

MEETING OF JUNE 14, 2011

The meeting was called to order at 6:35 p.m. by Chairman Earl Temchin.

Mr. Temchin led the **Pledge of Allegiance** to the American Flag.

Members present: Marjorie Chase, Lynn Maschi, Sandra Micalizzi, Connie Proll, Michael Rossi and Earl Temchin.

Members absent: Ben Cammuso, Susan Locks and Len Marcheselle

The minutes of the May 10, 2011 meeting were presented to the Commission. Earl Temchin asked if there were any corrections, additions or comments. Sandra Micalizzi made a motion to accept the minutes as presented; seconded by Michael Rossi; all were in favor.

The Chair recognized Mrs. Susan Zoni of Priority Graphics, LLC, present at the invitation of the Commission to offer a proposal for the publication of the Calendar House newsletter. Susan explained that Priority Graphics, LLC is a small, high quality, digital, local company providing black and white to full color products. They have provided services to numerous local entities including Hen House, UNICO, Webster Bank, Bob's and many others. In a preliminary meeting with Mr. Verderame, it had been determined that Priority Graphics would be a good "fit" for the direction that Calendar House staff and membership would like to head. Their proposal would streamline, increase the effectiveness and not cost a penny, but would in fact provide significant savings in resources. Content would be provided by the Calendar House staff; Priority Graphics would do the rest, including layout, printing, collating and mailing. The newsletter would consist of 16 full color 8 ½ x 11 pages, funded by advertisers solicited by Priority Graphics. Calendar House would preview advertising content, which will focus on services relevant to the target population. Typically the first issue reflects a slight loss, the second is close and by the third issue a clean profitability is achieved. Neither the Town of Southington nor the Calendar House would be liable for any loss. Sue emphasized that it would be up to them to make it a success, that's what they are in the business of doing. She covered concerns as to font and type size appropriate to the audience, adaptability to communication via e-mailing, press releases and other formats. A commitment of six to twelve months would be preferred although no lengthy contract obligation would be required. The Commission requested samples of Priority Graphics products be submitted as well as a proposed contractual agreement. As other options have been researched including last month's presentation by "Liturgical Publications", and in consideration that no financial commitment or liability is involved, the customary three bid requirement does not apply. Commissioner Connie Proll made a motion that based on the quality of Priority Graphic's work and the fact that it will save us money that we get going on this as soon as possible and move forward with Priority Graphics LLC; seconded by Michael Rossi. Mr. Temchin suggested adding an amendment to the motion subjecting it to a review of the proposed contract to include provision for either party to opt out upon suitable notice. Ms. Proll offered an amended motion, that approval of Priority Graphics, LLC to proceed with producing a newsletter for Calendar House be granted subject to review of a proposed contract with all legal stipulations normally in place; seconded by Michael Rossi; Sandra Micalizzi opposed; all others in favor; motion carried. A contract will be submitted and available for review at the July commission meeting, along with samples of their work. Mr. Temchin thanked Ms. Zoni for coming.

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In the absence of Commissioner/Treasurer Susan Locks, the **Treasurer's Report** was given by Executive Director Robert Verderame who reported that of the FY 2010/2011 \$479,821. revised budget, \$414,138.59 (88.6%) has been expended; \$11,068.90 remains encumbered, leaving an available budget of \$54,613.51. Executive Director Bob Verderame reported \$7,000. was transferred out of Temporary/Seasonal Wages to the Town Manager's "IT fund", noting that this does not affect the required matching grant seed monies. Under Building Maintenance, the previously approved "patch" repair of the roof was replaced by the Town Engineer's recommendation, approved by the Town Manager to proceed with a proposal by Tremco Inc. to correct the existing roof issues 110%. Funds were encumbered to meet this obligation, leaving a minimal amount in the line item. Commissioner Sandra Micalizzi expressed concern if a potential emergency situation occurred. Mr. Verderame responded that there are only a few weeks left in the fiscal year, and should a situation require immediate attention, a process is in place to appropriate or transfer funds. Commissioner Connie Proll remarked that we appear to be in good shape. Mr. Verderame agreed, noting that the 4th quarter grant funds have been received. A motion was made by Connie Proll to accept the Treasurer's Report as presented; seconded by Michael Rossi; all were in favor.

Executive Director Robert Verderame presented the **May 2011 Director's and Program Coordinator's Reports**, noting that Dial-a-Ride provided 1269 one way rides on 21 days, including 547 in town medical rides and 65 out of town medical rides. Under Social Services, he remarked that the renters rebate program is off and running with over 104 applications processed. There is an issue regarding state budgetary concerns which may result in a reduction of benefits, so the amount to be rebated cannot be calculated at this time. Bob also noted that Program Coordinator/Choices Counselor Sharyn Murphy and Executive Director/Choices Counselor Robert Verderame will both be attending scheduled NCAAA Choices Trainings sessions. Cynthia Gilbert attended the AARP/TCE Income Tax Program wrap-up session for the state of Connecticut. Southington, among other sites was commended for excellence in service, minimal errors (primarily software issues) and timely reporting. Cynthia also remarked that the Fine Arts and Crafts Exhibit held on Sunday, May 15th went extremely well with remarkable displays of artwork and craftsmanship. Particularly popular were the "Poetry" booklets featuring our own poets!

