

**TRUMBULL SENIOR CITIZEN COMMISSION**  
**MINUTES**  
**February 3, 2012**

**Commission members in attendance:** Linda Ciocci, Chairperson; Joan Mehlhorn, Vice Chairperson; Dee Chiota; Connie Cleary; Amy DeZenzo; Fran Hanna; Gary Raytar; and Dorothy Merritt, Alternate.

**Commission members not present:** Helen Weinstein, Secretary.

**Non-Commission Members in attendance:** Jean Ferreira, Senior Center Director; Timothy Herbst, Trumbull First Selectman; John Ponzio, Town Treasurer; James Henderson, Internal Auditor.

**Public Attendance:** Approximately 20 members of the Trumbull Senior Center.

*Meeting called to order: 10:05AM*

**Public Session:** L. Ciocci welcomed the large group of citizens in attendance and explained that public comment was not permitted during this meeting since it was convened as a special session; however, she thanked them for their display of interest and encouraged them to follow-up on any concerns that the ensuing discussion might prompt.

**2012 Proposed Budget Review:**

Jean Ferreira distributed a copy of the proposed 2012 Senior Center Budget (copy filed together with minutes at Town Hall). She stated that the growth from last year's budget of approximately \$10,000 was primarily from programming cost increases. Striving to satisfy a "no growth" request from Town Hall, she would like the Commission to fund this increase if the budget is not approved so that she can avoid cutting existing programs. F. Hanna asked for specifics on programs that had been added. J. Ferreira explained that, to accommodate a request to alleviate crowding, Jazzercise was changed from one to two sessions. Similarly, a popular art class also was converted into two sessions. Per membership request, a Zumba class and a Chair Exercise class were added. Finally, the dance sessions were expanded from 30 minutes to 60 minutes per participants' request. A. DeZenzo asked if there were minimum and maximum attendance requirements. J. Ferreira stated that the official minimum guideline is 12 per class. Current classes that are least attended are as follows: Tai Chi (12 or fewer), Yoga (20) and Chair Exercise (15); the dance and art classes typically draw 30 or more. L. Ciocci confirmed that the art classes were at maximum capacity. F. Hanna questioned the appropriateness of asking for funds to operate added art classes that can be enjoyed by non-resident center members for free and pointed out that similar programs held in neighboring centers are offered with an additional participation fee requirement. J. Ferreira explained that the open membership policy was established by the Commission and noted that non-residents pay a higher annual membership fee; the Commission voted against additional program participation fees at the time that the membership policy was established. G. Raytar noted that the Director is not seeking Town funding for the budget gap and is,

instead, asking the Commission to fund this increase; therefore, the taxpayers are not affected. F. Hanna reiterated her opinion that non-resident members should not be permitted to participate in Center programs free of charge and urged the Commission to consider amending the membership policy to alleviate the burden placed upon the taxpayers of Trumbull. T. Herbst asked for clarification on the source of the growth in the budget. J. Ferreira stated that programming expansion coupled with increases in salary requirements for program instructors created the increase and that, once offset by combined revenues from membership, newsletter sponsorship (revenue specifically designated to offset programming costs), and grants, the total shortfall would be between \$2,000 and \$3,000. L. Ciocci noted that the Commission has several options and that using the special agency account represents but one alternative. J. Mehlhorn stated that the special agency account can accommodate this request. Town Treasurer J. Ponzio noted that relying on special agency accounts to fund the Center was not sound accounting. T. Herbst suggested that the Director budget appropriately and not rely on projections. J. Ferreira explained that programming was not fixed and that she made every effort to accommodate the desires of the Center membership throughout the year; historically, such additions to programming were proposed at Commission meetings and subsequently funded through the special agency account per majority vote. J. Ponzio explained that the Center needed to adhere to sound financial practices to avoid potential issues subject to external auditing. He clarified that, although the Commission may make purchasing and funding decisions throughout the year, previous methods used by the Commission have operated outside the proper financial controls established by Town Hall. G. Raytar noted that the Commission votes on all purchasing decisions.

