

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

**Meeting Minutes  
January 15, 2019**

The January 15, 2019 meeting of the Shelton Senior Committee was called to order by Walter Oko, Chairman, at 3:37 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  
Judson Crawford-Treasurer  
Roberta Sutkowski-Secretary  
Jill Bruno  
Cheryl Dziubina  
Barbara Hayslip  
Margaret Keane  
Marilyn Terlaga

**Also Attending**

Doreen Laucella  
Gerry Janofsky

**Absent**

William Smarz-Vice-Chairman  
Cheryl Dziubina

**PUBLIC PORTION:**

None

**MINUTES:**

**A MOTION WAS MADE BY JILL BRUNO TO ACCEPT THE DECEMBER MINUTES OF THE SHELTON SENIOR COMMITTEE AS PRESENTED. MARILYN TERLAGA SECONDED. MOTION PASSED.**

**TREASURER'S REPORTS:**

Judson read the report for the month ending December 31, 2018. Judson reported a balance forward of \$22,983.51, receipts of \$ 2082.68, disbursements \$13,545.14 leaving an ending balance of \$11,521.05. The four CD's total 59,679.93 added to the \$11,521.05 leaves a total balance in all accounts of \$71,200.14

Judson stated that he transferred \$12,000. from the money market savings to CD #4035. Judson explained that the \$15 service fee for the Business Money Market savings and the \$1.40 value checking coin & currency fee will be credited back to the account on the next statement. Doreen also explained the \$350 Snack Bar Festival of Trees check was deposited in the Committee account but belonged to the Membership. It was paid back to the Membership. Walter Oko questioned why there are two checking accounts. It was explained that one account is used for the computer classes held at the Center. The participants pay to take the classes and the funds are used for supplies needed for the classes. Jill Bruno stated that when CD #5878 come due in February that it should be invested so the due date is not close to the other CD due dates.

**A MOTION WAS MADE BY BARBARA HAYSLIP TO INVEST CD #5878 INTO AN ELEVEN MONTH CD WHEN IT COMES DUE IN FEBRUARY. ROBERTA SUTKOWSKI SECONDED. MOTION PASSED.**

**A MOTION WAS MADE BY JILL BRUNO TO ACCEPT THE DECEMBER TREASURER'S REPORT OF THE SHELTON SENIOR COMMITTEE AS READ. MARILYN TERLAGA SECONDED. MOTION PASSED.**

The Shelton Senior Membership Treasurer's Report for the month ending December 31, 2018, was read by Gerry Janofsky reporting a forwarding balance of \$29,754.42. Receipts of \$1,960.50. Disbursements \$818.38, leaving a balance of \$30,572.80. Together with the Memorial Fund Checking \$1,904.08 totals \$32,476.88. The total of all accounts with the CD's is \$55,197.03.

**A MOTION WAS MADE BY MARGARET KEANE TO ACCEPT THE SHELTON SENIOR MEMBERSHIP TREASURER'S REPORT FOR DECEMBER AS READ. ROBERTA SUTKOWSKI SECONDED. MOTION PASSED.**

**DIRECTOR'S REPORT:**

Doreen gave the Committee and update on their colleague Mr. Smarz.

- The Anniversary Party will be held on Friday, January 18. If the weather is going to be bad Doreen will cancel the party on Thursday and it will be held on the next Friday, January 25. Doreen has arranged with all those involved.
- The handicap sidewalk area has been out to bid. She has four bids. The Mayor will decide on who gets the job.
- The parking lot plans are moving along. Doreen is getting prices for clearing the parking area. The engineer is working with Doreen.
- Doreen is getting prices for a heat curtain for the front door. There are two different types. She is having licensed electricians in to give her quotes. She plans to use the funds in her building account.
- The 50<sup>th</sup> Anniversary of the Center will be next year. Doreen would like to have the party outside of the Center. The Committee sponsors the Anniversary Party so she wants the members to think about where they would like to have it. It will take some time if she needs to reserve a place.
- Doreen brought to the attention of the Committee that a family member of hers is causing a slight disturbance. She felt she should have some special privileges because she volunteers on Fridays at the snack bar. Doreen did not know about the privileges she was taking and approached her to address the situation. The Membership President spoke with the member and the member apologized. Doreen would like to let the Committee know the person has approached a member of the Committee and that she may be coming to the Committee to address her issue.
- Team held their thank you to the volunteers from The Festival of Trees on Monday, January 14. Margaret Keane stated it was very nice. David Grant did the cooking and Doreen and the staff helped.
- Emmett O'Brien mentor program is ready to start. The mentors will be working in the kitchen, with the medical workers, maintenance staff and any other place that fits with their studies. Doreen is waiting to hear from the school.
- Some discussion took place on the funds returned to the city in the budget. Doreen explained that there will always be funds returned to the city because the full-time positions are not filled. She can borrow from the funds for part time funds if need be, but there will always be money returned to the city because of these positions not being filled and the lunch & snack bar accounts and the exercise accounts which return funds to the city. Walter stated that as long as we have the funds needed to spend and do the necessary things that need to be done it is ok to return those funds.

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

**OLD BUSINESS:**

**NEW BUSINESS:**

**A MOTION WAS MADE BY JILL BRUNO TO TABLE DISCUSSION OF LIGHTING ON WHEELER STREET FOR OVERFLOW PARKING. BARBARA HAYSLIP SECONDED. MOTION PASSED.**

**BUDGET:**

Doreen passed out the budget packets to the Committee. She went through each line item of the budget. Doreen has not finished the statement of goals & program activities page yet. She has worked on the payroll. Doreen stated that the Mayor took out the full time Kitchen help line item.

- reviewed with the Committee the expenditure of the part time employees. There are a couple line items she is not sure how to address the cost. These are instructors where the Center borrows the funds from the city and pays them back
- There are only are only a few line items she is adding funds to. The receptionist, clerk, and assistant/bookkeeper were given increases.
- She will be increasing the lunch account to \$28,000.
- Parking spaces and handicap parking to six-year Capital Outlay Request - \$75,000.

Doreen will let the Committee know when the budget is finished and a special meeting will be called so the Committee can vote on the budget.

Jill will get in touch with Allison regarding the cost for the maintenance of the gardens; pruning, watering, fertilizing and weeding. The fire bush also needs to be trimmed. This expense is under the building maintenance line item.

Jill Bruno stated it is amazing that the Center can run the programs and activities with the budget Doreen is given. Compared to other communities Shelton's programs and activities are above and beyond.

Walter stated that the Membership elections will be held in May. There was discussion regarding the by-laws being changed regarding the elections. It was decided that there will not be enough time to change the by-laws before the election but it will be put on the agenda to be discussed in the future. The elections will be open to all members of the Center.

Some thoughts for future agendas are the restoration of the exterior of the building.

Electronic membership card reader.

By - Law changes.

Lighting on Wheeler Street for overflow parking.

**A MOTION WAS MADE BY MARGARET KEANE TO ADJOURN AT 5:30 PM. JUDSON CRAWFORD SECONDED. MOTION PASSED.**

Attested to: Corie Blanck Date: 1/16/2019