

Senior Citizen Commission Meeting – February 19, 2016

Trumbull Senior Citizen Commission
February 19, 2016
10:00 am
Long Hill Conference Room, Town Hall

The Senior Citizen Commission of the Town of Trumbull held a scheduled meeting on February 19, 2016 on the Long Hill Conference Room of the Trumbull Town Hall.

Members Present: Chairperson, Rachel Yahwak; Vice Chairperson, Ron Foligno; Commissioners Roberta Bellows, Mary Moran, Dorothy Merritt, Dee Chiota, Amy DeZenzo, Maureen Gordon and Gail D’Elia.

Also present: Senior Center Director, Jean Ferreira; Lynn Arnow, Chief of Staff (entered at 10:15 am)

Absent: Commissioner Evelyn Wiezner

The meeting was called to order at 10:04 am by Mrs. Yahwak followed by the Pledge of Allegiance.

Public Comment

No public comment.

Past Minutes

Mrs. Yahwak noted Page 2, under #2, should read “Ms. Ferreira and Mr. Foligno”. Mrs. Yahwak was not in attendance at this meeting. On Page 3, last line of #6 was read by Mrs. Chiota referencing the bus situation – “This topic was tabled and will be discussed at the next meeting in February.” Mrs. Moran motioned to approve the minutes of January 22, 2016 with the amendment to Page 2. Seconded by Ms. Merritt and approved unanimously.

Secretary’s Report

Mrs. Chiota had no report.

Chairman’s Report

Mrs. Yahwak reported on the following:

1. The Trumbull Senior Center information booklet has been updated to reflect the changes made by the Commission, including the membership eligibility age of 55. Thank you to Alicia from the First Selectman’s office for her help.
2. A site has been selected for the new senior center. The committee has chosen Island Brook Park. This is 43 acres, on a bus route, centrally located and is a very nice site. The committee is preparing a presentation for the Town Council. The recommendation will be presented at the various town departments/committees for approval.

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3. A meeting was held on 2/1/2016 regarding the kitchen with Allan White, the Board of Health, Lynn Arnow and Jean Ferreira at which time they were told the Senior Center was only getting a cold kitchen and a dishwasher. Mrs. Yahwak noted she attends the Senior Center/Community Center meetings and it seems that the Town Council does not want to spend the money on a kitchen in the current center since it may be moving to a new facility. She has reached out to the First Selectman several times with no response. Mrs. Arnow has been in contact with the sanitarian who has not gotten back to her. Discussion was held regarding a food vendor noting the Center needs someone who will run the service without the assistance of Ms. Ferreira. Mrs. Yahwak commented this has been discussed for four years and has not moved forward. If the town is not going to move on this, the money should be given back to the State.

Lynn Arnow entered the meeting at 10:15 am.

Mrs. Arnow commented that the meeting with the new Health Department was to find out what would be necessary to locate an individual to operate the kitchen as it stands right now until everything can be figured out. Mrs. Arnow read a letter dated 2/1/16 from the Trumbull Health Department regarding how the kitchen can be used in its current condition. Letter is attached as part of the minutes. She noted the Trumbull Monroe Health Department closed the kitchen but no documentation can be found so that is why they reached out to the current health department for input. Allan White stated that all recommended changes can be done promptly.

Mrs. Arnow noted that it will take several months until all documentation is received to proceed with a new kitchen. Until that time, the Center would be able to provide food service as long as the parameters are met. Discussion was held regarding vendors.

Mrs. DeZenko questioned where the Commission goes from this point. Mrs. Arnow noted the challenge is to find who can provide the food and how it will work. She did not know if it would need to go out to bid but will contact the Purchasing Director for input. A long term lease cannot be signed due to the possibility of moving to a new facility. Further discussion was held regarding how the food service would work including who would be in charge of the money for the food and the use of food cards or tickets. Mrs. DeZenko stated that the Commission does not want to be in charge of the service and so an outside service should be used. Mr. Foligno stated the program needs to be self-supporting. Mrs. Arnow noted using the Board of Education was an option although when the schools are closed may be a problem but it could be a short-term trial. Mrs. Arnow will contact Mr. Rutigliano to see if he has any suggestions and the Board of Education. Mr. White will start working on the list of updates to get the kitchen back into working order. Union issues are unknown at this time.

Mrs. Gordon asked if a volunteer coming in to serve the food would be eligible for the tax credit put into place by the town last year. It was noted the final decision would be made by the First Selectman and the Tax Collector.

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Mrs. Moran asked if there was an additional point person that would deal with the Health Department besides Mrs. Yahwak. She felt the Commission was not very informed about actions being taken. Mrs. Yahwak noted that now that the Commission knows what is going on, they would be able to make decisions. Mrs. DeZenzo felt this would be temporary until we have the grant money and then a decision will be finalized as to whether we will have a new facility or stay in the current location. Mrs. Arnow suggested the Commission appoint a sub-committee to work on the kitchen project. Mrs. DeZenzo, Mrs. Chiota, Mr. Foligno and Ms. Merritt will work on the sub-committee.

