

Commission on Aging

**TOWN OF TRUMBULL  
CONNECTICUT**

Town Hall  
5866 Main Street  
Trumbull, Connecticut 06611



Trumbull Commission on Aging Meeting  
Friday, March 24, 2023 2:00 pm  
**Trumbull Senior Center Cafeteria**  
**23 Priscilla Place Trumbull, CT**

AGENDA

Call To Order/Pledge of Allegiance

Introduction of New Commissioner

Resident Comments

Approval of Past Minutes – January 27, 2023

Reports

1. Secretary's Report – Mrs. Heilbrunn
2. Senior Center Director's Report - Mrs. Jakab
3. Stern Village Report – Ms. Mack
4. Chairman's Report – Mr. Ganino

Old Business - Updates –

1. Valentine's Day Card Program
2. Discretionary Funds
3. Facilities Committee
4. Administrative Assistant Position
5. Board of Education Programs – Frenchtown Elementary School Pilot
6. Defibrillator Status
7. Farmers Market Participation
8. Trumbull Business Discount Program

New Business

1. Proposed Senior Day

Next Meeting – April 28, 2023 at 2:00 pm

Adjournment

**TOWN OF TRUMBULL  
CONNECTICUT**



Commission on Aging Virtual Meeting  
Friday, January 27, 2023  
2:00 pm

**Present:** Chairman Michael Ganino, Ron Foligno, Alissa Heilbrunn, Nancy Lucas, Mark Ryan

**Absent:** Evelyn Wiesner and Debra Gilbert Taylor

**Also Present:** Michele Jakab, Director of Human Services and Cindy Katske, Chief Administrative Officer (entered at 2:07 pm)

The meeting was called to order at 2:03 pm by Mr. Ganino followed by the Pledge of Allegiance.

**Public Comments**

No public comments.

**Approval of Meeting Minutes**

**Motion was made by Mr. Ryan to approve the minutes of December 16, 2022 as written. Seconded by Mr. Foligno and approved by unanimous consent.**

**Secretary's Report**

No report.

**Election of Secretary**

**Motion was made by Ms. Lucas to nominate Alissa Heilbrunn for the position of Secretary. Seconded by Mr. Foligno. Mrs. Heilbrunn accepted the nomination and the motion was approved by unanimous consent.**

**Senior Center Director's Report**

Mrs. Jakab reported the following:

1. The Center is doing well, including the lunch program.
2. There will be a fraud presentation in May.
3. Social Services is busy with energy assistance. They are experiencing an increase in evictions.
4. Food Pantry was moved so they could put down new floors in the lower level.

Mrs. Katske entered at 2:07 pm.

5. Volunteer training for CPR is being scheduled with EMS.

## **New Business/Old Business**

Valentine's Day Cards - Mr. Ganino noted they have between 700-800 Valentine's Day cards to be distributed to the seniors at the Senior Center and other facilities in town thanks to the BOE and various organizations.

Discretionary Funds - discussion was held regarding discretionary funds that could be used by the Commission for miscellaneous expenses such as the stamps being used for the Valentine cards. Mrs. Katske noted this would need to be requested during the budget process which is currently in progress. She was not sure of the exact steps to be taken to add a line item but suggested they work with Mr. Martin, the Assistant Finance Director, on the process. The Commission was also advised to prepare a list of expenses the funds would be used for with a description to present for consideration. Such items could be community outreach or mailings. Donations from fund raising were discussed. Mrs. Katske will look into how the Commission could utilize these funds. It was noted the funds from the cookbook sale went directly to the Senior Center. Several potential fund raising ideas were discussed.

Facilities Committee Report – Mr. Foligno noted the Environmental Study proposal was approved at the last meeting. Residents wanted to know if the facility would have direct access to the Pequonnock Valley. It was noted the Committee's focus is the building. Access to the Valley is not within their charge and is not being considered at this time. The traffic and environmental study results should be available in the next few weeks. Mr. Ganino noted he presented the Committee with over 100 letters supporting the new Center.

Administrative Assistant Position – Several members of the Commission felt the open position was detrimental to the functioning of the Center and was adversely affecting the membership, specifically with regard to classes, safety and security. Mrs. Katske noted Human Resources is actively working on the situation.

New Commissioner Appointment – Mr. Foligno requested clarification of the selection process. Mrs. Katske noted the appointments are made by the First Selectman under the Charter. The Commission is not part of the process at this time. Candidates have come forward and she hopes an appointment will be made by the next meeting.

Camera Installation – Mrs. Jakab noted additional cameras were installed which should cover all the doors in the building.

Center Presentations - Mr. Ryan asked about future presentations at the Center, specifically protection from armed intruders. Mrs. Jakab will look into this for the spring.

Update on Board of Education Discussions with Superintendent Semmel - Mr. Ganino noted Dr. Semmel is working with his principals regarding programs for seniors in the schools and he is waiting to hear back.

Trumbull Business District Program – Mr. Ganino is working to distribute the list to the Commissioners for updating.

Phone/Medical Kits – have been received.

Defibrillator Status – This item falls under the Director of Nursing who would purchase from her budget. The Commission was directed to speak directly to her regarding the purchase.

Cookout – over 40 people attended.

Adopt-A-Street – no discussion.

Farmer's Market – Mr. Ganino has been in touch with the sponsors and noted the Center may have additional opportunities to attend. Several ideas were discussed with regard to what might bring more donations to the Center on those dates.

Library News for Seniors – Ms. Gilbert Taylor developed a flyer that included available services. This will be distributed in various locations.

Veterans Visit – Mrs. Jakab noted the date may have changed to March but will confirm. It was noted the VFW would like to utilize the Senior Center for their meetings. River Valley has also given the VFW free use of the auditorium for meetings until the new Center is completed.

**Adjournment**

**There being no further business, motion was made by Ms. Lucas to adjourn the meeting at 2:57 pm. Seconded by Mr. Foligno and approved by unanimous consent.**

Respectfully submitted,

Barbara Crandall  
Clerk