

**TRUMBULL SENIOR CITIZEN COMMISSION**  
**MINUTES**  
**JUNE 24, 2011**

*Commission members in attendance:* Linda Ciocci, Chm.; Joan Mehlhorn, Vice Chairman; Helen Weinstein, Secretary; Dee Chiota, Connie Cleary; Amy DeZenzo; Fran Hanna; Gary Raytar (10:50am) and Dorothy Merritt, Alternate.

*Public Attendance:* Edward Stanczyk, 14 Fairlane Road, Trumbull, Connecticut.

***Meeting called to order: 10:05AM***

**Approval of Minutes**

**MOTION** made by D. Chiota to approve the Minutes of May 20, 2011, seconded by H. Weinstein.  
Vote: Motion carried unanimously.

**Chairman Report**

L. Ciocci informed the commission members that there have been signs up for the Walking Program.

**Secretary Report**

None

**Treasurer Report**

The commission members reviewed the Treasurer's Report submitted by Jean Ferreira (copy attached). The following discrepancies were noted and they will discuss with Jean Ferreira.

- Dance expenses for May 19, 2011 are in twice.
- D. Merritt questioned the balance on top in the amount of \$23,412.61. It should be \$23,581.53. The commission questioned why the computer program isn't calculating this?
- The report should also show an ending balance.

D. Merritt asked if the Tashua Knolls membership is the "Men's Club" and if the "Women's Club" can also eat at the Senior Center if they pay a membership fee? The commission will look into this.

**Center Director Report**

The commission members reviewed the Director's Report submitted by Jean Ferreira (copy attached). A new chair exercise program was noted in the Director's Report.

D. Chiota noted that she did not know about the Health Fair and she suggested that reminders for the program be included in the Senior Newsletter. H. Weinstein advised that Judy Locke (Health Department) is responsible. A. DeZenzo suggested that J. Ferreira indicate what is going on for the month in her report.

## **Old Business**

C. Cleary presented a plaque from Artic Sports to use as an example for the Memorial Plaque. The commission agreed that a larger plaque would be needed. C. Cleary also submitted a brochure of plaques with prices from another vendor. The commission members agreed black and gold would be more legible. D. Chiota questioned if this would be a "Memorial" plaque or an "Honorary" plaque? D. Merritt confirmed this would be a "Memorial" plaque in honor of deceased members. The commission members agreed the next size up would fit 40 plates and it was suggested to purchase the plaque from Arctic Sports. C. Cleary will find out the price and will inform the commission members. D. Merritt drafted the wording for the plaque. It was agreed as follows: *This memorial recognizes individuals for their commitment and generosity to the Trumbull Senior Center.* It was also agreed that it will include the year they served. This plaque will start in 2010. D. Merritt also prepared the purposes and qualifications for the Memorial Plaque (copy attached).

The commission discussed the renovation of three bathrooms at the Senior Center, i.e. painting, wallpaper or borders, molding and trim.

**MOTION** made by A. DeZeno to spend up to \$400.00 for the renovation of three bathrooms, seconded by C. Cleary.

Vote: Motion carried unanimously.

**MOTION** made by A. DeZeno to allocate for \$300.00 for one session of the Chair Exercise Program, seconded by J. Mehlhorn.

Vote: Motion carried unanimously.

G. Raytar submitted literature for the purchase of a television for the snack room for movies and will also have internet capabilities. He suggested a 70" TV and a wall mount.

**MOTION** made by A. DeZeno to give G. Raytar the authority to purchase a television up to \$3,500.00, including the wall mount, seconded by J. Mehlhorn.

Vote: Motion carried unanimously.

## **New Business**

F. Hanna submitted the Ordinance for the Senior Center dated July, 1967 (copy attached). A. DeZeno read the Ordinance to the commission members.

G. Raytar noted registration for the senior picnic at night has begun and a senior center member will be donating lights.

G. Raytar also advised that the Bistro tables have come in.

A. DeZeno left the meeting at 11:30am.

G. Raytar left the meeting at 11:30am.

There was a lengthy discussion regarding the Senior Center Handbook. The commission agreed that personnel policies should not be included in the Handbook. Human Resources/Civil Service should be involved in personnel policies and job descriptions. Jean Fereira should meet with Mary Ann Meier. F. Hanna indicated that someone cannot be let go for no reason. Employment relationships should also be handled through Mary Ann Meier. It was noted that the hours for the Senior Center are 9:00am – 4:30pm and it is not consistent throughout the Handbook. Regarding employment medical attention, it should state to call 911 for an ambulance as opposed to calling a doctor. Emergency needs to be updated. Also, F. Hanna advised that an incident report should be made when an occurrence happens. This should be added to the employment medical attention section. Bus transportation also needs to be changed in the Handbook from 8:30am – 4:30pm to 1:30pm – 4:30pm. L. Ciocci requested that the commission members review the Handbook over the summer and also that J. Fereira needs to attend the next meeting in September.

The next Trumbull Senior Citizen Commission Meeting is scheduled for September 23, 2011.

***Meeting Adjourned: 12:03PM***

Respectfully submitted:

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Marilou Mangiamele, Commission Clerk