

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

**Meeting Minutes
Shelton Senior Committee**

January 10, 2017

The January 10, 2017 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
William Smarz-Co-Chairman
Roberta Sutkowski-Secretary
Judson Crawford-Treasurer
Jill Bruno
Margaret Keane
Marilyn Terлага

Also Attending:

Doreen Laucella
Gerry Janofsky
Rene Caise
Jim Kelly

Absent:

Cheryl Dziubina

PUBLIC PORTION:

Jim Kelly noted that the January 10, 2017 agenda was not on the website.

Rene Caise asked Doreen who is responsible for getting the parking lot sanded and salted. Doreen stated she calls the Dept. of Highways and Bridges if the parking lot needs more clean-up or sand & salt. She called them three times. The weather has been so cold the salt is not melting the ice. It seems as though the city is not using sand with the salt. Doreen will call for a barrel of sand.

Corrections to Minutes:

The ceramic instructor's name is Ginger.

Under Treasurer's report the second motion was seconded by Cheryl Dziubina and the Motion Passed.

MINUTES:

A MOTION WAS MADE BY ROBERTA SUTKOWSKI TO ACCEPT THE DECEMBER 13, 2016 MINUTES OF THE SENIOR COMMITTEE AS CORRECTED. MARGARET KEANE SECONDED. MOTION PASSED.

TREASURER'S REPORTS:

The Shelton Senior Committee Treasurer's Report for the month ending December 31, 2016 was read by Judson Crawford reporting a forwarding balance of \$21,822.67. Receipts of \$116.88, Disbursements 0, leaving a balance of \$21,939.45. The four CD's total 46,858.60 added to the accounts the total is \$68,798.05.

A MOTION WAS MADE BY WILLIAM SMARZ TO ACCEPT THE SHELTON SENIOR COMMITTEE TREASURER'S REPORT FOR DECEMBER AS READ. MARILYN TERLAGA SECONDED. MOTION PASSED.

The Membership Treasurer's report for the month of December 2016 was read by Gerry Janofsky reporting a beginning balance of \$15,154.53. Receipts of \$4039.00, Disbursements of \$2,352.31, leaving an ending balance of \$16,841.22 Together with the Memorial Fund \$2,188.20 and the Business Value Account \$1,621.37 the total account balance in all accounts is \$20,650.79 The four CD's total 20,643.88 added to the account balances the total is \$41,294.67.

A MOTION WAS MADE BY JILL BRUNO TO ACCEPT THE MEMBERSHIP'S DECEMBER TREASURER'S REPORT. MARGARET KEANE SECONDED. MOTION PASSED.

DIRECTOR'S REPORT

Doreen Laucella let the Committee know the January Holiday party is postponed to Thursday, January 12, 2017 at 6:00pm at Caloroso in Shelton.

Christmas Party: Doreen reported the Christmas Party had 175 people attending. It was sold out. There were 50 people on the waiting list. There was some discussion on whether guest should be allowed when members end up on the waiting list. It was decided it should be brought up by the Membership at their meeting. Doreen will report back to the Commission after the Membership meeting.

Cameras: Doreen has looked into having cameras installed in the building because of some theft incidents that have been occurring and the safety concerns of people entering the building through doors that shouldn't be opened. She is working with a respected individual in the security business. She is waiting for his suggestions as to what she would need to service the Center. The estimated cost is around \$1500.

A MOTION WAS MADE BY JILL BRUNO TO GIVE DOREEN AUTHORIZATION TO SPEND UP TO \$2000. ON A SECURITY SYSTEM WITH CAMERA'S AND A MONITOR. MARGARET KEANE SECONDED. MOTION PASSED.

Doreen will give a report at the next meeting regarding the system and the recommendations.

Scanner System: Doreen contacted Calvert Lock and Safe for advice on a scanner system. They are working on proposals for three different types of scanning systems. Doreen wants it to be a simple system. The system is for security in the building as well as for gathering data. Alarming the doors was also discussed so that Doreen would know when anyone enters or leaves the building through doors they shouldn't be opening. There were different options available. Doreen will let the Committee know the results of the proposals at the next meeting. There was some discussion as to when this system would be put in use. The cost factor, administering new membership cards and implementing the new system would all have to be considered.

TV in Library: The new TV has been installed in the library. The donating family noticed and were pleased. They thanked Doreen for getting it installed. Doreen thanked them for donating it.

Projector: Rene Caise and Doreen are still deciding on whether to install a projector or a TV Screen in the Main Room. The bulb on the projector can cost up to \$500. They are thinking a TV screen might be better to stream information from the computer such as the newsletter and events. They haven't made a final decision yet.

January Events: Doreen stated that the Center will have no big events taking place in January. She doesn't want to have to cancel for weather. The next big event will be the Anniversary Party in February. The tickets will go on sale January 20. Doreen expects it will sell out.

