

TRUMBULL SENIOR CITIZEN COMMISSION
MINUTES
SEPTEMBER 23, 2011

Commission members in attendance: Joan Mehlhorn, Vice Chairperson; Helen Weinstein, Secretary; Dee Chiota ; Connie Cleary; Fran Hanna; Gary Raytar (10:35am); and Dorothy Merritt, Alternate.

Commission members not present: Linda Ciocci, Chairperson; Amy DeZenzo.

Public Attendance: None

Meeting called to order: 10:05AM

Public Session: None

Approval of Minutes:

Amended the Minutes of June 24, 2011 as follows:

Page 1, Under **Treasurer Report,** Second Paragraph, change "... can also eat at the Senior Center ..." to "... *can also meet at the Senior Center...* ”.

Page 2, Under **New Business,** line 1, change "F. Hanna submitted the Ordinance for the Senior Center ..." to "*F. Hanna submitted an ordinance authorizing the creation of a Commission on Senior Citizens...* ”.

MOTION made by C. Cleary to accept the minutes of June 24, 2011 as amended, seconded by H. Weinstein.

VOTE: Motion carried unanimously.

Chairman's Report:

J. Mehlhorn informed the Commission of a complaint lodged against members participating in a recent game of Texas Hold 'Em at the center. Discussion followed regarding guidelines for all card players at the center. The decision was made to ban "high stakes" games, specifically Texas Hold 'Em. Further, the Commission agreed that any individuals using inappropriate language and/or threatening behavior will be expelled from the center.

J. Mehlhorn noted that the subscription for the Connecticut Post is due for renewal and agreed to ask the Director to contact the paper to request a better price on behalf of the Senior Center. Subscription renewal postponed pending further investigation.

J. Mehlhorn directed attention to new **Purchasing Policies and Procedures of the Town of Trumbull** (Approved 9/8/11, Effective 10/1/11) and specifically to the new requirement to have three price quotes available for review before making purchases of \$1,000 or more.

Secretary's Report:

H. Weinstein read to the group a letter from Grace Terita to J. Ferreira expressing extreme thanks for the services that she and her husband enjoy as members of the Center.

Treasurer's Report:

There was a lengthy discussion regarding errors in the Budget Reports for June, July and August. D. Merritt stated that an error in the beginning balance for June was noted in the June 24, 2011 minutes and discussion ensued as to how the changes should be implemented to correct subsequent reports for July, August and September.

MOTION made by D. Chiota to appoint Dorothy Merritt as financial advisor to meet with and advise the Director on matters pertaining to future Budget Reports, seconded by H. Weinstein.

VOTE: Motion carried unanimously.

Center Director's Report:

The Director's Report submitted by J. Fereirat included a draft flier pertaining to a \$2000 grant bestowed upon the Center. The Director plans to use the funds in alliance with the Northbridge Health Care Center to educate seniors on healthy and cost-effective diet management, including monthly demonstrations on food preparation. D. Merritt noted errors on the flier. J. Mehlhorn confirmed that the flier would be edited before distribution. All agreed that the proposed program should be enacted.

Events for the Month of October were reviewed as per the Senior Center Newsletter.

J. Mehlhorn initiated a discussion regarding the current policy for parking at the Center as per J. Ferreira's letter dated 8/2/11 (copy attached). Clarification was made that individuals participating in off-campus events cannot meet/park at the Center parking lot. Instead, these individuals should meet at the Penny Lane commuter lot or alternate public parking lots to board whatever mass-transit service is provided. This procedure will ensure that the Center spaces remain open for members attending programs held at the Center. J. Mehlhorn suggested that J. Ferreira's 8/2/11 letter should be posted throughout the center; F. Hanna recommended that it be included in the November Senior Center Newsletter. D. Chiota requested that the policy letter be published in the Town Clerk's newsletter as well. Additionally, D. Merritt introduced a flier she received via email from Tom Mohyde regarding plans for future events and referencing the Trumbull Senior Center as a meeting point, which would be in violation of the parking policy as previously discussed. C. Cleary questioned the status of the flier (whether it is irrelevant because it is not date/time specific). J. Mehlhorn suggested that the flier be forwarded to the Director for future investigation so that Mr. Mohyde can be reeducated on parking procedures at the center.

Old Business:

C. Cleary discussed the final details pertaining to the format and pricing of the proposed memorial plaque.

MOTION by D. Chiota to approve the purchase of a 24-plate plaque accommodating 3 columns of 8 recipients for \$139.50.

MOTION by H. Weinstein to discuss alternate options and pricing on same. C. Cleary clarified that a 38-plate plaque would cost \$148.50; however, the group agreed that the appearance was unfavorable.

MOTION by D. Chiota to vote on approval of the purchase of the 24-plate plaque, seconded by G. Raytar.

VOTE: Motion carried unanimously.

Discussion followed to determine the amount of money necessary for the purchase price plus initial engraving of text and award recipients.

MOTION by C. Cleary to approve \$250 as the price cap for the purchase and engraving of the plaque, seconded by D. Chiota.

VOTE: Motion carried unanimously.

F. Hanna discussed the review of the employees' information sheet and handbook and identified several needed corrections, noting that the Commission recommended at the June 24, 2011 meeting that J. Ferreira meet with Mary Anne Meier to finalize the handbook. J. Mehlhorn confirmed that the handbook has not been published and that L. Ciocci seeks additional information to complete the draft before meeting with M. Meier. J. Mehlhorn will follow-up with J. Ferreira for clarification as to status of same.

J. Mehlhorn confirmed that the burner on the stove at the Center is being repaired, not replaced. F. Hanna questioned the source of financing for the repair. H. Weinstein and G. Raytar confirmed that the Town is providing the necessary funds.

G. Raytar confirmed that the bracket purchased to mount the newly-acquired television could be returned; however, maintenance first will attempt to install the necessary stud for using the wall-mount method. If unsuccessful, the bracket will be returned and a stand for the television will be purchased. He noted that the previously-approved funds will cover this pending purchase.

New Business:

G. Raytar informed that a food drive will be held at Porricelli's Grocery Store (Trumbull Center) on Saturday and Sunday, September 24-25, 2011. Monetary proceeds will be designated for the Fuel Assistance program.

D. Merritt commented on the condition of the courtyard. J. Mehlhorn stated that the grounds are maintained by the Town, and that the aftermath of Hurricane Irene has kept them from their usual schedule. All agreed to bring this issue to the attention of the custodian of the Center.

The next Trumbull Senior Citizen Commission Meeting is scheduled for Friday, October 22, 2011, at 10:00AM.

MOTION was made by H. Weinstein to adjourn the meeting, seconded by F. Hanna.

VOTE: Motion carried unanimously.

Adjourned: 11:35AM

Respectfully submitted,

Diane Donahue, Clerk