Discussion turned to the operation of the Senior Center Snack Bar. Originally intended as a source of "light fare" Monday through Thursday, the Snack Bar recently expanded this service in an attempt to provide a hot lunch option for seniors who formerly enjoyed the Thursday nutrition program previously catered by CW Resources. Lengthy discussion followed, wherein J. Ferreira outlined typical procurement procedures currently used to supply the Snack Bar and to cater special events held at the Center. T. Herbst expressed concerns for how food is procured, prepared and distributed at the Center. He urged the Director to amend the proposed budget to include a separate line item for these ongoing expenses set at an amount based on historic trends so that these costs are clearly stipulated; in this way, the Director can draw from this line item when necessary to streamline the procurement process. J. Ponzio added that a corresponding revenue item could be added to offset this expense and, therefore, maintain a neutral budget; he further suggested that coordinating with local purveyors might be facilitated through the system currently in place for the public schools' food service. D. Merritt expressed gratitude for suggesting this system.

A. DeZenko read aloud from a correspondence from the Health Department expressing concerns about how the Center currently operates the Snack Bar (copy of correspondence filed together with minutes at Town Hall). L. Ciocci confirmed that the current menu has been submitted to the Health Department for approval. Discussion followed as to J. Ferreira's certification, current status of Carlos Cabrera (the existing Snack Bar volunteer food server) and the needs for compliance in light of the expanded services for Thursdays. T. Herbst expressed explicit concern for the dangers of providing nutrition to seniors given their status as a high-risk population and urged the Director to seek certification for any and all servers. F. Hanna asked how money was handled during Snack Bar operation. J. Ferreira confirmed that Center member Nora Shea currently volunteers as cashier; furthermore, she noted that the Snack Bar is effectively closed pending compliance with Health Department requirements. G. Raytar asked if a stipend for compensating a certified food handler/server could be included as a line item in the proposed budget. J. Ponzio confirmed this and further stated that a corresponding revenue

item be added; although this step might require pricing increases to offset the expense, it is necessary to keep the budget balanced. On a related matter, D. Merritt inquired as to the status of the Senior Center computer system, explaining that many computer-related issues hamper the Director's ability to do her job. T. Herbst pledged to make the resolution of all computer issues a priority.

Town officials subsequently excused themselves from the meeting.

To continue, J. Ferreira asked the Commission to fund the training and licensing of the current Snack Bar volunteer, Carlos Cabrera. C. Cabrera agreed to attend the training and testing session to obtain a Qualified Food Operator license; J. Ferreira pledged to help prepare Mr. Cabrera for this test. L. Ciocci confirmed that she has invited a representative from the Health Department to attend the next commission meeting to outline the steps for compliance, at which time additional concerns can be discussed regarding the Snack Bar operation. C. Cleary asked if the commission was planning to pay Mr. Cabrera for his services and questioned Mr. Cabrera on what compensation amount he expected. L. Ciocci explained that this issue will be discussed at the next commission meeting and that this meeting was strictly to review the proposed budget.

**MOTION** by D. Chiota that the Commission votes to provide the funding for Carlos Cabrera to attend the needed training and testing session for obtaining certification as a Qualified Food Operator, seconded by J. Mehlhorn.

Per F. Hanna's query, G. Raytar clarified that the proposed budget was scheduled for presentation to the Board of Finance on February 23<sup>rd</sup> at 2:25pm. J. Mehlhorn asked how the Commission can vote on the proposed budget given the many changes suggested herein. J. Ferreira clarified that the Commission does not need to vote until approved by the Board of Finance. F. Hanna questioned the focus of the Commission's purpose for today's meeting. J. Ferreira clarified that she is seeking approval for the Commission to pull funds from the special agency account to cover the additional programming costs identified in her proposed budget **IF** the budget does not receive approval from the Board of Finance on February 23<sup>rd</sup>. F. Hanna stated that the Commission should not vote on anything until after the budget is presented. A. DeZenzo stated that the issue at hand focused on voting to approve the proposed budget with the addition of two new line items (one for special events and one for Carlos Cabrera) as outlined by T. Herbst and J. Ponzio, and that the commission could revisit the proposed budget for possible cuts if it does not receive approval from the Board of Finance.

Previous MOTION by D. Chiota rescinded.

**MOTION** by G. Raytar that the Commission votes to approve the 2012 Proposed Budget with the addition of a) a line item to cover expenses related to hosting and catering special events at the Senior Center and b) a line item to cover expenses related to the operation of the Senior Center Snack Bar, pending Board of Finance approval, seconded by J. Mehlhorn.

