



# Watertown Commission on Aging

## Regular Meeting Agenda

**DATE:** Thursday, May 21, 2026  
**TIME:** 6:30 PM  
**LOCATION:** Watertown Town Hall, lower-level conference room  
61 Echo Lake Road, Watertown, CT

This meeting will be an In-Person meeting and will also be available via Zoom in Listen Only Mode.  
A Link will be posted on the day of the meeting.  
Please see [www.watertownct.org](http://www.watertownct.org) under the Calendar of Meeting.

- I. **Call Meeting to Order**
- II. **Roll Call**
- III. **Public Participation**
- IV. **Correspondence**
- V. **Approval of Minutes**
  - A. April 16, 2026, Regular Meeting
- VI. **Reports**
  - A. Chairman
  - B. Parks & Recreation Director
  - C. Senior Services Coordinator/Municipal Agent
- VII. **Old Business**
- VIII. **New Business**
- IX. **Adjournment**

*Commissioners, please contact the Watertown Parks & Recreation Department Monday through Friday by 4:30 PM at 860-945-5246 if you are unable to attend. Thank you.*

**Kaitlyn Sanzone**

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**From:** Michael Ganem  
**Sent:** Wednesday, May 13, 2026 1:06 PM  
**To:** Kaitlyn Sanzone  
**Subject:** FW: CTDOT Traditional Section 5310 UPDATES

**AGENDA**  
Date: 5-21-26  
Number: 14

Kaitlyn,  
Please include this for correspondence at the next COA meeting.

Thank you,

*Michael Ganem*, CPRP  
Director

Office: 860-945-5246



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**From:** Chaplin, April <April.Chaplin@ct.gov>  
**Sent:** Wednesday, May 13, 2026 12:51 PM  
**Subject:** CTDOT Traditional Section 5310 UPDATES

Good afternoon, all,

I hope this e-mail finds you all doing well.

Thank you to all who have kept me abreast of any personnel changes within your organizations so that the proper people in your organizations continue to receive these important section 5310 e-mail communications.

First, **I am sorry, no, I do not have any update on the FFY2024 grant funding cycle.** To date, we are still waiting for the FTA's final grant approval for our FFY2024 grant funding. Yes, of course, we realize how late this is. Unfortunately, we did not have control over when the final grant application was sent to the FTA and cannot control how long the FTA takes to respond. As you know, the federal landscape has been through a lot of change over the past year or so and that directly affects this program. PLEASE NOTE: This also means that none of the section 5310 vehicle orders may be placed until this final funding has been approved and we will notify you as soon as we have received this.

The Section 5310 Team recognizes some of you really need these vehicles and are possibly putting money into costly repairs, but we have no choice but to wait on the FTA. This is their program; we are the *administrators* of their program. We also recognize some of you are trying to spend down your budgeted funds for your fiscal year and hope to have your vehicle funds expended for your 20% of your section 5310 vehicle purchase by that time. We cannot guarantee these vehicles will be delivered by this time, so please make the necessary adjustments/arrangements. We could hear something from the FTA any day, but we also need time for the actual vehicle orders to be placed and filled and we at CTDOT need to secure signed Master Agreements from each of you and prepare and send out your ACLs (Acceptance Certification Letters).

A special thank you to those of you who cooperated with Model 1 correcting a premature vehicle ordering error on their end, that they have fully corrected.

For the record, we want to be sure all subrecipients are aware:

- 1) FTA funding comes first
- 2) Master Agreements are e-mailed to grant awardees by CTDOT's Agreements Department and Section 5310 works with them securing all of your *signed* Master Agreements
- 3) Then CTDOT gives vehicle vendors final permission to order vehicles while simultaneously, the section 5310 e-mails you ACLs (Acceptance Certification Letters)

*You can speed up this process by responding, reviewing, and signing these Master Agreements as soon as you do receive them.*

Next, please do not be alarmed when you get a notice from me for a Traditional Section 5310 Desk Audit or Site Visit. All of you will eventually go through one of these, and many of you, multiple times. ***The goal of these is to work with you to be sure your agency is in full FTA compliance.*** We do not expect everyone to be in full compliance at the start of these. The goal is help you attain full, FTA compliance.

I perform 10 Site Visits and 20 Desk Audits each year, and attempt to distribute these with regional parity wherever possible. If a subrecipient has gone through a Desk Audit or Site Visit within the past 3 years, they will not be chosen for once again, unless, we have reason to Audit them. Such things indicating there may be a problem are: 1) failure to report and document a vehicle accident, 2) not sending timely quarterly reports, 3) not responding to any Section 5310 request for reports or documentation.

Please keep your reporting current and remember we are here to help you. We are a resource for you and will gladly assist and train where you or your staff may need assistance administering your section 5310 transportation program and operating it in FTA compliant guidelines.

Enjoy your day!

