

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

**Special Budget Meeting Minutes
Shelton Senior Committee**

January 30, 2018

The January 30, 2018 Special Meeting of the Shelton Senior Committee was called to order by Walter Oko, Chairman, at 3:00 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

Also Attending:

Doreen Laucella

Absent:

Cheryl Dziubina
Marilyn Terlaga

Walter Oko turned the meeting over to Doreen Laucella to review the proposed budget.

Budget

Doreen let the Committee know that a Senior Center member approached her and asked her why the Senior Center sent \$449,000.00 back to the city. The member was not pleasant when speaking to Doreen and another member of the Committee. Doreen stated she would inform the member if they weren't happy they should attend a meeting and state their complaint.

Statement of Goals & Programs of Activities. Doreen stated that all the numbers on this page will change. She will provide true up to date numbers.

Regular payroll: Expenses and positions which will not change.

Part Time payroll: The organ Instructor will be replaced by Cardio Light but the expenses will stay the same. The part-time assistant/bookkeeper, two clerks, who will be 35 hours with insurance, kitchen help and rent rebate coordinator will all receive 2% increases. The hours for the part time clerk are changing from 29.5 to 35. The total expenses will go from \$178,232.00 to \$176,068.00. Doreen has hired another part time person working two hours per day four days a week and is hoping to hire another part time person to help in the kitchen with the same hours.

Personnel Training: Amount will stay at \$1600. Jill asked Doreen if she could get some type of training for the staff. Doreen stated that it is hard for the staff to have free time to attend conferences or training. Jill feels it makes staff feel valued when they are given training. She suggested Doreen speak to Human Resource. Margaret Keane stated that the staff is trained very well and that the camaraderie is very good. It was suggested maybe when the new scanning system is in place more training might be helpful.

Mileage: Amount will stay at \$300.

Travel: Amount will be reduced to \$25,760.00. Doreen had secured funding for Tuesday and Thursday transportation but Valley Transportation won't accommodate the request.

Postage: The postage account will be reduced to \$7,250.00. Due to the new system for registration the newsletter mailing has been reduced by \$700.00.

Cleaning Supplies: Amount will stay at \$400.00.

Program Supplies: Amount will stay the same at \$1000.00.

Equipment Repair: Amount will stay the same at \$1300.00.

The Committee suggested starting a folder for all the appliances for reference when something needs replacing or repair.

Snack Bar & Lunch Program: Amount will stay the same at \$25,000.00.

Dues & Subscriptions: Amount will stay at \$215.00.

Program Promotions: Amount will stay the same at \$600.00.

Building Maintenance: Amount will stay the same at \$9185.00.

Program/Fitness Classes: Amount will stay the same at \$18,000.00.

Petty Cash: Amount will stay the same at \$300.00.

Seasonal Programs: Amount will stay the same at \$1900.00.

Flickering Light program: Line item will be removed.

Six Year Capital Outlay: Commercial Refrigerator- \$8,500.00.

The budget request is for \$455,000.00.

Jill Bruno stated that running the Center with all the programs and activities on \$455,000.00 is amazing.

A MOTION WAS MADE BY WILLIAM SMARZ TO AUTHORIZE DOREEN TO GO FORWARD WITH CHANGES MADE TO THE BUDGET DRAFT. JILL BRUNO SECONDED. MOTION PASSED.

A MOTION WAS MADE BY WILLIAM SMARZ TO CHANGE FUTURE MEETING TIMES TO 3:00 PM. JILL BRUNO SECONDED. MOTION PASSED.

A MOTION WAS MADE BY MARGARET KEANE TO ADJOURN THE MEETING AT 4:30 P.M. JUDSON CRAWFORD SECONDED. MOTION PASSED.

Attested to: Corie Blanck Date: 1/31/2018