4. Mrs. Arnow noted a resident called the First Selectman's office regarding the use of the transportation offered by the Senior Center. Ms. Fereira restated the usage of the grant money from the State and how transportation needs are being met between the GBTA and her own busses. She noted that Ms. Polansky at Stern Village schedules her residents for transportation using her portion of the grant money. Mrs. Arnow will contact this individual with the information.
5. Activities:
 - a. Lunch and a Movie – March 18
 - b. Leprechaun Bingo – March 17
 - c. Birthday Party – March 11
 - d. AARP Safety Course – March 4
 - e. Tax help, 9-12 every Wednesday until tax day. No appointment is necessary and you do not have to be a senior to use the assistance.

Director's Report

Ms. Fereira noted the following:

1. Movies have become very popular and may be held twice a month; need to consider changes in the TV.
2. Ad money and membership fees were reported.
3. Meeting with the Board of Finance is on Tuesday at 3pm. Mr. Foligno, Mrs. DeZenzo, Mrs. Yahwak and Mr. Foligno met to discuss the budget. Budget was presented to the commissioners for review and briefly discussed. Ms. Fereira will be presenting to the Board of Finance. Mrs. DeZenzo noted she met with Mrs. Pires regarding the budget and the use of Special Agency funds to offset costs.

At this time, the discussion was ended to allow Therese Keegan to discuss her audit of the transportation offered to the seniors.

New Business

Therese Keegan, Financial/Accounting Controls Analyst, presented her Trumbull Senior Center Transportation Policy and Procedures Review as presented to the Board of Finance. She covered medical transportations, schedules, charges, etc. In conclusion, she stated the transportation system is

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loose and needed changes in order to serve the population adequately. Various alternative transportation options were discussed.

Mrs. Gordon left the meeting at 11:40 am.

Director's Report Continued

A reduction was made by the First Selectman and Mrs. Pires suggested that this amount be covered by using the funds in the Special Agency Account. Mrs. DeZenzo noted this is money from donations, dues and ads. It is questionable if the money can be used if the donor was allowed an IRS deduction. The Commission is concerned that budget reductions will result in the Commission coming to the Board of Finance for all activities that are currently paid out of the Special Agency Account. Further discussion was held and it was noted that Mr. Foligno will present to the Board of Finance information requested by the Chairman including membership information, program information, projections and financials. Mrs. Arnow commented that the intent of the Special Agency Account versus the budget is due to the revenue that is not predictable. This account helps keep funds and revenue liquid and some should be used to offset the expenses so that the budget does not grow. Concern was raised about using funds and not having money to make improvements to the kitchen project.

New Business

Mrs. DeZenzo distributed trip suggestions to the Commission.

Adjournment

There being no further business, motion was made by Mrs. Bellows, seconded by Ms. Merritt, to adjourn the meeting at 12:05 pm. Approved unanimously.

Respectfully submitted,

Barbara Crandall
Clerk

These minutes are considered a draft until approved at the next meeting of the Senior Citizen Commission.



Public Health
Prevent. Promote. Protect.
Trumbull Health Department

Trumbull Health Department
335 White Plains Road, Trumbull, CT 06611
Phone (203) 452-1030 Fax (203) 452-1050



February 1, 2016

Ms. Lynn Arnow, Chief of Staff
Trumbull Town Hall
5866 Main St.
Trumbull, CT 06611

Re: Trumbull Senior Center

Lynn,

As per our meeting earlier today regarding the kitchen at the Senior Center, here are the parameters of utilizing the kitchen as it is currently constructed:

1. The menu can include a light breakfast such as toasted bagels, toast, coffee/tea and pre-packaged breakfast sandwiches.
2. The lunch menu can include soup, cold sandwiches, and salad.
3. The existing equipment can remain with three modifications:
 - a. A splash guard installed between the hand sink and the oven
 - b. A thermometer placed inside the refrigerator.
 - c. The linoleum floor be repaired in areas frayed and torn.
4. The kitchen supervisor must be certified as a Qualified Food Operator (QFO).
5. The items used for consumption, i.e. plates, cups and plastic ware must be disposable.
6. Serving utensils e.g. ladles and large spoons may be washed/rinsed and sanitized in the two-bay sink.
7. Utilizing NSF approved warmers for food items and soup.
8. Prior to actual use, all surfaces must be thoroughly cleaned and sanitized, including the interior of the stove, microwave, and refrigerator.

In the event that the lower kitchen can be utilized in conjunction with the smaller kitchen, the menu can be expanded as long as it entails all major prep being conducted in the lower kitchen and all large pots/pans and serving items being washed, rinsed, and sanitized in the lower kitchens' three-bay sink. Both dishwashers do not meet the minimum high-temp. criteria (180 °F) for adequate sanitization, so it is important that all ware washing be done in the three-bay sink.

Cordially,

Bill Mooney, RS
Trumbull Health Department
203-452-1033