

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

**Meeting Minutes
Shelton Senior Committee**

May 8, 2018

The May 8, 2018 meeting of the Shelton Senior Committee was called to order by Walter Oko, Chairman, at 3:30 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-Vice-Chairman
Roberta Sutkowski-Secretary
Judson Crawford-Treasurer
Jill Bruno
Cheryl Dziubina
Margaret Keane
Marilyn Terlaga

Also Attending

Doreen Laucella
Gerry Janofsky

Absent

PUBLIC PORTION:

Gerry Janofsky brought to the Committee's attention that only 4 guests attended the Western Party. The Committee was discussing the attendance of guests at the parties when Shelton members are on the waiting list at their previous meeting. He reported that the events don't sell out for a couple weeks. He suggested that the Committee monitor the attendance of guests at parties before changing any policies.

MINUTES:

A MOTION WAS MADE BY WILLIAM SMARZ TO ACCEPT THE APRIL MINUTES OF THE SHELTON SENIOR COMMITTEE AS PRESENTED. JILL BRUNO SECONDED. MOTION PASSED.

TREASURER'S REPORTS:

Judson Crawford explained to the Committee that the amount for one of the CD's was not listed on the bank statement. The CD was cashed in and reinvested in another CD. Because it was so close to the statement date it did not make it on the statement. Judson has the certificate and the amount will appear on the May statement. Judson read the report for the month ending April 30, 2018. Judson reported a balance forward of \$21, 627.39, receipts of \$177.63, disbursements \$2, 456.67 leaving an ending balance of \$19,348.35. The three CD's total 35,497.75 added to the \$11,737.47 of the unreported CD and \$19,348.35 accounts leaves a total balance in all accounts of \$66,583.57.

A MOTION WAS MADE BY CHERYL DZIUBINA TO ACCEPT THE APRIL TREASURER'S REPORT. ROBERTA SUTKOWSKI SECONDED. MOTION PASSED.

To make his report easier, it was suggested that Judson copy the monthly bank statement and attach it to his report of receipts and disbursements.

The Shelton Senior Membership Treasurer's Report for the month ending April 30, 2018, was read by Gerry Janofsky reporting a forwarding balance of \$21,617.22. Receipts of \$2043.30, Disbursements \$1069.07, leaving a balance of \$22,591.45. Together with the Memorial Fund Checking \$1,904.08 and the Business Value Savings \$1,621.77 the accounts total \$26,117.30. Added to the CD's \$20,863.64 leaves a total balance of \$46,980.94.

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

DIRECTOR'S REPORT

- Doreen brought to the attention of the Committee that the conference room has been cleaned up and painted.
- It was brought to the Committees attention that there were non-members playing cards. Doreen had the staff look up the sign-in paperwork and the person was a new member.
- Doreen reported that she has been doing some research on the parking lot. She is working with the engineer from the city. She thinks they can add from 40 to 60 new spaces, Land on the side of the Center can be utilized. The project would have to be done in two phases. First phase would be clear, clean and process for 1 year. Then it could be paved the following year. She plans to use some of the funds from the capital project line item in the budget. She hopes to have the city do the clean-up. Doreen will be meeting with the engineer and walking the property. She will report back to the Committee at the next meeting.
- The new round tables have been purchased and delivered to the Center.
- TEAM had approached Doreen to use the Center for the Festival of Trees. At first the Mayor asked her to hold off. He now has contacted Doreen and wants Team to use the Center for the event. Team will take care of the event. They will take care of setting up and cleaning up. Doreen will be meeting with the TEAM representatives. A copy of the use of the building contract was handed out to the Committee members to refresh them on the policy. Doreen stated that if the Center members want to do a fundraiser for the Center at the event they can. Doreen mentioned the Veteran's Day event will be held the Friday before Veteran's day rather than the Friday after. That is the only change needed for the Festival to take place.
- Doreen met with the Board of AT&T. She pleaded her case for the increase in her part time account. She wants to take care of the part time workers with a raise. She would also like to hire another permanent kitchen helper.
- A request for folk dance lessons was presented to Doreen. She is going to have a trial class on a Monday afternoon in June. If it goes well she will have start up classes in July. Participants would pay instructor per class. Gerry questioned having too many different types of classes with and without payment. Doreen did not see it as an issue.
- Renata Segrist gave a framed photograph of Amici's storefront with all the summer flowers and plants blooming. Doreen asked the Committee if she could hang it. The Committee thought the picture was beautiful. Cheryl suggested displaying it on an easel. She thought the Center might get random people donating pictures to be hung.
- Doreen reported the new numbers for membership at the Center, there are 1132 Shelton members, 171 Valley members and 95 out of town members. She asked

the Committee to reconsider allowing out of town members to join again. The Committee stated they will revisit the issue at the July meeting.

