

Chaplin Senior Center

Board of Directors

132 Chaplin Street

Chaplin, CT 06235

The Board of Directors for the Chaplin Senior Center met on Tuesday, **March 2, 2021**, remotely via the GoToMeeting app due to power outages at the Senior Center and Town Hall.

Members present: Chairperson Irene Schein, Walt Zlotnick, Shirley Rakos, Ann Lewis, and Jeanette Haines. Also present: Senior Center Director Lisa Kegler, Crystal Gebhardt (interested in becoming a board member), and Victoria Northrop (recording clerk).

As a meeting where the public would normally be present, due to the COVID-19 pandemic the meeting was audio-broadcast through the “GoToMeeting” app for any interested member of the public in accordance with CT Executive Order 7s.

1. Irene Schein called the meeting to order at 9:30 a.m.

Alternate Ann Lewis was seated for Carl Linkkila. Dawn Gilbert was seated for Neil Muckenhoupt. **Audience for Citizens: None present.**

2. Additions or changes to the agenda: None.

3. Secretary’s Report: the board reviewed the draft minutes of February 2nd, and Ann Lewis made a motion to approve them, which was seconded and the motion passed. The Board reviewed the minutes of the February 10th special meeting and Shirley moved to approve them, which was seconded and the motion passed.

4. Correspondence: Neil Muckenhoupt sent correspondence saying he was unable to attend the meeting.

5. Director’s Report:

Cash on hand: 381.07

Special revenue account: Lisa was unable to get the current balance due to the power outage; last month it was approximately 25k.

Membership status: 315 members

Dues collection: dues have been waived due to the pandemic for this year.

6. Budget discussion and action on the 2021-22 budget: Lisa sent a copy of the proposed budget to all members. There was an increase the postage expenses due to the pandemic mailings of newsletters and standard cost of living increases. Electricity costs dropped by approx. 2k. The bottom line was \$75,751.56. Jeanette moved to approve the budget, Ann seconded this, and the budget passed unanimously and will be submitted to the Board of Finance.

7. Review of upcoming activities:

Lisa Kegler stated that the curbside lunches are going well and, because menu was in the Chronicle, many people are participating (59 this week). The Sit & Stretch on Zoom is going well, and tends to have 8-10 people in attendance. Zoom Yoga is going well on Mondays. Craft classes happen twice/month on Zoom, with about 6 attending. It has been publicized on FB and Ggroups. The Tai-Chi class was supposed to begin today, but the power outage may affect the attendance. The class was also publicized in the Chronicle newspaper. The Fisherman's breakfast will take place on April 10th from 6.30-8.30 am, curbside only, with a full menu for \$5.00. Lisa said volunteers would be welcome. Pre-orders by the 8th, and open to the community.

The Mother's Day plant sale will take place on Saturday, May 8th, in combination with the grinder sale, and will be advertised in the April Newsletter. The time of day would logically be late morning (10-noon ish) and a rain date will be offered for inclement weather. Contributions of plants are welcome. Crystal suggested that the elementary school greenhouse might be able to donate some plants and Lisa will reach out for other plant donations. Ann moved to go ahead with the sale, Jeanette seconded, and the motion passed.

8. Activities present and future, strengths and weaknesses:

Irene requested that the board think about this topic. Irene is interested in creating an arts and cultural center, and interested in artists creating videos. She hopes to incorporate the Senior Center in this process, potentially by having art shows in the space. Ann likes the idea, but wants to see how the Seniors feel about it. This will remain on the agenda for future discussion.

9. Reopening Discussion:

what are the requirements and how will they be met? Lisa spoke with Eastern Highlands and wanted to discuss reopening the space in the future. EH isn't ready for reopening yet. They want the Senior Center to prepare a manual for safety in order to reopen in accordance with their guidelines. A future meeting to discuss these would be useful: social distancing, sanitizing, and ventilation, for example. A question was raised whether other towns might have already created such a manual in order to avoid duplication of effort. Jeanette said that the library was able to purchase air filtration equipment. Perhaps the Senior Center could purchase something like that or share the existing equipment with Library approval? The equipment might be too noisy for the Seniors, however. Walt wanted to know if the unit would handle the air volume of the activity room. As the weather improves, outdoor seating/activities might become more doable, Lisa suggested. The state guidelines did not mention vaccination. Sanitizer and wipes are available, but the budget might be affected by increased cleaning/sanitizing costs. Are there any COVID-specific funds that the town could help the Senior Center with for specific pandemic-related items? Irene suggested that the board reach out to see if there is any assistance available. Due to certain budget changes (reduced electricity costs, for example, during the pandemic), remainder budget items might be able to be reallocated

to other COVID-related costs. Lisa will bring information to the next meeting on this topic.

- 10. Review space usage and guidelines in light of present and future needs:** The existing guidelines need to be reviewed. Irene requested that Lisa send existing guidelines to the board members in order to be discussed next meeting.
- 11. Survey to reach out to seniors:** the board feels the survey looks good, and Irene moved to vote on dispersal of the survey. Ann moved to have it distributed, Dawn seconded, and the motion passed. Ann will put the survey into Google Forms and then run it by the group.
- 12. Aging in Chaplin discussion and senior housing update:** Irene said the Council of Governments works on affordable housing. This is a long process and Irene was hoping for a round-table in order to discuss and expand and support the availability and variety of Senior Housing in Chaplin. Ann Lewis would like a discussion group for this topic separate from the Senior Center board. Crystal said there is a two year waiting list for Senior Housing and that people should be made aware of this so they can be proactive. Irene suggested adding this topic to the newsletter and providing a contact for participating in a potential round table.
- 13. Building review:** Irene postponed this discussion for next month. According to Lisa, the building is fine currently.
- 14. Social media presence, update on Google groups and Facebook page:** nothing additional at the moment, but the board will keep current on this. The information is being effectively publicized by Lisa.
- 15. Creation of a policies and procedures handbook:** Jeanette brought the Library's version of this in order to assist with this process and read through the processes of selecting/hiring any future Director. Jeanette will send out the Library Board's version electronically to the Senior Center Board. No decision will be made today.
- 16. Co-administrator for Facebook page:** Irene asked for a volunteer. Ann Lewis said she would be interested in that role. Lisa agreed that she would be welcome.
- 17. New board member:** there is a vacancy for a full Board member in the spot left by Lisa Kegler when she became Senior Center Director. Irene suggested the appointment of Crystal Gebhardt, who is interested. The Board will suggest Crystal as a Board Member to the Board of Selectmen. There were no objections.
- 18. Discussion regarding the Senior Center Assistant position:** Irene suggested a discussion of criteria for the position. There was a question raised by Ann: does the Sr. Center need an Assistant? Irene said with it being only a 3 hour/week position, it might be

good to have someone who can be back up. Lisa thinks it would be very helpful since there will be a lot to do before and during the reopening. Shirley also thinks it will be very useful. What was the hiring process? Irene and the Board will discuss it with the Board of Selectmen. Jeanette moved that an Assistant be hired, Shirley seconded it, and the motion passed. The Board will think about the criteria, the hiring process, and discuss it at the next meeting. A copy of the job description with commentary from Lisa will be distributed to the Senior Center Board via e-mail.

19. Next Meeting Date: April 6, 2021 @ 9.30

20. Adjournment: the meeting was adjourned 10.38 a.m.

Minutes submitted by Victoria Northrop, recording clerk