

## MEETING OF MAY 10, 2011

The meeting was called to order at 6:30 p.m. by Chairman Earl Temchin.

Commissioner Ben Cammuso led the **Pledge of Allegiance** to the American Flag.

Members present: Ben Cammuso, Marjorie Chase, Susan Locks, Len Marcheselle, Lynn Maschi, Sandra Micalizzi, Michael Rossi and Earl Temchin.

Members absent: Connie Proll

Chairman Temchin requested nominations for the election of officers asking if the commissioners wished to nominate by slate or individual office. Michael Rossi made a motion that the officers currently in position be re-nominated for an additional two year term with his blessings. Lynn Maschi seconded the motion; all were in favor. Earl Temchin, Sandra Micalizzi and Susan Locks accepted. The Senior Center Secretary was requested to continue recording minutes for the commission.

**The minutes of the April 12, 2011 meeting** were presented to the Commission. Earl Temchin asked if there were any corrections, additions or comments. Lynn Maschi made a motion to accept the minutes as presented; seconded by Michael Rossi; all were in favor.

The Chair recognized Mr. Ron Chmura of Liturgical Publications, present at the invitation of the Commission to offer a proposal for the publication of the Calendar House newsletter. Mr. Chmura elaborated on the services his company provides, noting that primarily they have focused on church bulletin and publications, expanding recently into a new market, senior centers, as "Community Publications", a subsidiary of "Liturgical Publications". They currently publish for St. Thomas, Mary Our Queen and others. The proposal offers a seven page 8 ½ x 11 publication requiring 25% devoted to advertising. They require a calendar and text to be provided by Calendar House staff and electronically transmitted to Cromwell, CT in either Microsoft Word or Publisher format with a ten day lead time between transmission and delivery. Newsletters would be delivered to the Calendar House for labeling, folding, stapling and bulk mailing. They require an office area or desk and telephone be made available to their advertising sales representative for approximately one week annually, and appropriate leads be provided as cold contacts are relatively non-productive. Mr. Temchin noted that in light of the lengthy agenda, he opened the discussion to questions. Mr. Chmura provided the information that the company is a private Connecticut domestic corporation that has been working with various senior centers. Mr. Chmura did not know if the company had any working relationships with municipalities that oversee senior centers such as Southington. The company is compensated by the advertisers that are solicited by them. Neither Calendar House nor the Town of Southington would guarantee profit or fee. The company requires a five year contract recognizing that profitability would not be reached until the third year. In the event it was not economically feasible, the company would terminate the contract or reduce the size (i.e. number of pages) of the newsletter. They do not collate or mail the publication. The Calendar House would have input over the advertising content, which would be limited to useful and beneficial services targeting the niche population. The parameters of advertisers would be limited to between Hartford and Waterbury, with the primary focus on Southington and nearby communities. Mr. Temchin requested that a sample contract be provided for review by the Commission and the Town Attorney. Mrs. Micalizzi requested that sample publications from senior centers in the closest areas be submitted. Mr. Chmura noted that due to vacation and existing schedules, the earliest start date would be September. Mr. Temchin asked if Mr. Verderame had any questions and he responded, "not at this time". Mr. Temchin thanked Mr. Chmura for coming. Mr. Chmura noted that Mr. Ollie Marcantonio would be providing follow up.

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The **Treasurer's Report** was given by Commissioner/Treasurer Susan Locks who reported that of the FY 2010/2011 \$476,550. revised budget, \$370,642.14 (79.1%) has been expended; \$6,501.35 remains encumbered, leaving an available budget of \$99,406.51. Executive Director Bob Verderame reported vouchers have been submitted for payment to eleven seniors who applied for the "Elderly Tax Credit Program" and completed over one hundred hours of volunteer service. This will leave \$2,500. in Program Services which will be returned to the general fund. A motion was made by Michael Rossi to accept the Treasurer's Report as presented; seconded by Ben Cammuso; all were in favor.

Executive Director Robert Verderame presented the **April 2011 Director's and Program Coordinator's Reports**, noting that Dial-a-Ride provided 1228 one way rides on 20 days, including 557 in town medical rides and 62 out of town medical rides. While Social Services were relatively light, preparation, training and inquiries regarding the Renter's Relief programming occupied considerable time. Our AARP/TCE Income Tax Program concluded with another successful season, assisting over 320 individuals. We are extremely fortunate and very appreciative of our dedicated volunteer counselors that include: Mary Robarge, Kathy Boglarski, Mary Potter, Sandra Voorhees, John Sudol, Len Pedone, Patricia Bouchard, Robert Binkowski and Ray Fecteau. Thanks also to Mark White for Technical Assistance, to the Membership Association for their generous donation of replacement computers, and to AARP/TCE Coordinator/Senior Center Secretary Cynthia Gilbert.

