

City of Shelton  
Shelton Senior Center  
81 Wheeler Street  
Shelton, CT 06484  
(203) 924-9324

**Minutes  
Shelton Senior Committee**

**July 12, 2016**

The July 12, 2016 Meeting of the Shelton Senior Committee was called to order by Walter Oko, Chairman, at 4:05 p.m. in the conference room of the Shelton Senior Center. The pledge was recited by all present.

**Committee Members in Attendance:**

Walter Oko-Chairman  
Roberta Sutkowski-Secretary  
Jill Bruno  
Judson Crawford  
Margaret Keane  
Cheryl Dziubina

**Also Attending:**

Doreen Laucella  
Gerry Janofsky  
Dylan Haviland (Shelton Herald)

**Absent:**

William Smarz-Vice Chairman

**PUBLIC PORTION**

None

**MINUTES:**

**A MOTION WAS MADE BY MARGARET KEANE TO ACCEPT THE JUNE MINUTES AS PRESENTED. JUDSON CRAWFORD SECONDED. MOTION PASSED.**

**TREASURER'S REPORTS**

The corrected Committee Treasurer's report for May was distributed by Judson Crawford. The Committee Treasurer's report for the month of June was read by Judson Crawford reporting a beginning balance of \$20,569.43. Receipts of \$0, Disbursement of \$547.47, leaving an ending balance of \$20,021.96. The four CD's total \$46,720.30, leaving a total balance in all accounts of \$66,742.26.

**A MOTION WAS MADE BY ROBERTA SUTKOWSKI TO ACCEPT THE JUNE TREASURER'S REPORT. MARGARET KEANE SECONDED. MOTION PASSED.**

The Membership Treasurer's report was read by Gerry Janofsky reporting a beginning balance of \$10,498.14. Receipts \$1492.00, Disbursements \$1254.85, leaving an ending balance of \$10,735.29 in the checking account, \$2142.20 in the Memorial Fund, and \$1621.20 in the Business Value Account, four CD accounts total \$20,586.47, leaving a total in all accounts of \$35,085.16.

**A MOTION WAS MADE BY JILL BRUNO TO ACCEPT THE JUNE MEMBERSHIP TREASURER'S REPORT AS PRESENTED. ROBERTA SUTKOWSKI SECONDED. MOTION PASSED.**

Doreen explained why she pays the City of Shelton for food for parties. Doreen explained that she purchased the food from her vendors that she uses for the lunch and snack bar. Then she pays the city back with the funds coming in from the event. She also explained that she uses David Grant or an outside caterer to help provide some of the extra fixing when she has an event that brings in enough funding. It helps relieve the staff of having to fix the entire meal and all the fixings. Cheryl Dziubina stated she was glad to see that the Center's is using David Grant again for some of its events.

## **DIRECTOR'S REPORT**

Doreen explained how the petty cash account worked. She was questioned why the Committee was paying the check instead of City Hall. Doreen explained that she has a line item for \$300 in petty cash. She cashes the check and deposits it in the Committee checkbook. She then turns in her receipts and is reimbursed from the Committee checking. A copy of all the receipts with a voucher are turned in to the city for proof of the expenditures.

- Doreen is approaching her one-year anniversary as acting director and stated she is very proud of all of the accomplishments the Center has achieved during the year.
- Doreen reported the wood floors have been refinished and look beautiful. She explained that four coats of poly were put on the floor and the humidity caused it to take a little longer to cure. The project was paid for from last year's budget. The floor will not be used until Wednesday and no chairs or weights will be allowed until the following Monday. A window was broken during the work and is being repaired. New double doors are being installed at the back of the building with new locks. The new air conditioner is working well and making a big difference in the kitchen. Doreen is still waiting for the washing machine and the TV to be installed. Doreen reported that last week there was a surge in the electrical power that burned out the motors in the new automatic doors. New motors have been ordered. Also, eight sections of lights were affected. The new motors should arrive this week.
- Doreen suggested that she would like the burning bush in the back of the building trimmed in the fall. The Committee discussed having them trimmed and all were in agreement that Jill would contact Allison Menendez to see what she recommended.
- The barbeque for Father's day was sold out and went very well.
- The ice cream social was excellent and lot of fun.
- Doreen reported that 120 members have signed up for the Elvis show being held August 10. The cost is \$5 and will have entertainment with desserts.
- Another event in the planning is having a chef from the Chowder Pot come and do a demonstration making crab cakes and clam chowder. Doreen is planning this event for October.
- Doreen stated that Stephanie Fortier, who received the Senior Center Scholarship this year, is still volunteering this summer. She is going to come to the September Membership Meeting to thank the Membership for her scholarship.
- George Ryan is coming to the Center on Friday to a surprise celebration of his 70<sup>th</sup> anniversary. This will coincide with the Center's birthday party. There will be an anniversary cake and Doreen will be making brownie ala mode.
- The George Ryan Day will be celebrated at the Dance at the Riverwalk on July 21, from 6:00 pm to 8:00 pm. Mr. Ryan was instrumental in starting the dances at the Riverwalk.
- Doreen told the Committee that AARP has offered to have tax services at the Senior Center for the seniors of Shelton. The workers are certified CPA's and have offered to come two days a week from 9:00 am to 12:00 pm. The AARP staff will set up the appointments. The Committee started discussion on the matter and decided to wait until September to further discuss it.

