

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

**Meeting Minutes  
Shelton Senior Committee**

**October 11, 2016**

The October 11, 2016 Meeting of the Shelton Senior Committee was called to order by Walter Oko, Chairman, at 4:00 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  
Judson Crawford-Treasurer  
Jill Bruno  
Cheryl Dziubina  
Margaret Keane

**Also Attending:**

Doreen Laucella  
Marilyn Terlaga  
Jim Kelly

**Absent:**

William Smarz

**PUBLIC PORTION**

None

**MINUTES:**

Corrections: The heading should read Rescheduled September Meeting.

**A MOTION WAS MADE BY ROBERTA SUTKOWSKI TO ACCEPT THE SEPTEMBER 20, 2016 SENIOR COMMITTEE MINUTES AS CORRECTED. MARGARET KEANE SECONDED. MOTION PASSED.**

**TREASURER'S REPORTS**

The Committee Treasurer's report for the month ending September 30, 2016 was read by Judson Crawford reporting a beginning balance of \$20,636.06. Receipts of \$288.03. Disbursement of \$50, leaving an ending balance of \$20,874.09. Added to the four CD's total \$46,793.95, leaves a total balance in all accounts of \$67,668.04.

**A MOTION WAS MADE BY JILL BRUNO TO ACCEPT THE CORRECTED SEPTEMBER SENIOR COMMITTEE TREASURER'S REPORT. MARGARET KEANE SECONDED. MOTION PASSED.**

The Membership Treasurer's report for the month of September was read by Margaret Keane reporting a beginning balance of \$12,095.96. Receipts of \$1,744. Disbursement of \$1,069.10 leaving an ending balance of \$12,770.86. Together with the Memorial Fund \$2,167.20 and the Business Value Account \$1,621.29 the total account balance in all \$16,559.35. The four CD's total 20,616.08 added to the account balances is \$37,175.43.

**A MOTION WAS MADE BY CHERYL DZIUBINA TO ACCEPT THE MEMBERSHIP'S SEPTEMBER TREASURER'S REPORT. ROBERTA SECONDED. MOTION PASSED.**

The Committee discussed disbursing the CD's coming due in November and December. This includes three CD's. Judson Crawford suggested having a CD come due every month. After discussing the rates and needs for the finances the Committee decided it would be better to have a CD come due quarterly. Cashing in the CD's as they come due and putting them in a bank account until the proper time to disperse the CD's quarterly was discussed. Rates, time and revenue were discussed at length.

**A MOTION WAS MADE BY JILL BRUNO TO FINALIZE DISCUSSION NEXT MONTH WITH THE GENERAL INTENT TO ALLOW JUDSON CRAWFORD TO MOVE MONIES FROM THE CD'S AS THEY COME DUE TO A BANK ACCOUNT UNTIL THE PROPER TIME TO REINVEST IN A CD TO ALLOW THEM TO COME DUE QUARTERLY. CHERYL DZIUBINA SECONDED. MOTION PASSED.**

### **DIRECTOR'S REPORT**

Doreen Laucella reported that the place is hopping. Events and classes are attended regularly. Senator Kelly and Jason Perillo will be at the Center tomorrow at 10:00 am. They will conduct a utility awareness discussion and asked all the attendees to bring their utility bills. Doreen is looking into the cost of a laminate floor that the tap dancers might be able to use. The Center in Trumbull uses this floor. It can be put down when needed and then removed and stored. The Committee discussed many options from purchasing laminate to having the woman tap on the side on the linoleum. They also discussed borrowing the floor from Trumbull to try it out. A vote on the issue will take place later during the meeting. Doreen will be changing the Choral Concert dates from Wednesday to Friday after the October concert. There are paying classes on Wednesday and Doreen doesn't want to have to keep canceling their class. The chorus is in agreement with the time change. Doreen is still waiting to hear about a vehicle. She had to go to Curtis Ryan to pick out another vehicle from two the Mayor had chosen. She hasn't heard anything yet. The Board of Alderman have already approved \$25,000. for the purchase. The purchase order had been made out to Dadario's and now they are working with Curtis Ryan. So it has to be changed and approved. She is still waiting to hear from the Mayor. Doreen will be happy with any improvements from what they are driving now. Doreen asked permission to go ahead and plan the Anniversary Party for January with a snow date. She wants to book the entertainment. The Center will have a Halloween Party in