Membership: Membership renewals and new memberships are going very strong.

Exercise Class Registration: Doreen stated that Gerry and Shauna have the exercise class sign ups running very smoothly.

Pool Room: Doreen has set up a schedule for the pool room. She will have a women's pool day and lessons on Tuesday's. The new schedule will begin in February. The pool room has asked Doreen to purchase two new stools for the poolroom. The cost is \$50.97 for both stools. Doreen asked the Committee if they would purchase the stools for the poolroom. Jill asked if this could come out of a budget line item such as programs. Doreen stated she came to the Committee because they have supported the poolroom in the past. She said she uses the programs account to host the volunteer luncheon, and purchase the tablecloths for all the events and other larger items for programs.

A MOTION WAS MADE BY WILLIAM SMARZ TO ALLOW DOREEN TO PURCHASE TWO STOOLS FOR THE POOL ROOM AT A COST OF \$50.97. ROBERTA SUTKOWSKI SECONDED. MOTION PASSED.

Some discussion on the heat discrepancies in the building took place. Doreen suggested it may be a timing issue. She is going to address the issue with Chris Potucek. Doreen stated the boilers are in and working. The front rooms are very warm and the card room and other rooms in the back of the building are cold. Chris Potucek has spoken with Doreen regarding the front desk. They plan to build a wall in front and to the side of the desk where Diane is and put in a double window like the rest of the building. There will be a doorway to walk through to the back offices. This should help with the temperature for Diane.

Doreen passed out a copy of the budget form for the special meeting on January 24th at 4:00 pm in the Shelton Senior Center Conference Room. She would like the Committee to look it over before the meeting.

A MOTION WAS MADE BY JILL BRUNO TO ACCEPT THE DECEMBER DIRECTOR'S REPORT AS PRESENTED. WILLIAM SMARZ SECONDED. MOTION PASSED.

OLD BUSINESS:

Monthly Activity Report: – Jill reported that she and Doreen had a brief discussion and that they will wait until the next fiscal year to create a report. The staff is keeping the data at this time and Doreen will use their data for the budget.

Departmental Budget figures for the Prior Year:

Judson Crawford passed out copies of the budget and actual figures to the Committee from the previous budget year. The Shelton Senior Center returned \$37,500. to the General Fund. Doreen told the Committee that she can't really use the budget reports from the City because they are so far behind. She keeps her own records. Last year was her first year and she waited until later in the budget year to purchase large items such as the washing machine. She has some large items that she will purchase this year also.

Fire Bush Trimming:

Jill has contacted Allison regarding trimming the fire bush plants in the back of the building. Allison stated it can be done at any time. Allison is going to contact the Mayor to see if she can work with the Parks & Rec. Dept. to do the work to save on the cost. The trees will be trimmed to 6ft. and cleared out between and behind. Allison will give us a cost proposal. Doreen stated she does have some funds in building line item that she can use for this expense.

Automatic Doors:

The doors let in too much cold air in the front lobby and through the corridor. Many people stand in the way of the sensor for the door and either open it or keep it open. It is very cold for anyone who has to sit there and wait for rides and Diane is freezing at the front desk. She is using a heater by her feet. Putting in a heat shield between the two doors was discussed. Walter has suggested to mark the zone area on the floor where the sensors open the door so members know not to stand there and talk to other people. Judson stated there are Mars heat shield systems at BJ's in Derby and Stop & Shop on Bridgeport Avenue. Doreen is going to address the issue with Chris Potucek again.

Membership:

Doreen feels that a decision needs to be made for the parties. Discussion was held regarding not allowing guests because members are ending up on the waiting list. This was discussed earlier and it was decided that Membership is going to discuss it at their meeting on Friday. Doreen will inform the Committee of their discussion. Jill Bruno thought maybe the Committee should get a marketing consultant that could do a demographic profile for the next five or ten years. She stated that the baby boomer population is larger than the senior population and in the next five to ten years there are going to be more members joining the Center. Walter wants the Committee to think about solutions for the future. Doreen stated that at this time she hasn't reached a max for the

building. Having each of the rooms and activities following guidelines helps with the expanding membership. She has been working on this one room or activity at a time. She began with the exercise classes, has set guidelines in the ceramics room, and is now setting the guidelines for the pool room. Doreen explained that the computer has been updated and the new program has the correct numbers for membership. The newsletter is now only being mailed out to current members. Doreen stated after the computer was updated 400 members were dropped.

Judson asked if everyone had their copy of last year's budget. The copy Doreen passed out is the budget form for the new fiscal year. Copies of last year's budget were made for anyone who needed them. Judson stated the page with the instructors is missing. Page 7 of 28. He will go to City hall and have copies for everyone at the Special Meeting.

NEW BUSINESS:

Scanning:

Discussed in the director's report.

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

Attested to: Corie Blanck Date: 1/11/17