**A MOTION WAS MADE BY JILL BRUNO TO TABLE THE DISCUSION AND DECISION REGARDING THE AARP PROVIDING TAX SERVICES UNTIL THE SEPTEMBER MEETING. ROBERTA SECONDED. MOTION PASSED.**

**A MOTION WAS MADE BY JILL BRUNO TO ACCEPT THE JUNE DIRECTOR'S REPORT. MARGARET KEANE SECONDED. MOTION PASSED.**

**OLD BUSINESS:**

- Walter Oko told the Committee that he has not heard from the Mayor on the director's position or the two open positions on the Committee. There is only one letter at the Mayor's office requesting an appointment to the Committee. Mr. Oko continues to make phone calls to Cyndee Burke and Mr. Bashar to have the positions filled.
- The discussion and presentation of the approved budget will take place next meeting because Doreen doesn't have the finalized budget from City Hall yet. Doreen was asked how she made out with the new budget. She feels she did well. She was given all that she wanted except the part time funding. Her part time budget was cut dramatically. There was a long discussion regarding Doreen's employees, their positions and the part time budget.

**NEW BUSINESS:**

- The Committee discussed a gift of sympathy for Mr. Smarz for the passing of his sister Eleanor Smarz. It was decided to purchase some mass intentions and have the sanctuary candle burn for the week at St. Joseph's Church in her memory. Roberta Sutkowski will send a sympathy card to Mr. Smarz from the Commission.

**A MOTION WAS MADE BY JILL BRUNO TO PURCHASE MASS INTENTIONS AND HAVE THE SANTUARY CANDLE BURN FOR A WEEK AT ST. JOSEPH CHURCH IN THE AMOUNT OF \$50 IN MEMORY OF ELEANOR SMARZ. ROBERTA SUTKOWSKI SECONDED. MOTION PASSED.**

- The Committee discussed having a monthly activity report available for its monthly meeting. The report would contain the number of members attending each activity, class, lecture and event at the Center. The Committee feels the report could document all that is going on at the Center and help with the report for the budget. Doreen showed the Committee how her staff keeps track of how many members attend the classes, activities and events. Diane manually keeps track of the numbers. Jill Bruno offered to try and come in once a month to fill out the report. She will work with Doreen and Diane the first month. She feels it would be a good reference for anyone who wanted the information. Jill was given a form from years previous to see the format. Doreen mentioned that it would be trying for Diane to prepare the report because she doesn't have the computer skills.
- The Committee discussed preparing a list of all the expenses the Committee paid for at the Center. Mentioned was the purchasing and planting of shrubbery, leveling and repair of the pool tables, reupholstering of the chairs in the lobby and library and putting the labels outside the rooms. Judson Crawford is going to compile a list for the Committee. The list will be maintained on a yearly basis.
- The budget figures for the previous year are not up to date. The discussion and review of the departmental budget figures for the prior year will take place when City Hall has the budget figures finalized.
- Walter Oko mentioned that the Election of Officers is supposed to take place in September. He let members know that nominations will take place in September and elections will take place at the October meeting.

**A MOTION WAS MADE BY MARGARET KEANE TO ADJOURN THE MEETING AT 6:00 P.M. ROBERTA SUTKOWSKI SECONDED. MOTION PASSED.**

Attested to: *Corie Blanck* Date: 7/13/16