Sharyn Murphy offered the Program Coordinator's Report, highlighting the RSVP Consumer University she attended. All disciplines and state agencies were represented focusing on the multitude of current scams and fraud schemes, providing ways to inform, prevent and protect our senior citizens. Sharyn informed the Commission of the impending change in ConnPACE, which is being phased out. Participants are being notified by letter, and those currently enrolled in the Medicare Savings Plan (MSP) will not be adversely affected. Bob Verderame injected that routinely ConnPACE applications processed at Calendar House are immediately enrolled in MSP.

Sharyn continued her report noting the luncheon that St. Dominic's fifth graders hosted for our seniors. Over 92 seniors thoroughly enjoyed a light meal and program at this intergenerational event. Calendar House member Cliff Snow remarked that the students are already planning the "second" annual luncheon for next year! Sharyn and Bob met with a representative from the Warner Theatre to discuss possible trips. Sharyn has been in contact with AC Moore, an area store offering a program "Making Memories by Scrapbooking. The initial class is limited to 15-16 folks, and Sharyn would like to offer it to individuals living at our housing sites. Transportation can be provided as part of our regularly scheduled shopping runs. The commissioners felt this program should be pursued as it would benefit our members. A Memorial Day Remembrance ceremony was held around the flag pole honoring our veterans for their service and raising the new flag donated by the American Legion Kiltonic Post #72.

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Sharyn Murphy and Cynthia Gilbert participated in an all day CASCP (Connecticut Association of Senior Center Personnel) Annual Training event in Groton, CT on May 13th. They were able to take advantage of several workshops including, "Evidence Based Wellness Program", "Where the Money Is – Fund Development", "More than Bricks & Mortar: Making the Most of Your Building" and "Techno Centers: Are You There Yet?-Making the Most of What Technology can do for Your Center". "The Future of Aging Services", a panel discussion with experts in the field of aging in Connecticut included presenters from the CT Commission on Aging, CT AARP, CCCI, DSS-State Unit on Aging and the CT Ombudsman's Office, and proved informative and relevant. A number of vendors displayed available services, including a presentation and demonstration by "myseniorcenter" "an information technology program currently in use at a number of senior centers in Connecticut. Cynthia has arranged for an in-house demonstration next week for the staff.

Continuing with the Director's Report under **Bus Maintenance**, Bob noted that all the buses had been washed. The lift door handle was replaced on the 2009; the 2006 bus had the fuel sensor, throttle body and fuel pump replaced. It was taken to Crowley to have the internal ground on wire harness for the ECM (Computer Control for Engine) repaired. The ECM connector was not properly seated and was reconnected and sealed. The bottom of the door on the 2006 and the 2002 will be scraped and repainted. The tailpipe clamp on the 2002 was replaced, and six new tires installed. Bob spoke with Mark Aszklar and was informed that the recent flooding at their site had nothing to do with any of the problems experienced with the buses. Mark further stated that the problems were not caused by parking the buses at that location.

Under **Building Maintenance**, the generator weekly testing system is working well; Simplex tested the fire alarms; the Main Hall and Room 2 drapery rods replaced; the bocce court was dressed and prepared for use; the table tennis wheels were replaced; rhododendrons were planted to screen the generator; and the small leak in the main hall ceiling was addressed. A plumbing issue in the basement was resolved and water fountains were repaired. Bob noted that vandalism had occurred in the pavilion area on June 8th during the evening or overnight hours. The split rail fence at the entrance was destroyed and two picnic benches were damaged beyond repair. A letter was sent to Mr. Brumback; cc'd to Mark Sciota and Bob called Earl with the information. Connie Proll asked if there were surveillance cameras in place. As there are not, perhaps we should consider installing them in the new year. Bob agreed to contact the Police Chief. Connie noted that it would be an added safety feature, and even if not monitored in "real time" would serve as a deterrent. Earl Temchin asked if there were any questions or comments. Lynn Maschi made a motion to accept the Director's and Program Coordinator's Report; seconded by Michael Rossi; all were in favor. Earl added that the excellent reports are accepted.