Our Fine Arts and Crafts Exhibit, showcasing the extraordinary creations of our Calendar House members, will take place Sunday, May 15<sup>th</sup> from 2 – 4 pm. Mr. Verderame encouraged the commissioners to stop in and enjoy the displays and light refreshments. A mini-health fair presented by the Hospital of Central Connecticut's Senior Care is being planned for September 28<sup>th</sup>. Mrs. Micalizzi noted that this is good for our members and appreciates that the hospital is willing to do this in addition to the more extensive community event they sponsor at the Aqua Turf. Congressman John Larson stopped in for an informal visit during lunch on Wednesday, April 20<sup>th</sup>.

Under **Bus Maintenance**, there was considerable discussion regarding repair work. Mr. Temchin questioned whether or not the recent flooding event necessitated repairs, and was informed that is not believed to be the cause. Underbody rusting is an issue faced by every vehicle on the road despite undercoating protection. It would not be cost effective at this point to have the 2000 bus undercoated, as it will be retired from our fleet with the expected addition of a new bus under the SEC 5310 grant. Referencing the locations where the buses are parked, questions concerning the security and access to the vehicles were raised. Mr. Verderame remarked that the existing informal agreement with Aszkars provides a measure of security not currently available at Calendar House, where vandalism has occurred on several occasions, due to the restriction of lighting. Consideration of the addition of garage or covered storage is a moot issue under the cost containment policy in place due to the current state of the economy. Fire codes would prohibit storing the buses under the pavilion in addition to the vandalism issue. The addition of a security camera was suggested, but the limitation on parking lot light usage would hamper the effectiveness of that option. Len Marcheselle asked why bring the buses back here when they are currently stored under someone else's care. Mr. Temchin injected that technically they are not under anyone's "care" it is an informal agreement with the recent flooding incident an issue of concern. Mr. Verderame noted that assurance has been given that going forward the buses will be parked on higher ground.

Continuing with the **Director's Report**, Bob deferred discussion of building maintenance to **New Business**. Highlights of the **Program Coordinator's Report** included: the Men's Golf League sign-ups; a special presentation of the Kennedy and DePaolo Middle Schools theatrical production attended by approximately one hundred of our members, a dozen or so who were transported by our buses. Also, a informative session by UConn School of Prosthodontics; a meet 'n greet with Probate Judge Matthew Jalowieck; and a membership meeting featuring entertainment by father and son, Dave and David Zoni. The Connecticut Center for Healthy Aging continues to offer its "Never 2 Late" cognitive fitness program on alternate Friday afternoons. May is Older Americans Month with upcoming events that include our annual Fine Arts and Crafts Exhibit, a Bagel Breakfast on "Caregiver Burn-out" and an intergenerational luncheon hosted by students at St. Dominic's. Earl Temchin asked if there were any questions or comments. Michael Rossi made a motion to accept the Director's and Program Coordinator's Report; seconded by Lynn Maschi; all were in favor.

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**Under Correspondence:** Minutes from the May Department Heads Meeting were not available. The most recent update on the cost containment is the Town Council's approval on removing "Freeze all office supply purchases from Tier 3 to Tier 2." The Town remains on Tier 3 which includes Tier 4. The result is that "for office supply purchases" Tier 4 "imposes a cap on office supply spending" at 85% of approved budget. Earl asked if that were the only change; to date it is. It was noted that Director of Recreation, Bill Masci, is retiring. An updated list of Town of Southington Safety Committee members was distributed. Charged with oversight of the safety of town citizens and employees, this committee also insures that the proper paper work is submitted to various insurance companies, etc. in the event of an accident or incident.

**Under Old Business:** Regarding the SEC5310 Bus Grant and the 2012 Matching Grant, we are just waiting to receive notification of determination. The custodial bid opening is set for Friday, May 13 at 1 pm in the Town Manager's office. Bob was able to obtain a verbal estimate of \$900. from A&G of Southington for material and labor for repairs including resealing the skylight; replacing the missing section of brown aluminum fascia and reattaching all loose gutters around the building. The Town Attorney approved; and Town Manager Garry Brumback stipulated all work to be done by June 30. Michael Rossi made a motion to obtain a written estimate and proceed with the repairs with the customary stipulations including required insurance coverage and warranty. Marjorie Chase seconded the motion; all were in favor.