APRIL CHAPLIN

**Transportation Planner 2 and Traditional Section 5310 Program Manager**

Connecticut Department of Transportation

Operational Programs Unit | Office of Transit and Ridesharing

Phone: 860-594-2912

[April.Chaplin@ct.gov](mailto:April.Chaplin@ct.gov)

**AGENDA**  
Date: 5-21-24  
Number: VA



**WATERTOWN COMMISSION ON AGING  
REGULAR MEETING MINUTES**

**WATERTOWN TOWN HALL  
FIRST FLOOR CONFERENCE ROOM  
61 ECHO LAKE ROAD, WATERTOWN, CT**

**Thursday, April 16, 2026**

I. The meeting was called to order at 6:30 PM by Melanie Flaherty, Chair

II. Roll Call

**PRESENT:**

Melanie Flaherty, Chair  
Alan Mickel  
Tracy Dasilva  
Sally Kuslis  
Debra Desena  
Amy Quinnan  
Vacancy

**ABSENT:**

Wilbur Hughes  
Cynthia Blanchard, Vice Chair

**OTHERS PRESENT:**

Michael Ganem, Director of Parks, Recreation, Senior, and  
Social Services

III. Public Participation – none

IV. Correspondence – none

V. Approval of Minutes:

March 19, 2026, Regular Meeting

*Motion by Amy Quinnan, seconded by Debra Desena, to approve the minutes of the March 19, 2026, meeting.*

*Motion passed unanimously.*

VI. Reports

A. Chairman – no report

B. Parks & Recreation Director

Michael Ganem:

- Discussion about bylaws and ordinances

- Amy shared data from other towns with the commission
- P West suggests that additional newsletters be distributed and that they be available at the food pantry

C. Senior Center Coordinator/Municipal Services

Laura Garay:

- Provided a written report

VII. Old Business- none

VIII. New Business – none

IX. Adjournment -

*Motion: Alan Mickel, seconded by Sally Kuslis, to adjourn the Regular Meeting at 6:57 P.M.*

*The motion passed unanimously.*

Respectfully submitted,

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Melanie Flaherty, Chair  
Watertown Commission on Aging

Approved: \_\_\_\_\_  
Susan King, Clerk

# AGENDA

Date: 5-21-26

Number: VIC

## Senior Center: Reporting for April 1 - 30, 2026

- (9) New FASC Members came on board between April 1-30, 2026.
- (10) Members of the FASC Wii Bowling Team hosted the Waterbury Senior Center for a match on April 1.
- (8) Seniors attended a **Bus Trip to Big Y in Torrington** on Thursday, April 2.
- (14) Seniors attended a **Dress Rehearsal Presentation of "Seussical Kids" at Polk School** on Monday, April 6.
- (8) Seniors attended our bi-monthly **FREE Zumba Class** sponsored by Oak Street Health on Tuesday, April 7.
- (10) Seniors attended a two-session **Jewelry Making Class** sponsored by FirstLight Homecare on Wednesday, April 8 and 15, and made beautiful bracelets and earrings.
- (23) Seniors attended Part I of a Three-Part **Historical Series on The American Revolution with Historian Dan MacNeil** on Friday, April 10.
- (30) Seniors attended a Free Lunch & Learn "**Planning for the Next Chapter": A Practical Guide for Families Navigating the Transition**, sponsored by Benchmark, **The Village at East Farms of Waterbury** on Tuesday, April 14.
- (6) Seniors attended **Reflexology (25-minute session)** on Tuesday, April 14. This is a self-paying activity.
- (16) Seniors attended a **Bus Trip to The Old State House in celebration of the 250<sup>th</sup> Anniversary of America** and enjoyed lunch at the **First and Last Tavern in Hartford** on Friday, April 17.
- (38) Seniors attended a **Bus Trip to Kaynor Café** on Monday, April 20, and enjoyed a delicious meal prepared by the Culinary Students of W.F. Kaynor Technical School.
- (20) Seniors attended a **Bus Trip to the Log Cabin in Holyoke, MA**, for a family-style luncheon and matinee show of "**Motown Meets Doo-Wop**" on Tuesday, April 21.
- (7) Seniors took advantage of our **Monthly Blood Pressure Clinic** on Tuesday, April 21, sponsored by **NCE Home Care of Waterbury**.
- (26) Seniors attended a **Colonial Cooking Presentation with Chef Justin of W.F. Kaynor Technical School** on Friday, April 24. Seniors enjoyed delicious New England Clam Chowder, Yankee Pot Roast, and Apple Cobbler for dessert.
- (20) Seniors attended a **Balance and Strength Class** on Tuesday, April 28, sponsored by **Connect Physical Therapy**.
- The **FASC Book Club** continues to meet on the fourth Tuesday of the month. The Book Club discussed **Shoppgirl** by **Steve Martin** on Tuesday, April 28.
- (96) Energy Assistance Applications have been completed since October 1, 2025.

### Planned Activities for May 2026

- Cinco de Mayo Party 5-1
- Bus Trip to Hidden Café 5-4
- Historical Series Part II 5-6
- Mother's Day Luncheon 5-8
- Reflexology 5-12
- Wii Bowling State Championship, Bristol 5-15
- Bus Trip Kaynor Tech Café 5-18
- Presentation Charter Oak Home Care 5-19
- Blood Pressure Clinic 5-19
- Memorial Day Picnic 5-22
- Book Club 5-26
- Bus Trip Shopping at Boscov's and lunch at Echo Craft Kitchen 5-29