October and is planning a tribute to Veterans on November 18, from 12:00 pm to 3:30 pm. Doreen has booked the Sedgwick's and Vinnie Car to perform. She is planning a very nice tribute for all Veterans. The meals will be \$10 for members \$12 for guests and Veterans are free. She ordered the blankets for each branch of the service that will be raffled at the tribute. The Christmas Party will be held on December 30. It is still in the planning stage. Membership sign-ups will be held the first week of January and the paid class sign-ups will be the following week. This should avoid some of the congestion in the lobby during registrations. Doreen addressed the Kiln issue with the instructor. She located the book the instructor kept for all the firings and noticed the woman in question had been using the kiln for months and paying the instructor only \$10. Doreen told the instructor this was not acceptable and that she will keep the book going forward. The instructor came to Doreen and told her that she was very busy at home and won't be able to stay in her position very long. Doreen told her she understands and that she has to do what is best for her family. Doreen stated she will most likely be looking for a new instructor. She told the Committee she hadn't had time to give it much thought. She apologized to the Committee for the issue happening on her watch. She stated she will definitely stay on top of it from now on. Doreen shared an emotional e-mail from a member praising her and the Center for all she does and how she treats the members. The woman praised the staff, lunch workers and volunteers.

**A MOTION WAS MADE BY JILL BRUNO FOR THE COMMITTEE TO ACCEPT AND ENDORSE THE LETTER ON BEHALF OF DOREEN AND TO HAVE IT COPIED AND SENT TO HUMAN RESOURCE TO PUT IN DOREEN'S PERSONNEL FILE. JUDSON CRAWFORD SECONDED. MOTION PASSED.**

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

**OLD BUSINESS:**

Open Positions:

Walter Oko asked the Committee to remind him to call Cyndee Burke regarding the open Committee positions on Thursday.

Jill Bruno and Doreen are working on a format for the monthly activities report.

Jill is going to put it in an excel spread sheet. She hopes to have it ready for next month, with the plan to have it finalized for the start of the year.

Judson Crawford presented the Committee with reports of the expenses and revenue of the Membership Committee. The Committee reviewed and discussed the report.

**A MOTION WAS MADE BY JILL BRUNO TO TABLE THE REVIEW OF THE DEPARTMENTAL BUDGET FIGURES AND THE AARP TAX SERVICES TO NEXT MONTH. ROBERTA SUTKOWSKI SECONDED. MOTION PASSED.**

**NEW BUSINESS:**

**Elections:**

The secretary cast one ballot for the nominated slate of officers:

Walter Oko – President

William Smarz – Vice President

Roberta Sutkowski - Secretary

Judson Crawford- Treasurer

**A MOTION WAS MADE BY JILL BRUNO THAT THE RESPONSE BE NEGATIVE TO THE CHORUS REGARDING THEIR REQUEST FOR TAP DANCING FOR THE UPCOMING OCTOBER CONCERT. HOWEVER, THE DIRECTOR WILL CONTINUE TO RESEARCH POSSIBLY SUPPLING SUCH A FLOOR IN THE FUTURE. MARGARET KEANE SECONDED. MOTION PASSED.**

**A MOTION WAS MADE BY CHERY DZIUBINA TO TABLE DISCUSSION ON THE PROJECTOR FOR WATCHING MOVIES UNTIL NEXT MONTH. ROBERTA SUTKOWSKI SECONDED. MOTION PASSED.**

Walter asked for suggestions for the next agenda. Walter added the fire bush that needs to be trimmed. Jill Bruno stated she has a proposal from Allison she will bring to the next meeting. Judson Crawford mention a board needing attention at the back door of the building. Doreen told Judson she will report it to maintenance. Judson requested the Committee walk around the building to see what needs to be done. Weather permitting the Committee will check the building's exterior next meeting. Walter mentioned the building is going to need to be power-washed and painted in the future. He stated it might be a capital improvement line item.

**A MOTION WAS MADE BY MARGARET KEANE TO ADJOURN THE MEETING AT 5:45 P.M. ROBERTA SUTKOWSKI SECONDED. MOTION PASSED.**

Attested to: *Forie Blanck* Date: 10/11/16