Under Correspondence: Minutes from the May Department Heads Meeting were available. Earl remarked that the format of these meetings seem to have changed; every department now giving a brief report. Town Manager Garry Brumback provided an update on the budget, remarking that he "is very impressed by how everyone is managing their budgets under a Spartan set of circumstances but still able to the job as well as you have been". AARP has requested a continuation of the previous agreement to use room 2 for their monthly board meetings. Connie Proll made a motion to approve this request; seconded by Michael Rossi; all were in favor. The Orchard Valley Garden Club requested the use of the pavilion for a picnic on August 23rd between 11 am and 1 pm (during normal hours). In light of the assistance they provide with landscaping, Lynn Maschi made a motion to approve their request; seconded by Marjorie Chase; all were in favor. The Health Department issued a current Food Service Permit. Senator Markley's office is looking into possibilities to obtain financial assistance with the re-pointing of the brick façade.

Under Old Business: We have received notification of determination regarding the SEC5310 Bus Grant –with an award of \$40,000. We were also notified of a 2012 Matching Grant award in the amount of \$37,526. Although this is a 25% reduction in the amount previously received, we are appreciative of the award and will make it work. The custodial contract was awarded to Cuzzi Custom Cleaning, the low bidder. One other bid was received from Jani King. Connie Proll asked that re-pointing of the brick be defined. Bob responded that it includes the repair of areas that have holes or are pitted and the replacement of mortar that is failing. The last time it was partially done was 18-19 years ago. Earl Temchin affirmed that we need to maintain the integrity of the building.

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Under Transportation Committee: Sandra Micalizzi thanked the staff for the information made available as requested. She stated the buses are Calendar House property and should be parked on our property where they would be more visible and centrally located, for surveillance by the Police Department. She made a motion that all Calendar House buses be housed on Calendar House property requiring all staff to report to work on site, with the stipulation that investigation be done to determine what needs to be done to insure the safety of the vehicles including lighting, surveillance cameras, notification to the Police Department, etc. Connie inquired as to the security at Aszkars since to date there have been no problems and no cost factor. Earl noted liability concerns, stressing that the purported reason to house the vehicles at Aszkars was the security provided on their secure lot. However, in his opinion, their lot is not secure. The observations of several commissioners concurred. Connie Proll seconded the motion. Bob agreed to obtain permission to keep the parking lot lights on, despite previous instruction to turn them off to conserve energy. An amended motion was made by Sandra Micalizzi, that the Calendar House buses be parked at Calendar House close to the building, in the handicap spots with two lights on the east side of the parking lot kept on overnight, pending permission from the Town Manager, and notification of the Town Council and the Police Department. Michael Rossi indicated he was not in favor without clarification of several questions. Earl remarked that he was in favor of a somewhat overdue decision. Parking the buses on site would give the Executive Director a greater handle on the use of the equipment, the start and end of each day, times on and off the road. With security an issue, he feels Aszkars is remote and not secure. Connie mentioned the tire slashing incidents in Milford and Wolcott. Bob asked what would happen if vandalism occurred here. Earl replied the greater question is if it occurred at Aszkars, where their insurance would probably not cover the damage since there is no formal agreement or contract. It would raise additional questions as to why the buses were located on private property, etc. At that point, Michael Rossi indicated he was in favor of the amended motion, seconded the motion and all were in favor.

Sandra thanked Sharyn Murphy for the great effort in researching day trips, and noted that a recent trip she made to Ellis Island was very inexpensive and worthwhile. Sharyn responded that we sent a trip there a few years ago. Lynn Maschi gave a copy of the transportation survey and results to Connie Proll, who had not been on the Commission at the time the survey was completed.

Under New Business: Both the newsletter and building maintenance items were previously addressed. With regards to the re-pointing of the brick, a preliminary estimate was quoted at \$14,800 for a complete job. Bob will discuss that item with the Building Committee. The Executive Director advised the commission of his upcoming vacation.

Public Communication: Cliff Snow voiced concern regarding potential vandalism if the buses are parked on site, questioning that if we can't prevent the vandalism in the pavilion, how will we keep the buses safe? He cautioned that we should be prepared and not shocked when it occurs. Earl Temchin responded that the commission will take vandalism issues under consideration and explore options to increase safety and surveillance. Lynn Maschi will contact the police department to investigate the potential cost and effectiveness of security cameras. Bob Verderame will request that parking lot light restrictions be lifted, and noted that we currently have sensor lights in place. Cliff Snow pointed out that they haven't stopped the kids from using and breaking tables in the pavilion while skate boarding. Walter Kizilski stated his approval of Dave Zoni doing the newsletter. The volunteers have been asking for relief and this plan is well overdue.

In the absence of Commissioner Ben Cammuso, a motion to adjourn was made by Michael Rossi, seconded by seconded by Sandra Micalizzi. All were in favor. The meeting was adjourned at 8:18 p.m.

The next Senior Citizens Commission meeting will be held **Tuesday, July 12th, 2011** at 6:30 p.m.

Respectfully Submitted,
Cynthia Gilbert
Senior Center Secretary