

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

**Meeting Minutes
Shelton Senior Committee**

Special Budget Meeting

January 24, 2017

The January 24, 2017 Special Meeting of the Shelton Senior Committee was called to order by Walter Oko, Chairman, at 4:07 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
Cheryl Dziubina
Margaret Keane
Marilyn Terlaga

Also Attending:

Doreen Laucella

The Committee met to review the 2017-2018 budget. All Committee members received copies at the previous meeting.

Recreational Programs: Doreen handed out a sheet of the events and classes for 2016. The sheet contained the number of members attending each class each month. There was a discrepancy in the last column of registered members. Doreen will get the column corrected before the budget is presented to the Board of Alderman.

Jill stated that if the goal is to support and document the income figures that are sent to City Hall another column is needed showing the length of registration for each class. Such as each month, every six months or each day for all classes that members sign up and pay to attend. Doreen asked everyone to look at page two of three, Recreational Programs. This is where she will plug in the correct numbers for each program.

Social Programs: Jill suggested getting the number of residents in the city of Shelton who are 55 and over and changing the line of the next paragraph to read: Membership is available to (X) number of city residents aged 55 or older. Membership for 2016 included Shelton (X), Honorary (X) members, Valley (X) members and other towns (X). It was

suggested to state that the numbers are expected to rise with the amount of new assisted living facilities in different stages of development in the city.

Social and Recreational Programs: It was suggested to take out recreational. Social Programs offered through the Senior Center are Holiday Parties, Theme Parties and BBQ's. The events have been filled to capacity at 175 members, which is the maximum allowed per the fire code. This number is an increase from the 75 to 100 in 2015.

Trips: It was suggested to list Trips as a separate addition. Day Trips and Overnight/Extended trips with (X) number of trips and (X) number of members attending.

Transportation: It was suggested Doreen reference the increase here as well. From 15 to 18 residents up from 10-12 in 2015.

Newsletters: Approximately 2300 newsletters are mailed each month to members of the Senior Center. This number is 600 more than in 2015.

On page one of three. Under statement of Goals & Programs of Activities

Under #1. Meal Programs add - A vital service is to make available an affordable, healthy lunch program. (Feeds Approximately 50-70 people daily up 10 to 20 people per day from 2015).

Salaries: Positions

Director - Full Time

Bookkeeper/Assistant Director - 29.5 hours - 2 yrs

Receptionist - 35 hours - 6 yrs

Clerk - 29.5 hrs - 1 yr

Kitchen Helper 29.5 - 2 yrs.

Rental Rebate - 20 hrs.

Doreen will put in for increases for the staff. It was suggested to request \$1.00. None of the part time received increases last year. The Committee feels the staff works very hard and fills in in different positions. In light of the fact that the minimum wage just went up they feel the staff raises are justified.

Postage: Doreen will request an addition in postage to \$8,000. To cover the increase in newsletters and postage.

Snack Bar/Lunch Program: Doreen will request an addition to \$ 25,000. The increase in lunches and the cost of food justifies the request. The lunch costs \$3.00.

Capital Request: It was suggested to request \$15,000.00 to \$18,000.00 for a commercial refrigerator. Also, to add painting the exterior of the building and replacing or repairing the columns in front of the building and any trim that is rotting.

Mileage: Took out Commissioners from the paragraph.

The Committee questioned the Estimates of General Fund Revenues figures.
Doreen will speak with Mr. Hiller, Director of Finance, to get the questions answered.

A MOTION WAS MADE BY ROBERTA SUTKOWSKI TO GIVE DOREEN THE AUTHORITY TO COMPLETE THE BUDGET AND SUBMIT IT ON TIME. CHERYL DZIUBINA SECONDED. MOTION PASSED.

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: 1/25/17