VOTE: Motion carried unanimously.

Upon request from a member of the audience, the commissioners introduced themselves in turn.

A. DeZenzo proposed an election of officers and stated that the election should have been performed at the December meeting. J. Mehlhorn pointed out that the agenda for this special session did not include elections. A. DeZenzo provided the clerk with a copy of an email from D. Nelson regarding same. D.

Chiota stated that, as a special session, elections could not be added to the agenda at this time. L. Chiota pledged to add this item to the agenda for the upcoming Commission meeting. C. Cleary asked to present the plaque; however, J. Mehlhorn noted that this item also was not on the agenda for this special session. L. Ciocci pledged to add the presentation of the plaque to the upcoming meeting's agenda as "Old Business".

The next meeting of the Trumbull Senior Citizen Commission is scheduled for Friday, February 24, 2012, at 10:00AM.

**MOTION** was made by J. Mehlhorn to adjourn the meeting, seconded by D. Chiota.

VOTE: Motion carried unanimously.

Adjourned: 12:07 PM

Respectfully submitted,

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Diane Donahue, Clerk

**SENIOR COMMISSION MEETING  
JANUARY 2012  
DIRECTOR'S REPORT**

**MINUTES-**

**FINANCE REPORT-** Special agency report –Ending balance \$29,143.95

**DIRECTOR REPORT-** I am currently working on the 2012/2013 Budget. The entire budget will remain the same except for salary increases and the activities budget. I have no control over the salary increases. This fiscal year, the Senior Commission paid for the following programs: Portrait/Drawing, Jazzercise II, Chair Exercise, and Open Art Class. Our classes are popular, and participants would be upset if we eliminate any of these activities. The current budget is \$34,105.00, this does not reflect activities funded by the Senior Commission. I have prepared next years budget which includes all programs currently funded by the Commission. Fiscal year 2012/13 will be \$44,130.00. I submitted this budget with a \$10,025.00 growth, I will not be in compliance with the guidelines set forth by the administration. At this time I would to ask the Senior Commission if they would consider funding these programs in the amount of \$10,025.00 if cuts are made. We receive \$2000.00 a year from the Mallet Charitable fund for programs, advertisements in the Newsletter (\$5,000.00-\$8,000.00 and membership fees. We will need \$7,000.00 from the Commission. If the Commission rejects this proposal I will have no choice but to eliminate the least attended activities.

We print our newsletters here at the Senior Center and there an overage fee for copies made on the copier. The newsletter is copied at about 3000 pages per month. Our overage fee for the year is approximately \$900.00. The office makes the the monthly limit allowed. Eighty percent of the overage is due to the production of the newsletter on a monthly basis. We need to pay a reasonable portion of this amount to over the overage fees. Attached is the 6 month invoices.

**NEW ACTIVITIES.**

I am excited to announce that we art starting a mystery dinner theater. I have written a script and the smile a while members will be the cast. We hope to have our first production in June. There will be a fee for the dinner theater and this money will be used to pay the Smile a while coordinator who will hold theater classes here once a week. Could the commission host

the first production. I will need to pay the theater director a fee of \$25.00 per week. All proceeds from ticket sales will go to the Senior Commission. We anticipate sales to total approximately \$900.00 We have donations of props pouring in and I have sponsors providing all the food and refreshments. If all goes as well as we anticipate, we will have a series of these shows throughout the year and may need two shows per dates.

