

TRUMBULL SENIOR CITIZEN COMMISSION

MINUTES MARCH 25, 2011

Commission members in attendance: Linda Ciocci, Chm.; Joan Mehlhorn; Vice Chairman; Helen Weinstein, Secretary; Dee Chiota; Connie Cleary; Amy DeZenzo; Fran Hanna; and Dorothy Merritt, Alternate

Commission members not in attendance: Gary Raytar

Non-Commission members present: Jean Ferreira, Senior Center Director

Public Attendance: Sylvia Jones, 101 Twitchgrass Road, Trumbull, Connecticut
Gloria Monaco, 718 Booth Hill Road, Trumbull, Connecticut

Meeting called to order: 10:04AM

Public Session: Sylvia Jones suggested there be some kind of recognition for Doris Tkacs, who passed away this past February, for her involvement at the Senior Citizen Center; such as a memorial plaque. Also, Gloria Monaco suggested the same be done for Wanda Dick who has also passed away, for her generous contributions and involvement with the senior citizens of Trumbull.

C. Cleary made reference to the Minutes of January 28, 2011 regarding a new book club. She informed the commission members that there is a book club that has been in existence for approximately three years which consists of 10 members and is held at the Trumbull Library once a month. The book club is held on Tuesday's at 12 Noon and "bring your own lunch".

The commission members discussed having a book club at the Senior Center and that they would have to arrange to get their own books. J. Mehlhorn notes that they would have local authors at the book club at the Senior Center. C. Cleary informed the commission that the authors at the book clubs might have to be compensated and J. Mehlhorn indicated the authors would be compensated by the sales of their own books. At the request of L. Ciocci, C. Cleary agreed to organize a new book club to be held at the Senior Center and that possibly this could be a new afternoon program.

Approval of Minutes:

Amended the Minutes of January 28, 2011 as follows:

*Page 3; at the end of the third paragraph, insert: "for **demonstration**".*

MOTION made by D. Chiota to accept the minutes of January 28, 2011 as amended, seconded by F. Hanna.

VOTE: Motion carried unanimously.

Chairman's Report:

L. Ciocci obtained price quotes for the new stove:

- Associated Appliance - \$1,399.99 (including delivery)
- Marsilio's - \$1,399.99 plus a \$50.00 delivery charge
- Candelora's – approximately \$1,700.00

L. Ciocci indicated that someone needs to pay and pick up the shelves.

Secretary's Report: None

Treasurer's Report:

J. Ferreira submitted her Treasurer's Report (a copy of which is filed with the Minutes at the Town Clerk's Office.) All of the commission members reviewed the report. They requested that J. Ferreira attend the meeting for several questions.

J. Ferreira attended the meeting at 10:34AM.

J. Ferreira indicated to the members that she has spoken with Matt Heffern, Jim Henderson and Lori Vellardito regarding the new finance program and that Lori Vellardito is in the process of making the excel program. J. Ferreira is available for training as soon as L. Vellardito has the program set up.

A. DeZenzo asked J. Ferreira how much Tom Mohyde was paid for the New Year's Eve Party. J. Ferreira informed the commission that he was paid \$250.00 and this expense should come out of the Special Agency Account.

J. Ferreira also indicated that extra instructors have been approved for the budget next year.

J. Ferreira explained to the commission that she needs the commission's permission to transfer \$1,000.00 from the "Beautification" Account to the "Special Agency" Account in order for the Beautification Account to be at a -0- balance due to the fact that Dimitri Paris, Parks Supervisor, had taken the \$1,000.00 out of Parks for beautification.

MOTION made by J. Mehlhorn to transfer \$1,000.00 from the Beautification Account to the Special Agency Account, seconded by H. Weinstein.

VOTE: Motion carried unanimously.

The commission members discussed with J. Ferreira the memorial plaque for Doris Tkacs and Wanda Dick. The plaque for Wanda Dick was never voted on. This vote needs to go before the commission. All agreed there needs to be some guidelines set up.

J. Ferreira left the meeting at 10:51AM.

L. Ciocci discussed further the approval of plaques for Wanda Dick and Doris Tkacs. Although, to table further discussion for the rules and guidelines and to research other Town's Senior Centers' policy and procedures. J. Mehlhorn suggested J. Ferreira to submit a list of past members who have passed away.

Center Director's Report:

J. Ferreira submitted her Director's Report (a copy of which is filed with the Minutes at the Town Clerk's Office). After reviewing the report, the commission members requested J. Ferreira to come back into the meeting.

J. Ferreira returned to the meeting at 11:15AM.

J. Ferreira discussed the programs scheduled for May. She submitted the Senior Newsletter indicating the day and time of each of the programs and noted a change of the date for the Senior Program from May 19 to May 20. Also, she discussed the funds needed for the programs.

