

TRUMBULL SENIOR CITIZEN COMMISSION
MINUTES
October 28, 2011

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

Commission members not present: Dee Chiota.

Public Attendance: None

Meeting called to order: 10:05AM

Public Session: None

Approval of Minutes:

MOTION made by J. Mehlhorn to accept the minutes of September 23, 2011 as presented, seconded by C. Cleary.

VOTE: Motion carried unanimously.

Chairman's Report:

L. Ciocci announced that the new television has been installed on a stand in the Snack Bar. G. Raytar confirmed that an Ethernet cable will be purchased and installed to enable the Center to offer group movie-viewing events.

Secretary's Report:

H. Weinstein read four letters to the Commission (copies of each are filed with the minutes at Town Hall). The first letter, from Delois Marshall, thanked Center Director Jean Ferreira for providing Notary Public services.

The second letter, from R. Tellalian as Trustee of The Mallett Charitable Trust, forwarded a check to the Senior Center in the amount of \$3,000. D. Merritt noted that this contribution needed to be added to the monthly budget report for October.

The third letter, from S. Sutcliffe as Director of Food Services of CW Resources, alerts the center to a decrease in funding for the Elderly Nutrition Program of Greater Bridgeport that has resulted in a reduction of services. Beginning 11/10/11, CW Resources will no longer run their program on Thursdays. L. Ciocci informed the Commission that J. Ferreira believes that CW Resources ultimately will discontinue their involvement with the Center, at which point the seniors can take over the program.

A fourth letter, from Dan Nelson as Chief of Staff to the Office of First Selectman, pertained to a reference to the Audit under "Old Business" on the posted 10/28/11 Senior Center Commission Agenda. In this letter D. Nelson reminds the Commission that it cannot vote on or implement policy

changes with regard to the Audit. A lengthy discussion ensued regarding the source of the confusion. G. Raytar clarified that the Audit requested a contribution from the Director of the Senior Center to a Town Policy booklet that would then be reviewed by Civil Service prior to implementation. F. Hanna discussed the many errors identified in a rough draft submitted to the commission by J. Ferreira in response to this request (discussed at the June 24, 2011 Commission meeting) and further reiterated that Civil Service needed to review and finalize same. J. Mehlhorn offered that the document intended to be reviewed by the Commission today was in fact not this booklet. L. Ciocci clarified that a second document created by J. Ferreira to serve as an informational pamphlet for new members and featuring the various services and programs available was the document she had intended to discuss and formalize under "Old Business". All agreed that D. Nelson's letter revealed a misinterpretation of the intent of the agenda as posted and that the Commission understood its parameters.

Treasurer's Report:

D. Merritt reported that she and J. Ferreira met and successfully identified and corrected issues with the computer program that had resulted in previous errors in the monthly budget reports. She noted that during this meeting the Director was observed preparing for a bank deposit of a large sum of money.

MOTION by D. Merritt to discuss purchase of a safe for the Senior Center, seconded by J. Mehlhorn. During discussion, A. DeZenzo stated that, unlike other departments, the Senior Center deals with a daily cash flow generated by the many fee-based programs that are offered to members and by the Snack Bar proceeds. H. Weinstein questioned whether the Commission should be responsible to purchase the safe. L. Ciocci confirmed that funds were available and that the issue of safety prompted facilitating this purchase. The commission then discussed specifics as to what type of safe to purchase, who would have access to said safe, and where to install said safe. G. Raytar provided specifics on features and pricing.

MOTION by D. Merritt to purchase a combination safe from BJs Wholesale Club for \$259 to be installed at the Senior Center in a location to be determined at a later date, seconded by J. Mehlhorn.
VOTE: Motion carried unanimously.

D. Merritt recommended that stricter procedures be implemented with regard to the operation of the Snack Bar so that all proceeds and costs can be included in the monthly expense report. A. DeZenzo suggested that Senior Center staff expand duties to include the management of café receipts so that a weekly report can be submitted to the Director, leading to a discussion of problems with the computers in the Senior Center office. All agreed to urge J. Ferreira to seek resolution of computer issues to maximize ability of staff to provide administrative support, but that this effort should not preclude the initiation of the new accounting task. G. Raytar confirmed that the snack bar has a register that can generate receipts and stated that register tape and ink would cost approximately \$50. F. Hanna agreed to contact Mary Markham to ask if tape/ink is available from Recreation Department supplies.

Center Director's Report:

The Director's Report submitted by J. Ferreira (copy included with minutes as filed at Town Hall) was distributed. F. Hanna noted the announcement that the Center would not host a New Year's Eve event for 2011, primarily because of low attendance and lack of volunteers. C. Cleary added that the October 14 Dinner Dance had also been cancelled for lack of interest.

Old Business:

L. Ciocci asked that the agenda for the November 18, 2011 Commission meeting include under "Old Business" a "Review of the Senior Center Informational Brochure".

Memorial Plaque Sub-committee Representative C. Cleary revealed the purchased plaque.

MOTION by G. Raytar to discuss whether or not to include a "service date" with each award-recipient's plate, seconded by C. Cleary. Discussion ensued as to what date, if any, would be pertinent to the intent of the plaque.

MOTION by A. DeZenzo to engrave plate with recipient name only, seconded by F. Hanna.

VOTE: Motion carried 7-1, with C. Cleary's strong objection noted.

C. Cleary requested that last month's letter from Grace Terita to J. Ferreira be shared with Becky and Richard, Senior Center transportation drivers who were singled out in the letter for their exceptional service. All agreed and C. Cleary promised to follow through.

New Business:

L. Ciocci passed out forms to be completed by each commission member for the purpose of updating the contact information filed with Town Hall. A. DeZenzo collected the completed forms and will bring to Town Hall.

