

# Chaplin Senior Center

132 Chaplin Street  
Chaplin, CT 06235

## Minutes of Board Meeting – February 4, 2014

The Board of Directors of the Chaplin Senior Center met in the Craft Room at the Senior Center on Tuesday, February 4, 2014 with the following members in attendance:

Doreen Bolduc	Bill Philbrick	Roxanne StJean (Director)
Paul Carbone	Ruth Randall	
Carl Linkkila	Walt Zlotnick	

Chairman Bill Philbrick opened the meeting at 9:34 AM.

### 1. Audience For Citizens - None

### 2. Secretary's Report

Doreen Bolduc made a motion to accept the minutes of the December 3<sup>rd</sup>, 2013 Board meeting. The motion was seconded by Walt Zlotnick. Motion was approved by all of the Board Members present.

Paul Carbone made a motion to accept the minutes of the January 7<sup>th</sup> Board meeting. The motion was seconded by Doreen Bolduc. The motion was approved by all of the members present.

### 3. Correspondence

A letter of resignation was received from Mary Healy, the Town's Agent for the Elderly, effective immediately.

A thank you card was received from Bob Grindle thanking the Board for their Christmas gift.

### 4. Director's Report

#### a. Financial Report

Roxanne reported that the current balance in the Special Revenue Account is \$14,474.91 and the petty cash balance is \$187.90.

#### b. Membership

The Senior Center lost two of its members reducing its membership to 282.

#### c. Dues Collection for 2014

Membership dues collected for 2014 is \$820.

#### d. Lunch Program

The lunch program is doing great. The lunch scheduled for Wednesday, February 5<sup>th</sup> will be canceled due to the pending snow storm.

#### e. Planned Activities

February 10	10	Movie in Lounge
February 10	11-1:15	AARP Tax Assistance @ Windham Senior Center
February 20	10:15	N. Lynn – Safety in Home

February 26 1-2 Class in Introduction To Computer Use - Library  
March 12 11:45 St. Patrick Day Lunch

**f. Other**

The Senior Center will be closed on Wednesday, February 12th in observance of Lincoln's birthday and on February 17<sup>th</sup> in observance of Washington's birthday.

**5. Building Review**

Paul reported that problems with the heating system over a recent three day weekend have been fixed by Stafford Mechanical. In addition an outside gas leak from an above ground pipe was discovered and temporarily repaired by Osterman. Stafford advised that the piping should be replaced in the spring.

Paul will call the manager at Stafford to discuss the condition of the present system as well as getting an estimate on a replacement heating replacement. This will also be discussed with the First Selectman.

**6. Building Concerns**

Bill informed the Board on loose floor tiles at the back of the Function Room. The First Selectman has been made aware of this problem. Because of a possible safety issue, heavy duty tape will be used temporary to secure the tiles and the area in question will be marked accordingly until the floor has been repaired.

There is also a small crack on both sides of the wall in the Function Room located where the addition was made to the building some time ago. At this time it was decided not to make any repairs.

**7. Additional Heat in Craft Room.**

It was decided to use the available resources in the Senior Center to supply extra heat in the Craft Room when necessary. There are six electric fans available, each cable of generating 1500 watts.

**8. Emergency Fan**

During the loss of heat in the Senior Center, Paul brought in two of his own electric fans in order to try and circulate heat from the Library and the Community Center. A discussion followed. **Carl Linkkila made a motion to spend up to \$100 for the purchase of two fans. The motion was seconded by Doreen Bolduc. The motion was passed unanimously by the Board Members present.**

**9. 2014-2015 Budget**

The proposed 2014-2015 budget prepared by Roxanne and Bill was presented to the Board. Per the Board of Finance, salary increases will remain the same as the current year. After all budget data has been received from Town agencies any salary increases will be considered.

After much discussion, **Walt Zlotnick made a motion to add a 3% increase to both the Director's salary and the Food Service Operator accounts. The motion was seconded by Doreen Bolduc. All Board members present voted in favor of the motion.**

**10. Charter Update**

The Special Revenue Account will fund extended cable for the TV in the Lounge for a period of six months. A log will be kept to record the usage. At the end of this six month period the program will be reevaluated.

#### **11. 2014 Christmas Luncheon**

A decision will be made at the September meeting whether to select a carterer or prepare the Christmas lunch in-house as was discussed at the January meeting.

#### **12. Change in By-Laws**

Bill proposed in changing the Senior Center By-Law in order to allow for three alternates instead of two. This would allow for more flexibility in filling in for absent Board members at meetings and for providing the opportunity to add a new Board Member.

**Carl Linkkila made a motion to change the number of alternates from two to three in the By-Laws. The motion was seconded by Paul Carbone. All Board members present voted in favor of the motion.**

Bill will notify the Selectman's office.

#### **13. Tables**

There are 3 of the old tables available for sale and are located in the Craft Room. It was determined that the weight of the computer system currently on the old table would be acceptable on one of the new tables.

It was decided to check for sales before purchasing new tables. The range in cost for new tables was briefly reviewed. **Walter Zlotnick made a motion to authorize expenditures of up to \$800 for the purchase of 19 tables consisting of sixteen 6 foot tables plus three 8 foot tables, the money to be taken from the special revenue account. The motion was seconded by Paul Carbone. All Board Members present voted in favor of the motion.**

The purchase should take place sometime during the spring.

#### **14. Flyer Review And Distribution Plan**

A final review of the flyer was made and approved by the Board. If possible, the first distribution will be included in the newsletter.

#### **15. Future Projects, Events or Programs**

#### **16. Other Topics, Current or Future**

Bill advised the Board that 5 members at a meeting constitute a quorum as specified in the Senior Center By-Laws.

#### **17 Adjournment**

Walt Zlotnick made a motion to adjourn the meeting at 11:25 AM, seconded by Carl Linkkila. All Board members present voiced their approval.

William E. Philbrick

Acting Secretary