

SENIOR CITIZEN COMMISSION
January 24, 2014

Revised Minutes

The Senior Citizen Commission, of the Town of Trumbull, held a scheduled meeting on December 20, 2013 in the Long Hill Conference Room in the Trumbull Town Hall.

Members Present: Rachel Yahwak, Chairperson; Roberta Bellows, Vice Chairperson; Helen Weinstein, Secretary; Joan Mehlhorn; Ron Foligno; Amy DeZenzo; Dee Chiota; Dorothy Merritt, Alternate

Members Not Present: Rita Grossi

Also Present: Jean Fereira, Senior Center Director

The following is a brief summary of the meeting.

A quorum being present, the Chairperson called the meeting to order at 10:00 AM

Approval of Minutes

Motion made by Dee Chiota and seconded by Amy DeZenzo to accept the minutes of December 20, 2013 as corrected. Vote was unanimous. Motion carried.

The corrections are as follows:

1. On Page 2, Director's Report should read "The annual Budget Report and Ledger were distributed to all Commissioners."
2. On Page 3, Old Business should read "Dorothy Merritt and Roberta Bellows were also thanked for their help with the senior brochure."

Secretary's Report

Ms. Helen Weinstein indicated that the Senior Citizen Commission received a letter from the Town Attorney. The Town of Trumbull will continue to use the attorney's services for the next 2 years.

Ms. Weinstein will send thank you cards to Linda Harris and Dawn Kosarko thanking them for their service.

Chairman's Report

Chairman Yahwak met with Jim Henderson. She gave him the results of our recent survey. The Senior Citizen Commission has fulfilled its responsibility for the Audit.

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Chairman Yahwak indicated that invitations would no longer be extended for birthday parties. These parties will be open to everyone.

Pizza and a movie will be held on February 24, 2014. The movie Lincoln will be featured.

The AARP Tax Help Session will be held each Wednesday from 9am-12pm on a first come first serve basis from 2/5/14 through to 4/9/14.

Director's Report

Ms. Fereira distributed the ledger of January 2014.

She also distributed the proposed budget for 2014-2015 and the projected budget for 2015-2016. The budgets were discussed by the Commission. Joan Mehlhorn made a motion to accept the budget as corrected. It was seconded by Dee Chiota. Vote was unanimous. Motion carried.

Old Business

Mrs. DeZenko made a motion that the Commission allocate \$3000-\$4000 for the purchase of a refrigerator for the snack bar. Motion was seconded by Chairman Yahwak. Vote was unanimous. Motion carried.

New Business

Mrs. DeZenko brought up the need for an outside vendor to supply lunch. She explained the bidding process, and invited the town's purchasing agent, Bob Chimini, to discuss the request for proposal (RFP) process.

Mrs. DeZenko also stated that the Trumbull Health Director, Patrice Sulik, must be included in this process.

The following items were discussed:

1. Food to be served
2. Food must be prepared and prepackaged
3. Any beverages must be canned or bottled
4. Vendor responsible for all supplies
5. Price range should be from \$5 - \$6
6. No cooking to be done on premises
7. Hours of operation are 11am - 1pm, Monday - Friday
8. Vendor has the option to setup preorders directly with customers and must provide a weekly menu

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9. Neither the Senior Citizen Commission, the Senior Center, nor the Town of Trumbull are responsible for any injury caused by the vendor
10. The duration of the contract will be 6 months

Chairman Yahwak asked members to consider some new programs for the Senior Center. These included mammograms and container gardening.

The volunteer luncheon will be held on February 14, 2014. Joan Mehlhorn made a motion to allocate \$300 towards the luncheon. The motion was seconded by Ron Foligno. Vote was unanimous. Motion carried.

Ms. Mehlhorn, Mr. Foligno, and Chairman Yahwak volunteered to serve at the luncheon.

Adjournment

Joan Mehlhorn made a motion to adjourn the meeting. The motion was seconded by Amy DeZenzo. Chairman Yahwak adjourned the meeting at 11:32 AM with unanimous consent.

Respectfully submitted,

Leslie A. Jaluria, Esq.