratransit Ride Booklets. We now have the ADA Paratransit Ride Booklets back in stock, thanks to Jason ordering them.

Advocacy: I have worked with the Bristol Burlington Health Department on several cases involving seniors and advocacy, providing resources and assistance to the best of my ability.

Commission on Aging
November 21, 2024
Director's Report

In October we saw 4,277 participant swipe ins for programs, 5,793 total members, 10 people deceased, 44 new members, and our fundraiser total for 2024-25 is \$18,553.00.

Our upcoming programs include our Harvest Party on November 22, Our Christmas decorating is on December 3, Gingerbread building with the Interact club from Bristol Central on December 6th, the Wii State Bowling Tournament on December 11th, and our Christmas Party on December 16th. We will be closed on November 28th and 29th for Thanksgiving.

Our Senior Benefits Coordinator has submitted her report as well. She is currently helping people with open Enrollment for Medicare which opened on October 15th.

The speaker project is close to being finished. We only have to program the speakers and they will be on-line. The camera installation is almost complete as well. We are still waiting for the shelters. The architects hired by Public Works received the executed contract and will be by today to start measuring the space for their drawings.

The Craft fair was a huge success bringing in over \$7,000! We were approved for the Roots Grant again this year and will be handing those vouchers out at our Thanksgiving dinners. The Senior Volunteer Tax Credit Program was approved again this year and we will start taking applications in February.

Respectfully Submitted,
Jason Krueger
Executive Director
City of Bristol
Department of Aging