- Doreen has been given farmer's market vouchers to hand out to seniors in need.
- The Center will have 1st grade students from Sunnyside School visit on June 6, 2018. She has a 1 to 1 ratio for seniors to read to the 1st graders. Both students and seniors are looking forward to the event.
- The Volunteer brunch will be held on June 1st.
- On June 15, 2018 the Center will have a Father's Day Polish extravaganza.
- The regional Director for Apple Rehab is coming to visit the Center. A healthy meal will be prepared and cooked for 75 members at the Center. It will be first come first served.
- The Choral Concert is scheduled for June 29, 2018.

A MOTION WAS MADE BY JUDSON CRAWFORD TO ACCEPT THE DIRECTOR'S REPORT. JILL BRUNO SECONDED. MOTION PASSED.

OLD BUSINESS:

- Jill Bruno passed out Allison Menendez's proposal for gardening work at the Center. The proposal's first section explained the regular ongoing maintenance of watering, weeding, fertilizing and ongoing and seasonal pruning. The cost is \$300 per month with an additional fee up to \$20 for the cost of fertilizer or pesticides per month if needed.

The second section is regarding the annual pruning of the larger specimens. The labor for this is \$50/hour not to exceed 4 hours per pruning as needed.

The next section is the recommendation for 35 yards of mulch.

The last section is the landscaping of the circular entrance island bed. Allison proposes perennial for ground cover plants and bulbs.

A MOTION WAS MADE BY CHERYL DZIUBINA TO HIRE ALLISON TO DO THE YEARLY MAINTENANCE PROGRAM FOR 2018 AS DESCRIBED IN LETTER A OF HER PROPOSAL. SHE WILL BE PAID \$300 PER MONTH FOR THE WATERING, WEEDING, FERTILIZING, ONGOING AND SEASONAL PRUNNING. A FEE OF NOT MORE THAN \$20 PER MONTH WILL ALSO BE PAID FOR FERTILIZER OR PESTICIDES IF NEEDED. JILL BRUNO SECONDED. MOTION PASSED.

Doreen will have the City deliver the mulch again. She will monitor and be sure they bring the correct mulch. The City will spread the mulch. If they can't deliver an acceptable mulch Alison will give Doreen a price for better mulch.

The Committee will discuss the other sections of Allison's proposal at the next meeting.

A MOTION WAS MADE BY JILL BRUNO TO TABLE THE DISCUSSION OF THE SCANNING SYSTEM UNTIL THE COMMITTEE KNOWS WHAT THEY ARE DOING WITH THE PARKING LOT. ROBERTA SUTKOWSKI SECONDED. MOTION PASSED.

- Jill passed out her revisions to the Volunteer Guidelines. The 50 hour requirement was discussed. Doreen stated that sometimes she invites someone who has been a tremendous help but doesn't have the 50 hours logged in the book. The Committee stated that the invites are at the discretion of the director. After reviewing and discussing a motion was made to accept the new guidelines.

A MOTION WAS MADE BY MARGARET KEANE TO ACCEPT THE NEW VOLUNTEER GUIDELINES. ROBERTA SUTKOWSKI SECONDED. MOTION PASSED.

NEW BUSINESS:

- Jill Bruno read and passed out a copy of a draft letter to the Supervisor of Building Maintenance. The letter addresses the roof leakage and the deteriorating condition of the roof of the Shelton Senior Center. After a short discussion it was decided that Jill would make the suggested changes to the letter, print it and give it to the chairman, Walter Oko to sign and send to the Supervisor of Building Maintenance.

A MOTION WAS MADE BY MARGARET KEANE TO ACCEPT THE LETTER PROPOSED BY JILL BRUNO WITH THE CHANGES. IT IS TO BE SIGNED BY MR. OKO AND MAILED TO THE SUPERVISOR OF BUILDING MAINTENANCE. MARILYN TERLAGA SECONDED. MOTION PASSED.

- After discussion and considering Gerry Janofsky's comments during the public portion the Committee decided to leave the policy regarding signing up for parties as is. If a problem occurs it will be addressed at a later date.
- Margaret after taking into consideration ages and illnesses of some members, decided that it isn't sensible to hold members of the Arts & Crafts Club to the rule if you miss four meetings you are no longer a member. She stated that many members can't always get a ride or are not in the best of health. She will work out any issues that come up with Doreen.
- Doreen asked for permission to put in a walkway and patio by the bocce court.

A MOTION WAS MADE BY MARGARET KEANE TO ALLOW DOREEN PERMISSION TO PROCEED WITH THE WALKWAY AND PATIO BY THE BOCCE COURT. MARILYN TERLAGA SECONDED. MOTION PASSED.

A MOTION AS MADE BY MARGARET KEANE TO ADJOURN AT 5:50 PM. JILL BRUNO SECONDED. MOTION PASSED.

Attested to: Corie Blanck Date: 5/9/2018