



Town of Windsor
Commission on Aging and Persons with Disabilities
Regular Meeting
May 6, 2025

OFFICIAL MINUTES

Commissioners Present: Kathy Roby, Lois Arsenault, Danette Brown, and Marsha Brown

Commissioners Excused: Joe McAuliffe and Linda Massa

Commissioners Unexcused: Marva Douglas-Wilks

Liaison Present: Rebecca Joyce

Also Present: Mark Harrington, Serving Our Seniors (SOS) Group

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

Communication from Commissioners

Commissioner Danette Brown introduced guest Mark Harrington, who joined the meeting. Mr. Harrington facilitates the monthly "Serving Our Seniors" group at the LP Wilson Community Center. A discussion followed, which included mention of some of the individuals who regularly attend those meetings.

In addition, Commissioner Marsha Brown announced that the North Central Area Agency on Aging will be holding a public hearing to gather feedback on its Draft Area Plan for Federal Fiscal Years 2025–2028. The hearing is scheduled for Tuesday, May 21 at 9:30 AM.

Communication from Liaison

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

Communication from the Public

None.

Approval of the Minutes from the April 1, 2025, Regular Meeting

A motion to approve the minutes from the April 1, 2025 Regular Meeting was made by Commissioner Arsenault and seconded by Commissioner Brown. The motion passed unanimously, 4/0/0.

Old Business

CVS Windsor Plan Update

Commissioner Danette Brown shared that the CVS window display is now complete. The group agreed that it turned out beautifully and commended everyone involved, including the Loomis Chaffee students, for a job well done. Commissioner Brown also noted that the current display space will be available through mid-to-late June, at which point another group is scheduled to utilize it. At that time, the COAPD will need to relocate the display contents to another available CVS window. Chairperson Roby submitted information and photos of the project to the Windsor Journal for promotional coverage.

Windsor Resource Booklet – 2025 Edition

Commissioner Danette Brown reported that her target for completing updates to the booklet is mid-to-late June. Once finalized, Liaison Joyce will coordinate with the printer to produce new copies for distribution. Commissioner Brown also noted that a QR code will be added to the booklet, allowing readers to easily access a digital PDF version.

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

Chairperson Roby is continuing to work on the draft of the “How To” guide and noted that it is not yet complete. She will provide an update at the June meeting.

State Ombudsman Program

Chairperson Roby provided an update on the upcoming educational program at the Windsor Senior Center, which will focus on the Long-Term Care Ombudsman, with an emphasis on residents' rights, advocacy, and available support services. The update was shared primarily to inform guest Mark Harrington about the presentations. Dates for the program have been confirmed: Wednesday, June 25 at 7:00 PM and Thursday, June 26 at 10:30 AM. Prior to the meeting, the group gathered to prepare mailings, including a promotional letter and flyers, to local faith-based organizations, requesting their help in promoting the events. A brief discussion followed. Chairperson Roby will also send the flyer to the Caring Connection to encourage family members to attend.

Ancestry Program

Chairperson Roby also provided an update on another upcoming program, which will be presented by John Mills at the Windsor Senior Center on Friday, June 6, 2025, at 10:30 AM. Through his nonprofit organization, the Alex Breanne Corporation, Mr. Mills has helped approximately 50 individuals reconstruct lost family trees, offering a powerful opportunity for personal and historical connection. Commissioner Danette Brown noted that she promoted the event by tagging it on her LinkedIn account and informing the Chamber of Commerce. Liaison Joyce will follow up with WINTV to see if they are available to record this as well as the State Ombudsman presentations.

Marketing Plan for Programs and Commission

Commissioner Danette Brown shared that she recently posted program flyers at various locations throughout town including the Bean, as well as on Social Media, and the Chamber of Commerce website. Members of the group met prior to the meeting to stuff promotional letters including flyers for the upcoming programs to be mailed to local faith-based organizations.

New Business

Loomis Chaffee Video

Chairperson Roby shared that although she has followed up with her contact at the Loomis Chaffee School, the student project video recorded last fall is still not complete. However, she remains hopeful that it will be ready for presentation to the group soon, with the potential to schedule a public showing at the Windsor Senior Center in the near future.

Open Forum with State Representative Jane Garibay

Chairperson Roby mentioned that State Representative Jane Garibay sent out mailing seeking community feedback. Chairperson Roby is working on coordinating an Open Forum to be held at the LP Wilson Community Center on June 7 from 10:00am-12:00pm.

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, 4/0/0.

Respectfully submitted,
Rebecca Joyce