**DONATIONS-**                      **SLIM APPROACH \$25.00**

**OLD BUSINESS-**                None.

**NEW BUSINESS-**

**2012/13 ACTIVITIES BUDGET - \$ 44,130.00**

<b>Instructor</b>	<b>Class</b>	<b>Rate</b>	<b>Session</b>	<b>Class Dates</b>	<b>Number of Classes</b>	<b>Total</b>
Yoga Simone Cameron		\$55.00	Two times per month 9:00 A M	Mondays	22	\$ 1,210.00
Strength Simone Cameron		\$55.00	Two times per month 9:00 A M	Mondays	22	\$ 1,210.00
Beginner Line Dance Shiirly Anderson		\$30.00	Once per Week 1:00 p.m.	Mondays	44	\$ 1,320.00
Advanced Art Class painting Sabina Bonnar		\$55.00	Once per Week 10:00 AM	Tuesdays	50	\$ 2,750.00
Zumba Mike Stavola		\$55.00	Once per Week 11:30 P M	Tuesdays	50	\$ 2,750.00
Ballroom Dance Mike Stavola		\$55.00	Once per Week 10:30 P M	Tuesdays	50	\$ 2,750.00
Fit for Life Michelle Abriiola		\$35.00	Once per Week 9:15 P M	Tuesdays	50	\$ 1,750.00
Yoga Simone Cameron		\$55.00	Once per week 9:00 A M	Wednesdays	51	\$ 2,805.00
Chair Exercise Rita Miko		\$30.00	Once per week 10 AM	Wednesday	51	\$ 1,530.00
Country Western Dance Shirley Anderson		\$30.00	Once per Week 12:30 P M	Wednesdays	51	\$ 1,530.00
Jazzercise Michelle Abriolla		\$45.00	Once per Week !0:00 A M	Wednesdays	51	\$ 2,295.00

**2012/13 ACTIVITIES BUDGET**

<b>Instructor Class</b>	<b>Rate</b>	<b>Session</b>	<b>Class Dates</b>	<b>Number of Classes</b>	<b>Total</b>
Tap dance Shirley Anderson	\$30.00	Once per Week 11:00 A M	Wednesdays	51	\$1,530.00
Strength Class Simone Cameron	\$55.00	Once per Week 9:00 A M	Thursdays	51	\$ 2,805.00
Latin Line Dance Mike Stavola	\$55.00	Once per week 52 1:00 P M	Thursdays	51	\$ 2,805.00
Jazzercise II Michelle Abriola	\$ 35.00	Once per Week 11:00 P M	Thursday	51	\$1,785.00
Art Class Oil Painting Sabina Bonnar	\$55.00	Once per Week 10:00 AM	Thursdays	51	\$ 2,805.00
Aerobics Simone Camerone	\$55.00	Once per Week 9:00 a.m. - 10:00 a.m.	Friday	50	\$ 2,750.00
Portrait Art Class Christine Goldback	\$55.00	One per Week 10:00 a.m.	Friday	50	\$ 2,750.00
Drawing/Water Color Christine Goldback	\$55.00	Once per Week 1:30 P M	Friday	50	\$ 2,750.00
Tai Chi David Bailey	\$45.00	Once per Week 10:30 A M	Friday	50	\$ 2,250.00

**From:** Patrice Sulik [<mailto:psulik@tmhd.org>]  
**Sent:** Thursday, February 02, 2012 10:25 AM  
**To:** Amy DeZenzo  
**Cc:** [rjackson@tmhd.org](mailto:rjackson@tmhd.org)  
**Subject:** "Upstairs Kitchen" at Senior Center

Hi Amy,

I was very concerned to hear about the level of cooking that appears to be going on in the kitchen at the senior center. I know that Rich and Ryan had been discussing some possibilities at one point with Jean, but I do not believe the necessary equipment changes were made. It is critical that our Department has approved the menu for the kitchen. Also, please keep in mind that seniors are considered a high risk population for food service, so we want to ensure the highest level of compliance for the Town facility.

Of course, we want to work closely with our Town Partners to help them achieve the menu they want to work with, but please be advised that this is a licensed food service operation, and as such is subject to the requirements of the Public Health Code. This kitchen is currently categorized as a Class I, which is the simplest of operations. Our previous understanding is that simple items such as hot dogs would be reheated on occasion, or that pizzas would be brought in and served.

The current set up is not at all adequate for cooking items such as stuffed cabbage.

The first step is for the Senior Center to put a "menu" in writing to us. It should be very specific and include all beverages and snacks. We can quickly respond with the items that the kitchen is currently approved for. We can then move forward by communicating what type of equipment and set up would be required to do additional food items. It may or may not be possible in the limited space to achieve all of the desired menu items, but we can assist with suggestions.

Lastly, while Jean is a Qualified Food Operator (I believe she is one), she would need to be actively managing the foodservice worker "a minimum of thirty hours per week or all of the hours the facility is operating, whichever is less". That means actual constant supervision, not just being in the building. We should make sure Jean is willing to do this. Otherwise, it shouldn't be a big problem to have the kitchen worker become certified.

Would you be able to provide us with more detail on the menu items within a short timeframe so that we can move forward on this?

Let me know how we can assist with this situation.

Thank you, Patrice