With reference to the newsletter, Earl remarked that the Town Attorney indicated that three proposals should be obtained. Lynn Maschi made a motion to extend an invitation to Dave Zoni of Priority Graphics, LLC to present his proposal to the Commission at their June 14<sup>th</sup> meeting; seconded by Ben Cammuso; all were in favor. Sandra Micalizzi will contact her source out of state for a potential proposal. Earl Temchin noted that there are many questions that are unanswered and will need to be addressed.

**Under Transportation Committee:** Sandra Micalizzi made a motion to adjourn to Executive Session at the end of the Public Meeting in order to discuss overtime and transportation issues; Michael Rossi seconded the motion; all were in favor. Lynn Maschi gave a copy of the Transportation Committee Survey and Results to Len Marcheselle. Sandra Micalizzi stated that Program Coordinator Sharyn Murphy had contacted her regarding possible day trips.

**Under New Business:** Bob has been in communication with Town Engineer, Tony Tranquillo on a number of items. In a meeting that included consultant Michael Bouchard, the consensus was that the hip roof is expected to last for at least five more years. The flat roof will need stones added to the surface. In addition, a number of nails that have popped through will need to be removed, surface re-tarred and re-nailed, which will be done by A&G Contractors as part of the previously mentioned estimate. The office building brick is in need of re-pointing. A number of years ago, it was fifty percent done after an infestation of bees. The bees have returned and the surfaces are showing deterioration. Mr. Tranquillo recommended three masonry companies for Bob to obtain estimates for the re-pointing of the office building brick. Our community garden was recently tilled by Larry Shappy who volunteered his time and equipment. The Orchard Valley Garden Club has completed planting around the generator. Earl Temchin expressed appreciation for these efforts. He also referred back to the tax program, on behalf of the Commission thanking the volunteers who gave many hours for the benefit of the seniors providing a valuable and excellent service.

Bob Verderame mentioned that Southington Community Center's Janet Mellon has been selected as the 2011 recipient of the UNICO's Gold Medal of Honor that she will receive on Thursday, May 19 at the Aqua Turf. If anyone is interested, tickets are still available.

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**Public Communication:** Cliff Snow congratulated the newly re-appointed officers, remarking that he appreciates their service and is looking forward to working with them. He stated that he is very pleased that the Commission will invite Dave Zoni to offer a proposal regarding the newsletter.

Walter Kizilski also congratulated the officers, and contributed some insight on both undercoating buses and other vehicles with z-bar to prevent rusting; and suggesting that water and freeze paper be used on the flat roof along with the tar and gravel application. He also strongly agreed that Dave Zoni be given opportunity to come before the Commission and noted that he enjoyed Dave's singing at the recent membership meeting.

Mark White echoed congratulations and proceeded to address the newsletter topic stating that it currently is a "horrendous issue and very expensive", costing over \$4,000 annually, and extremely labor intensive. He noted that Dave Zoni's proposal included doing the lot at no cost to the Calendar House, particularly including the collation, folding, labeling and mailing. He further explained that the newsletter while a major tool is only part of the publicity effort that also includes e-mailing, posters, websites, newspapers and press releases. The entire process is very time consuming and can be significantly streamlined by instituting a process such as Priority Graphics LLC has proposed, enabling a smooth transfer to websites, etc. in a linear mode, down-streaming the information. He feels it is critical to take cost and labor out of the total process.

Ben Cammuso remarked that the current road treatments including the green pre-treatments have been very hard on vehicles this year. Earl Temchin mentioned the possibility of warranty coverage on the 2009 bus. Michael Rossi publically thanked the officers, remarking that he recently participated as a "guest reader" at Dernynoski School. Len Marcheselli presented a letter that he recently received that was obviously a "scam" and requested that the information be made available to our senior citizens. Bob Verderame assured him it would be included in our June newsletter.

By decision of the Commission, the public portion was concluded at 7:50 p.m; Len Marcheselli was excused due to a previous commitment; the remaining Commissioners went into Executive Session for the purpose of discussing overtime and other transportation issues. Members present in Executive Session were: Ben Cammuso, Marjorie Chase, Susan Locks, Lynn Maschi, Sandra Micalizzi, Michael Rossi and Earl Temchin.

Returning to public session, a motion to adjourn was made by Ben Cammuso; seconded by Michael Rossi. All were in favor. The meeting was adjourned at 8:16 p.m.

The next Senior Citizens Commission meeting will be held **Tuesday, June 14<sup>th</sup>, 2011** at 6:30 p.m.

Respectfully Submitted,  
Cynthia Gilbert  
Senior Center Secretary