

Bridgeport Transit has, for some time, provided a fixed route stop at Stern Village but due to very limited ridership this service was discontinued a week ago. To compensate, a demand response service is in the process of being coordinated. Qualifying Stern Village residents will, as always, have access to ADA services, which provides limited door to door service for persons with disabilities.

Additional funding has now been made available through the Municipal Grant and New Freedom Programs, which are designed to offer services beyond those provided through the ADA.

Mr. Holcomb advised that the Town sets the parameters on how these two grants are to be utilized. As there is no guarantee of future funding, Bridgeport Transit is collaborating with Town officials on how this funding can best be used. The Chairperson suggested that it might be beneficial to have a liaison from this Board participate in the coordinating talks and Commissioner Raytar agreed to fill that role.

Chairperson's Report

Rachel Yahwak thanked the Director and the volunteers who contributed to the success of the Christmas party, which was very well attended.

The men's bathrooms have been painted and tiled. It was brought to the Board's attention that the cleaning service at the center has not been up to par. The Director informed that the Town's head of maintenance, Alan White, has instructed the cleaning service that a supervisor must be on premise, when the center is cleaned.

Paint and other hazardous materials are being disposed of in the meeting room sink. Seniors have been instructed that they must bring their materials back home with them or the sink will be removed.

The Director advised that the top coat on the functions room floor is wearing down and, at some point, will need to be refinished.

The Center's security camera was vandalized and is now in the process of being repaired. The importance of maintaining security safeguards must be stressed and that the destruction of town property will not be tolerated.

The Chairperson questioned if the presenter of an upcoming course at the Center, has been charged a use fee. The Director responded that in lieu of paying her to offer the course we have, as in the past, allowed the presenter to charge an attendance fee. Dorothy Merritt advised that this issue was discussed at the finance sub-committee meeting and the Assistant Director of Finance, Dawn Savo, agreed to look into it.

Director's Report

Upcoming programs include the Valentine's Bingo and the AARP tax preparation assistance.

Ms. Fereria suggested that a "coffee and" be held on Valentine's Day. Commission members were very much in favor of the proposed activity and agreed that the Director move forward with the preparations.

MOTION MADE (Mehlhorn), seconded (Chiota) and unanimously carried to approve an amount of up to \$50.00 for the purchase of dessert items for the Valentine's Day event.

The following volunteered to attend and assist with preparations: Rachel Yahwak, Roberta Bellows Dorothy Merritt, Rita Grossi and Gary Raytar.

The Chairperson stressed the importance of Commission members becoming involved with the Center and attending their functions.

Commissioner Grossi suggested that the Commission have one of its members connect with seniors who have moved into town and familiarize them with the center and the other services available to them. At the request of the Commission, Rita Grossi agreed to fill that role.

Jean Fereria announced that St. Stephen's Church has made a donation to the Center in gratitude for all they did to assist the public during hurricane Sandy.

The proposed budget was then reviewed with the Director detailing specific line items. Upon inquiry, Jean Fereria advised that the proposed \$200.00 monthly cost for the new copier lease was the rate quoted by the Town's Purchasing Agent. The Director informed that the copiers are leased from the company chosen through the Town's bidding process.

Ms. Fereria's budget meeting with the First Selectman went well and she does not foresee any major problems. The Director anticipates that the final budget will be officially approved sometime in April.

Old Business

Dorothy Merritt reported on the finance sub-committee meeting. Dawn Savo, John Ponzio and Jim Henderson were in attendance. Ms. Savo gave an overview of the purchasing procedure and the accountability of the Senior Center. The new monthly accounting form, created by the Director and Commissioner Merritt, was distributed and reviewed.

All were in agreement that the form was very well put together and the Commission expressed their appreciation to Dorothy Merritt and Jean Fereria for a job well done.

Notary fees were then discussed. The Director informed that the charges for the use of a notary and the photocopier were set by the Town and issued by letter to all Town departments.

The Chairperson, along with other Commissioners, took issue with seniors being charged for a notary service. Upon further discussion the following motion was made.

MOTION MADE (Yahwak), seconded (DeZenzo) and unanimously carried that senior citizens no longer be charged for the use of a notary.

The Chairperson asked that notice of this change in policy be included in the newsletter.

It was agreed that the current policy pertaining to photocopies shall remain unchanged.

Amy DeZenzo reported on the status of the refurbishing on the kitchen. Commissioner DeZenzo informed that the cost to get any kind of food service up and running again will be at least \$100,000. The equipment alone will be in the range of \$62,000. It was agreed that no decisions can be made until firm cost figures are obtained. Amy DeZenzo will provide an update at the next scheduled meeting.

A draft of the proposed Trumbull Senior Commission by-laws was distributed. Commissioners will review the proposed language prior to discussion at the next scheduled meeting. Joan Mehlhorn informed that she would be available to assist in the by-law project.

The next item on the agenda was the Self-Evaluation of the Senior Center. Due to other priorities, not much progress has been made since the last meeting. For guidance purposes, the internal auditor has submitted a set of questions that could prove helpful in the evaluation process. The Director also advised that the self-evaluation is not mandatory, just suggested. Amy DeZenzo noted that there has been progress through the improvements that have been made.

The Internal Auditor, Jim Henderson, distributed copies of the audit report and noted that we are moving forward on some of his recommendations.

New Business

A brochure relating to a Gatekeeper Program for seniors was discussed. The material indicated that it was basically an assessment program and there was some concern that it could be too intrusive. Joan Mehlhorn agreed to obtain further information and report back at next month's meeting.

A suggestion was made that Senior Center members no longer be charged \$3.00 per year for a copy of the newsletter. Chairperson Yahwak and other Commissioners, expressed the view that the newsletter should be included as part of a person's membership.

MOTION MADE (DeZenzo) and seconded (Mehlhorn) that the \$3.00 newsletter charge, to Senior Center members, be dispensed with starting in July.

Vote: In Favor (6) - Abstention (1): Raytar MOTION CARRIES

Commissioner Raytar stated that his abstention was based on his need for further clarification on how the cost of the postage would be covered.

The Director responded that the cost of the mailing would be covered by the membership dues.

MOTION MADE (Raytar), seconded (Chiota) and unanimously carried that postage costs for the mailing of the newsletter be paid for out of the Special Agencies account.

The Chairperson advised that complaints have been received that members of the Center do not know who the Commissioners are. She suggested and all were in agreement that a "coffee and" be held every other month to meet with the Center's seniors. The first "meet and greet" to be held on March 15th at 11:00 a.m.

There being no further business to discuss a motion was made by Commissioner DeZenzo and seconded by Commissioner Mehlhorn to adjourn. The January 25, 2013 meeting of the Senior Commission adjourned at 11:40 a.m. with unanimous consent.

The next regularly scheduled meeting of the Trumbull Senior Commission will be held on Friday, February 22, 2013 at 10:00 a.m. in the First Selectman's Conference Room at the Trumbull Town Hall.

Respectfully submitted,

Helen Granskog
Clerk