The next Trumbull Senior Citizen Commission Meeting is scheduled for Friday, November 18, 2011, at 10:00AM.

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

VOTE: Motion carried unanimously.

Adjourned: 11:50AM

Respectfully submitted,

Diane Donahue, Clerk

DELOIS MARSHALL
1235 HUNTINGTON TPKE # 102
TRUMBULL, CT 06611

Oct. 11, 2011

Dear Jean,
Just a short note to
say, thank you. I was
in your office on 9-24-11
and you notarized my will
for me, free of charge. And
I just want to thank you
again and I got a hug.
May God Bless you and your
family.

Sincerely
DeLois
Marshall

THE ETHEL AND JENNIE MALLET
CHARITABLE TRUST

Trustees
Bank of America
Robert S. Tellalian

Address communications to:

The Mallett Charitable Trust
c/o Robert S. Tellalian
Two Corporate Drive
Suite 212
Trumbull, CT 06611-1376

October 26, 2011

Ms. Jean Fereira, Director
Trumbull Senior Citizens Center
Center at Priscilla Place
23 Priscilla Place
Trumbull, CT 06611

Dear Ms. Fereira:

On behalf of the Trustees of The Mallett Charitable Trust, it gives me great pleasure to enclose a check in the amount of \$3,000.00 payable to the Town of Trumbull Senior Citizens Center.

The Trustees of this Charitable Trust are very much aware of the many wonderful activities of the Senior Center, which benefit its senior citizens. We hope that this grant will help you to continue your fine programming and perhaps even expand upon it.

Please note that our auditors have informed us that, due to present circumstances, we will require not only formal receipt of the grant but also an up-to-date copy of your tax exempt status. Additionally, we would like to have a generalized explanation and description of the use of the grant money and benefits derived therefrom. This will be useful in the future to our Board of Trustees.

With best wishes for your continued progress and success, I remain,

Sincerely yours,



Robert S. Tellalian
Trustee

RST:bg
Enclosure

cc: Hon. Timothy M. Herbst, First Selectman
Bank of America, Trustee

Keep on the good work you do!



A CW Group Company

HEADQUARTERS
200 Myrtle Street, New Britain CT 06053
Telephone (860) 229-7700 Fax (860) 229-6847
www.cwresources.org

October 26, 2011

Ms. Jean Ferreira
Trumbull Senior Center
23 Priscilla Place
Trumbull, CT 06611

Dear Ms. Ferreira,

CW Resources (CWR) is contracted to provide the Elderly Nutrition Program at the Greater Bridgeport senior community cafés. This contract is funded by a combination of State and Federal Title III funds administered by the Department of Social Services and the Southwestern CT Agency on Aging (SWCAA). On October 1, 2011 we learned that there are less funds available as a result of stagnant Federal and State funding, rising food costs and increased demand.. As a result, CWR will serve one less day each week at all sites. Sites will no longer be provided Title III meals on Thursdays commencing on November 10, 2011.

The decision to reduce service was not taken lightly. We reviewed all options with SWCAA and determined this is the most reasonable method to continue to feed our senior citizen community with the available funding. Every effort will be made to communicate this change to senior participants and assist them in identifying their options. We recognize this is a critical program and are disheartened that the resources have not kept pace with the need. While we hope for the best, future Federal funding remains uncertain. Final funding levels for this fiscal year will not be known until 2012. Plans will be adjusted according to new budget information. .

CW Resources and the Southwest Connecticut Agency on Aging have met and continue to meet to explore additional funding sources although a good result in the present climate is doubtful.

If you have any questions please contact me at 860-229-7700.

Sincerely,

A handwritten signature in black ink, appearing to read 'S. Sutcliffe', written over a horizontal line.

Steve Sutcliffe
Director of Food Services
CW Resources

CC: Mr. William Finch, Mayor of Bridgeport, CT
Mr. John A. Harkins, Mayor of Stratford, CT
Mr. Timothy M. Herbst, First Selectman of Trumbull, CT
Mr. Michael C. Tetreau, First Selectman of Fairfield, CT

Timothy M. Herbst
First Selectman



Office of the First Selectman
Town Hall
5866 Main Street
Trumbull, Connecticut 06611
203-452-5005

TOWN OF TRUMBULL
CONNECTICUT

October 27, 2011

Jean Ferreira
Director, Trumbull Senior Center
23 Priscilla Place
Trumbull, CT 06611

RE: October 28, 2011 Agenda Items

Dear Jean,

I had a chance to review the agenda and noticed that agenda item 8, Old Business, there is a planned discussion regarding the Audit of the Trumbull Senior Center. The audit makes recommendations on handling of finances, operational reporting, and establishment and implementation of Senior Center policies. In regards to the establishment of policies, I want to emphasize that the Commission cannot vote to establish policies without the authorization of the First Selectman.

As any new policies affect employees, some policy changes have to be negotiated with employees who are members of collective bargaining units. To give a recent example, the Town is negotiating a Dress Code, Violence Free Work Place, and Drug Free Work Place policy with six (6) Town collective bargaining units. This communication serves as a reminder that the Commission alone cannot set policies for the Center. If the Senior Commission would like to sit down and discuss this topic with me, I am more than willing to do so. To re-emphasize my point, no vote on Senior Center policies can take place until the Administration approves the policies.

If you should have any questions, please feel free to contact me.

Very truly yours,

A handwritten signature in black ink, appearing to read "Dan Nelson", is written over the typed name.

Daniel Nelson
Chief of Staff

CC: Linda Ciocci
James Henderson
Mary Ann Meier
Maria Pires
Timothy M. Herbst