

**Town of Plymouth**  
80 Main Street  
Terryville, Connecticut 06786

**Human Services Commission**  
Telephone: (860)585-4001  
Fax: (860)585-4015

Human Services Meeting Minutes  
December 6, 2016

**I. Call Meeting to Order:** Chairwoman Heidi Caron called the December 6, 2016, Human Services Commission Meeting to order at 5:39 p.m. in the Senior Lounge at Plymouth Town Hall.

**Fire Exit Notifications:**

Chairman Heidi Caron noted the fire exits.

**II. Attendance:** Chairwoman Heidi Caron, Commissioner Sally Bain-Picard, Commissioner Tracy Dupont, Commissioner Helena Schwalm, Commissioner Fred Schwalm and Commissioner Reverend Joel D. Kotila. Also in attendance were Heather Burns, Human Services Director and Dickie Zalaski.

Absent: Commissioner Karen Saccu

**III. Pledge of Allegiance:**

Chairwoman Heidi Caron led the group in the Pledge of Allegiance.

**IV. Public Comments:** None

**V. Minutes November 15, 2016 Meeting:**

*A motion was made by Commissioner Tracy Dupont, seconded by Commissioner Helena Schwalm to approve the November 15, 2016 Minutes. This motion was approved unanimously.*

A brief discussion took place as to how the Commissioners would like to receive the minutes from the recording secretary.

*A motion was made by Commissioner Helena Schwalm, seconded by Commissioner Tracy Dupont to receive the previous month's minutes at the next meeting to read and approve.*

PLYMOUTH, CT  
TOWN CLERK'S OFFICE  
RECEIVED FOR RECORD  
16 DEC 12 AM 9:31  
TOWN CLERK

## **VI. Human Services Report:**

Heather Burns reported that she is working on the holiday program and Medicare open enrollment.

There are 122 kids signed up for the Small Wonders program with a waiting list of 10 families. If anything is left over, the waiting list kids will get presents. Heather has 8 volunteers that will help her during the day.

The Lions Club offered assistance with the Christmas program but Heather stated she has enough volunteers.

Heather reported that she is trying to work the 35 hours per week.

Heather stated that she feels that when things are designated to the Small Wonders program, then that is where it should stay. Chairwoman Caron advised Heather to talk to Officer Cesar.

---

## **VII. Old Business:**

**a. Budget** – The Commission will be getting information on the budget for the upcoming year. Will review at the January meeting. Will request from Ann Marie Rheault a printout of where the department stands as of December 31<sup>st</sup>.

**b. Special Accounts** – Will wait to hear from Ann Marie Rheault, Director of Finance.

**c. 501c3 Non Profit Status** – Waiting to hear back about the social security number. What number do we use? Attorney Bill Hamzy was going to talk to Ann Marie Rheault about it.

**d. Dial-A-Ride** – CT Transits stops in Thomaston at the commuter lot. Would they come up the hill? The Commission will ask Heather Burns if she has any information on this.

Commissioner Helena Schwalm asked if the Town is saving money from Dial- A- Ride?

Heather Burns stated she received a bill for \$2000 - lift is not fixed. If someone needs to use the lift, then they use the Cook Willow van. She reported that no one tells her when the van is not working.

Commissioner Sally Bain-Picard stated Heather should ask Charlie Wiegert, Director of Public Works to let her know when the van is not working. Heather reported it has been down for a couple of months.

A discussion took place about communication between Heather and the Public Works department. The Commission encouraged Heather to voice her concerns to the Mayor. The Commission would back her up.

- e. **Cook Willow Dial-A-Ride Monthly Reports** – Nothing to report.
- f. **Grants** – Nothing new to report. Will look into grants in the New Year.
- g. **Outreach Visit** – Heather Burns continues to have a full schedule. The residents have been very receptive.
- h. **Eli Terry Fund** – The Commission will be meeting with the hospital in January.
- i. **Food Bag distribution follow-up** – Gosinki Park and Eli Terry will be receiving gift cards. Commissioner Sally Bain-Picard made 200 dish cloths. Officer Cesar provided the donated toiletries.  
  
Gosinki Park party is Friday, December 16<sup>th</sup> at 1:30 PM.
- j. **Small Wonders Holiday Program** – There are 122 kids signed up.

**VIII. New Business:**

- a. **Emergency Needs** – Chairwoman Caron discussed having food bags at Town Hall in case someone comes in that ran out of food. She reported an episode that occupied the day before Thanksgiving. A mother with children came in looking for food. Food was purchased at Adams by a town employee and assistance with the laundry.

Heather Burns reported that it should go through the food pantry. Heather stated that she has two (2) emergency food bags that were provided by Erin from the Food Pantry. Erin has strict guidelines.

A discussion took place about having emergency food bags at Town Hall.

The Commission recommended to Heather to set up a meeting with the Erin, the Food Pantry Director to get an emergency food plan for residents who come to Town Hall with an emergency need.

Commissioner Sally Bain-Picard made a note for the next budget to ask for a part-timer to assist Heather.

A discussion took place regarding having Bristol assist Plymouth. Chairwoman Caron will discuss this in the future with the Mayor and Heather Burns.

**IX. Chairwoman's Comments:**

Chairwoman Caron stated the election of officers will take place at the January meeting so that Commissioner Karen Saccu can be in attendance.

The Commission will work on the 2017-2018 budget in January.

There is an empty slot for a Human Services Commissioner. Commissioner Sally Bain-Picard will put an ad in the Plymouth Connection and on the website.

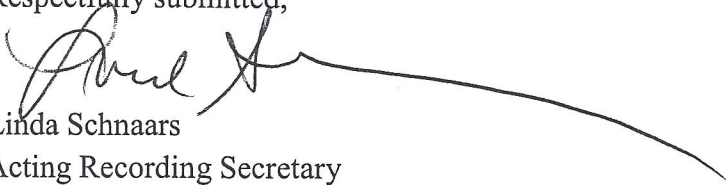
**X. Council Liaison's Comments:** N/A

**XII. Next Meeting:** January 17<sup>th</sup> at 7:00 PM

**XI. Adjournment:**

*There being no further business of the Human Services Commission, a motion was made by Commissioner Sally Bain-Picard, seconded by Commissioner Helena Schwalm to adjourn. This motion was approved unanimously. The meeting ended at 7:00 p.m.*

Respectfully submitted,



Linda Schnaars  
Acting Recording Secretary