

## MEETING OF JANUARY 6, 2009

The meeting was called to order at 7:00 p.m. by Sandra Micalizzi.

Members present: Marlene Carbone, Susan Locks, Lynn Maschi, Sandra Micalizzi, Guss Nevelos and Michael Rossi.

Members absent: Ben Cammuso, Marjorie Chase and Earl Temchin.

The minutes of the December 9, 2008 meeting were presented to the Commission. A motion was made by Marlene Carbone to accept the minutes as presented; seconded by Michael Rossi; all were in favor.

With regards to the repair/reinforcement of the pavilion columns, the work will be scheduled with Jerry Dlugos.

The budget for fiscal year 2009/2010 was presented and discussed. A motion to approve was made by Guss Nevelos; seconded by Michael Rossi; all were in favor. Further discussion was held regarding keeping the increase to the fiscal year 2009/2010 budget at 2.5%. If necessary, a reduction to the part-time bus driver's account would be considered. A motion to reduce the part-time bus driver's account, if necessary, to keep the budget increase for fiscal year 2009/2010 at 2.5% was made by Marlene Carbone; seconded by Guss Nevelos; all were in favor.

Treasurer Susan Locks gave the Treasurer's Report, noting that of the \$477,058. current budget, \$228,195.42 (48.6%) has been expended, \$18,804.40 encumbered, with \$260,976.18 available. There being no further questions or comments, motion was made by Michael Rossi to accept the Treasurers Report; seconded by Guss Nevelos; all were in favor.

Executive Director Robert Verderame presented the December Director's and Program Coordinator's Reports. He reported that Dial-A-Ride provided 894 one way rides, including 361 in town and 55 out of town medical runs.

He commented that December had been a full month of everything at Calendar House, particularly in terms of social services and programs. December 31<sup>st</sup> ended the official open enrollment season for the Medicare Part D Prescription Drug Program. Calendar House was inundated with requests for Medicare Part D and Medi-gap counseling, ConnPACE applications, fuel assistance, and late Renters Rebate applications due to medical extensions.

A report on the flu shot clinic held on December 17<sup>th</sup> in conjunction with Southington Health Department Director, Charles Motes and the Visiting Nurses Association of Central Connecticut, Southington office, was given. Thank you to Senior Citizen Commissioner, Lynn Maschi, who came in to lend a hand with the clinic. Unfortunately, due to inclement weather, it was a slow morning, and only twenty-six vaccinations were given. A discussion was held regarding scheduling the flu shot clinic earlier in the future.

The Executive Director remarked that Cynthia Gilbert and Mary Robarge had attended the mandatory AARP/TCE District Meeting/Training at the Bristol Senior Center. Tax Preparation Training Sessions have been scheduled and Calendar House's volunteers have been notified. TaxWise Software for 2008 returns has been installed and the manuals have been received.

The Executive Director remarked on the Bus Maintenance, noting the mileage and that all buses handled the recent snowstorms well. An additional driver accompanied the driver during the afternoon runs on the snow days, in order to assist with getting wheelchair dialysis patients on and off the bus safely. A back-up plan for dialysis was also discussed; in case of bad weather we will contact the Southington Police Department or Highway Department for assistance.

Under Building Maintenance, the stove hoods and filters, floor mats and microwave were thoroughly cleaned. Hartford Steam Boiler inspected and passed the water heater. Roof repair around the HVAC units was completed; tar paper and tar was applied and the cost was \$800. Simplex tested the fire alarm system and everything is in working order. A magnet alarm broke off an outside door in our pool room and has been repaired. The partition wall in room 2 is in need of repair. A flat roof leak which caused damage to insulation and ceiling tiles in room 2 has been repaired and replaced.

The Executive Director reported that he and Cynthia Gilbert attended a MUNIS Training Session on December 10. Procedures for preparing the fiscal year 2009/2010 budget were addressed.

The fourth and final session of the Literary Series, "Murder on the Menu", a collaborative effort with the Southington Library was held. This has been a very successful series. Many thanks were given to Susan Smayda and Jeanne Chmielewski, as well as The Orchards for providing "menu" items for the series. The next series is scheduled for April, and we are looking forward to another success.

Highlights of the Program Coordinator's Report included our annual Holiday Party at the Aqua Turf. A wonderful time was had by all and 307 people attended. The month's activities also included: A jewelry making session with artist, Carla Koch (5 people attended); the ARC Christmas Party; the Franciscan Home Care and Hospice Health and Wellness Program (10 people attended, despite icy weather); Twenty-four Fuel Assistance Applications taken at 500 Pleasant Street; a Community Services Holiday Party and Gift Giving event; a UNICO Children's Christmas Party; a trip departure with 50 passengers to NYC for "Manhattan Lights"; the flu shot clinic; Twenty-two Fuel Assistance Applications taken at 6 Carter Lane; Sharyn Murphy, Program Coordinator, attended a Grandparents raising Grandchildren Summit; a Pot Luck Holiday Dinner featuring magician, Tony Leone, held for the Grandparents/Grandchildren Group (25 attended); Finally, our December Membership Meeting featured the DePaolo Band, String Orchestra and Chorus. It was a fantastic performance attended by 75 people.

A motion to accept the Director's Report as presented was made by Guss Nevelos; seconded by Lynn Maschi; all were in favor.

Under Correspondence: A letter was sent to Town Manager, Mr. John Weichsel, regarding the Town Council adopted Budget Containment Policy identifying upcoming program activities, meetings, contracted events and over-time.

A letter was received from The Orchard Valley Garden Club of Southington, Ct., Inc. requesting permission to hold its annual plant sale at Calendar House on Saturday, May 9<sup>th</sup>. It was noted that The Orchard Valley Garden Club had generously planted trees in our new parking lot area amounting to approximately \$4,000. Due to this, it was decided to grant the use of Calendar House to The Orchard Valley Garden Club for its plant sale at no charge. Motion was made by Sandra Micalizzi; seconded by Guss Nevelos; all were in favor.

Calendar House Rental Rules and Policies were discussed. Since the enactment of the Town Council Budget Containment Policy, over-time for staff to open and close for rental events needs to be reevaluated. It was decided that any organization requesting the use of Calendar House must pay a rental amount equaling the wages for the town employee who must work over-time for the hours of the rental period. The rental contract will therefore be revised.

Under Old Business: A \$5,000 grant has been awarded to Calendar House for our Grandparents Raising Grandchildren Support Group from the State of Connecticut Department of Special Funding for Municipalities. A request will be made to create a new line item for this grant.

In regards to the new bus, the contract has been sent. We are waiting on a letter from Ellen Lawrence.

Under New Business: It was noted at the last Senior Citizens Commission Meeting that Calendar House Part Time Clerk Typist Dawn Sargis would be leaving the position, transferring to a full time position within the Town. Since that time, Dawn has decided to stay on in her part time position at Calendar House; therefore, there will be no need to fill the position.

Under Public Discussion: There were no communications from the public.

Guss Nevelos made a motion to adjourn, seconded by Lynn Maschi; all were in favor. The meeting was adjourned at 7:55 p.m.

The next scheduled meeting is **Tuesday, February 10, 2009 at 7:00 p.m.**

Respectfully Submitted,

Dawn Sargis  
Acting Senior Center Secretary