D. Chiota questioned why the programs are scheduled mornings and early afternoon and that more programs are needed for later in the afternoon. J. Ferreira indicated that she tries to schedule programs in the afternoon. There is a Jazzercise Class at 1PM and a Ballroom Class at 2PM. Unfortunately, the instructors are not always available for the afternoon classes and the afternoon classes do not fill up as fast as the morning classes as the members have obligations in the afternoon, i.e., grandchildren care, husbands care, doctor appointments, running errands, house care.

C. Cleary questioned the bus schedule for 3:30pm and J. Ferreira confirmed there is a bus scheduled for 4:00pm.

Amy DeZenko discussed a few items with J. Ferreira:

- The status of the grant for the bus driver.
J. Ferreira informed the commission members that she has been in contact with The State of Connecticut and although it had been previously approved, she needs to reapply due to the new Governor's use of those funds elsewhere. The grant was approved for \$41.35 an hour, which includes the bus driver's salary, the dispatcher, gas, oil, and grease and this should allow for approximately 1 ½ years of transportation service.

D. Chiota questioned what the bus will be used for. J. Ferreira indicated that the Town can expand to providing transportation to church services and weekend medical treatments along with group trips and also for later afternoon doctor's appointments during the week.

- The status of the new transportation person.
The new bus driver, Sharon, is working out very well. Presently she is part time. J. Ferreira noted when the budget takes effect in July after salaries are established Sharon could be permanent part time.
- How do the senior citizens know when to call for transportation?
Gail is part time mornings and Sharon is part time afternoons. The senior citizens have been instructed to call between 1pm and 4pm. If they call during other than those hours, J. Ferreira will take their name and number and the dispatcher will call them back to reschedule.

Regarding the Audit Report, D. Chiota suggested reviewing a couple of pages at each meeting. L. Ciocci indicated that Jim Henderson has made some changes. Regarding the Audit Report, the commission discussed the possibility of meeting with Jim Henderson and having him attend the next Senior Citizen Commission meeting or if they should hold a separate meeting. J. Ferreira has received advice from Jim Henderson. She has put up material from the State of Connecticut on the bulletin board such as, pay wages and State of Connecticut contacts. Also, J. Ferreira has put together an emergency pamphlet in the kitchen. D. Chiota questioned if there has been any fire drills. J. Ferreira indicated that there have been fire drills with the fire department and that Donald has a book for monthly checks of smoke detectors, fire alarms and fire drills.

MOTION made by J. Mehlhorn to transfer \$1,000.00 from the Beautification Account to the Special Agency Account in order to close out the Beautification Account, seconded by H. Weinstein.

VOTE: Motion carried unanimously.

J. Ferreira also informed the commission members that during the recent renovations at the senior center, the air conditioning unit was installed without valves. The cost to repair the air conditioner is \$5,000.00. J. Ferreira met with D. Nelson and he informed J. Ferreira that he will arrange to have it paid and that this expense will not come out of the senior citizen's account.

J. Ferreira left the meeting at 11:39AM.

The commission members congratulated D. Chiota on her promotion to a Member of the Trumbull Senior Citizen Commission.

Regarding the new Treasurer's position, A. DeZenzo presented correspondence from a local man with experience in Consulting and Industrial Engineering. A. DeZenzo read the correspondence suggesting he might be suitable for the Treasurer Position and may also be able to help J. Ferreira with the financial duties. L. Ciocci and the commission members agree to keep him in mind but will wait until the new finance program is completed and up and running. D. Merritt noted maybe he can start at the fiscal year. H. Weinstein and the commission members also agreed that they need to get to know him and see if he is capable and A. DeZenzo will see if he is interested and would like to attend the next Senior Citizen Commission meeting.

MOTION was made by H. Weinstein, for payment of \$300.00 to cover the expenses for Senior Citizen month and additional funds may be needed, seconded by J. Mehlhorn.

VOTE: Motion carried unanimously.

Old Business:

MOTION made by J. Mehlhorn to purchase a stove from Associated Appliance, seconded by A. DeZenzo.

VOTE: Motion carried unanimously.

Hairdresser

D. Merritt asked if any decision had been made regarding the hairdresser's salary. A. DeZenzo will speak with D. Nelson regarding the status of the signed contract.

New Business:

New Programs

The commission members discussed having a seminar on "Quality of Life" regarding elder-care issues. Possibly this seminar can be scheduled for an afternoon class or a Saturday or Sunday.

A. DeZenzo had to leave the meeting at 11:45AM

The commission discussed the memorial plaques for Doris Tkacs and Wanda Dick. The commission members agreed that a wall plaque would be better than a plaque for a bench which would get weathered. D. Chiota suggested a "Memorial Wall of Honor" with individual plaques possibly arranging the plaques in a group on a designated wall

The next meeting of the Trumbull Senior Citizen Commission will be held on Friday, April 29, 2011.

Adjourned: 11:55AM

Respectfully submitted,

Marilou Mangiamele, Clerk