



Town of Windsor
Commission on Aging and Persons with Disabilities
Regular Meeting
April 1, 2025

OFFICIAL MINUTES

Commissioners Present: Kathy Roby, Lois Arsenault, Danette Brown, Marsha Brown, Linda Massa, and Joe McAuliffe

Commissioners Excused: None

Commissioners Unexcused: Marva Douglas-Wilks

Liaison Present: Rebecca Joyce

Also Present: None

Called to order at 7:00pm by Chairperson Kathy Roby

Communication from Commissioners

Commissioner McAuliffe provided an update on the trail at Great Pond Village, highlighting its paved, smooth, and accessible surface. He also noted that a portion of the trail is specifically designed for individuals who are blind, featuring a guiding rope along the path. He proposed collaborating with staff from Northwest Park to explore the development of a more accessible trail connecting from the park's parking area.

Commissioner Marsha Brown indicated she would follow up with the name of the legislative bill she referenced, which focuses on securing additional funding to support caregivers.

Commissioner Danette Brown also distributed contact information for the mental health program that Commissioner Arsenault will be presenting at the Senior Center in the coming months. She suggested possibility organizing it as a three-part series and including these individuals. The contacts provided were Pam Atwood of the Atwood Dementia Group and representatives from Powell Mental Health.

Additionally, there was discussion about re-engaging with the North Central Area Agency on Aging (NCAAA) in hopes that Maureen McIntyre could again be available to speak on the services offered to caregivers, including support with completing forms and navigating paperwork. Commissioner Marsha Brown will reach out to Ms. McIntyre to determine her interest and availability to present as part of the COAPD initiative.

Liaison Joyce proposed inviting the Town's Social Services staff to the May meeting to further explore these topics.

Communication from Liaison

Liaison Joyce provided an update on Senior Services and distributed the Senior Center's March newsletter, which includes the Windsor Social Services insert.

Communication from the Public

None.

Approval of the Minutes from the February 4, 2025, Regular Meeting

A motion to approve the minutes from the March 4, 2025, Regular Meeting was made by Commissioner McAuliffe and seconded by Commissioner Massa. The motion passed with one abstention, 6/0/0.

Old Business

CVS Windsor Plan Update

Liaison Joyce designed a series of posters using Canva to support the group's outreach efforts, specifically for the CVS window display. These included a general overview of the group, a summary of its functions and initiatives, and a listing of past programs and projects. She arranged for the production of corrugated poster-sized signs through Sinsigalli Signs. The finalized signage was presented to the group, and members expressed approval of the finished product.

The group engaged in a discussion about the desired layout for the display window and how best to incorporate contributions made by Loomis Chaffee students. Commissioner Massa recommended including individual commissioner headshots as part of the visual theme. Liaison Joyce agreed to collect and print the headshots for this purpose. She will also order the easels to display the posters.

It was agreed that the display would be finalized and installed by April 15, 2025. Commissioner Danette Brown will coordinate with the Loomis Chaffee students and arrange for the pickup of materials from Liaison Joyce and facilitate their placement in the window display.

Windsor Resource Booklet – 2025 Edition

Commissioner Danette Brown reported that she is continuing to refine the resource booklet. She is currently conducting a thorough review to verify the accuracy of all content, including website links, phone numbers, and other essential information. An update on the final version is expected to be provided at the May meeting.

Selecting the Best In-Home Agency/Caregiver – A “How-To” Guide

Chairperson Roby is working on a draft of this “How-To” guide and will present to the group at the May meeting.

State Ombudsman Program

Chairperson Roby provided an update on the upcoming educational program at the Senior Center focused on the Long-Term Care Ombudsman, with an emphasis on residents' rights, advocacy efforts, and support services available to individuals in long-term care settings. She is currently collaborating with Stephanie to determine an appropriate date(s) for the program.

There was discussion about offering the session at two different times—one during the day and another in the evening—to increase accessibility. Chairperson Roby will reach out to her contact, Daniel Beem, Community Ombudsman Program Coordinator with Connecticut Aging and Disability Services, to explore this option. She will provide an update at the May meeting.

Ancestry Program

Chairperson Roby provided an update on this program, as well, informing the group that this special program presented by John Mills is scheduled to take place at the Senior Center on June 6, 2025, at 10:30 AM. Through his nonprofit organization, the Alex Breanne Corporation, Mr. Mills has assisted approximately 50 individuals in reconstructing family trees that may have otherwise been lost.

The group discussed strategies for promoting the event. Chairperson Roby will draft a program description and forward it to Steffen Reals at Fox 61 for potential media coverage. Liaison Joyce confirmed that the program will be featured in the Senior Center's monthly newsletter, and promotional flyers will also be developed and distributed. Marketing was discussed later in the meeting, as well.

Windsor's Plan of Conservation and Development (POCD) – Update

Chairperson Roby referenced the meeting minutes she previously distributed to the group via email for review. She also informed members that the Windsor Plan of Conservation and Development (POCD)

will have a booth at the upcoming Annual Shad Derby. Members were encouraged to attend related meetings and events to stay informed and engaged.

New Business

Marketing Plan for Programs and Commission

The group engaged in a discussion on enhancing visibility and outreach for their programs, activities, and overall mission. Commissioner Danette Brown shared that she recently spoke with Phyllis Stargardter, Office Manager at the Windsor Chamber of Commerce, and confirmed that program information submitted to the Chamber will be distributed to over 4,000 members via email. Commissioner Danette Brown also encouraged the group to utilize their respective social media platforms to further promote upcoming initiatives.

In addition, Commissioner Danette Brown offered to assist with distributing flyers throughout the community on behalf of the group. Commissioner Marsha Brown referenced a contact list of local religious organizations used in previous years and offered to locate and share it if still available.

Adjournment

A motion to adjourn the meeting at 8:15 PM was made by Commissioner Arsenault and seconded by Commissioner Danette Brown. The motion passed unanimously, 6/0/0.

Respectfully submitted,
Rebecca Joyce