

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

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

Human Services Meeting Minutes  
February 18, 2020

**I. Call to Order:** Chairwoman Sally Bain-Picard called the February 18, 2020, Human Services Commission Meeting to order at 7:00 p.m. in the Senior Lounge at Plymouth Town Hall.

**Fire Exit Notifications:**

Chairwoman Sally Bain-Picard noted the fire exits.

**II. Attendance:** Chairwoman Sally Bain-Picard, Commissioner Cathy Beaudoin, Commissioner Reverend Joel D. Kotila, Commissioner Karen Saccu, Commissioner Helena Schwalm, Commissioner Alternate Fred Schwalm and Commissioner Alternate Lee Ulinskas. Also, in attendance: Community Case Manager Carrie Tedd (from HRA).

Excused absences – Commissioner Heidi Caron, Commissioner Tracy Dupont and Councilman John Pajeski.

**III. Pledge of Allegiance:**

Chairwoman Sally Bain-Picard led the group in the Pledge of Allegiance.

**IV. Invocation:**

Reverend Joel gave the invocation.

**V. Public Input:** None

**VI. Acceptance of Minutes:**

See Chairwoman Bain-Picard's comments to be added as an attachment at the end of the minutes.

*A motion was made by Commissioner Helena Schwalm, seconded by Commissioner Karen Saccu to approve the January 21, 2020 minutes with Chairwoman Bain-Picard's comments as added per the attachment. This motion was approved unanimously.*

**VII. Communications/Correspondence (if needed):** None

PLYMOUTH, CT  
TOWN CLERK'S OFFICE  
RECORDED FOR RECORD  
JAN 21 - 3 2020  
Erin Colby  
TOWN CLERK

### **VIII. Human Services Report:**

Carrie Tedd stated that Juan Berrios (HRA supervisor) did not send the monthly report.

Carrie Tedd reviews the details of the program when an appointment is made. She also stated that she fixed the overlapping appointments in the excel spreadsheet.

Chairwoman Bain-Picard stated the community room should be used for that was the room reserved. Carrie confirmed that some people complained about the lack of privacy.

Carrie emails the schedule the day before; and will tell Tomas (who supervises the program), that he can use the Community Room, if needed.

### **IX. Old Business:**

**a. VITA (Volunteer Income Tax Assistance)** – See notes above.

**b. Dial-a-Ride (DAR)** – Commissioner Karen Saccu provided a new excel spreadsheet to Sally that will total the information that is tracked.

Carrie stated she received calls from Hartford which is called CRT. The wanted to know about Dial A Ride in Plymouth.

Sally stated medical appointments get priority over services.

**c. Sr. Program** – Chairwoman Bain-Picard stated that storage is needed, preferably secured. There are some issues with the closet in the senior lounge as it is used for the seniors to store their tag sale items.

Carrie Tedd and Linda Schnaars will ask Charlie Wiegert, Public Works Director and Charlie Doback, Safety Officer if there are any spots in town hall.

**d. Emergency food bags** – Chairwoman Bain-Picard updated Carrie Tedd and Commissioner Alternate Ulinskas on some situations in the past regarding emergency food, mostly around the holidays.

The food bags have been stored in the Human Services office to make it easier.

Sally will drop off the bags at the Town Hall when assembled.

Carrie stated that the State has Guidelines for emergency food bags and she will give the guidelines to Chairwoman Bain-Picard.

Carrie stated that a town resident can go to the pantries in Bristol.

**e. Advertisement options** – Chairwoman Bain-Picard stated that the Plymouth Connection closed in October. John Casanova took it over.

Carrie Tedd stated that Theodora from sales called her to see if Human Services wanted to continue the \$200 per month fee for the column. Sally stated that the Human Services did not sign a contract.

Carrie will get the “contract” that was signed.

Other options are available for advertisement, including the town’s website.

**X. New Business:** None

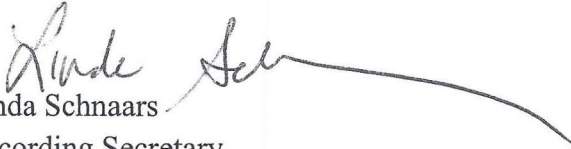
**XI. Chairman’s Comments:** Need to get Councilman Pajeski’s contact information.

**XII. Council Liaison’s Comments:** None

**XIII. Adjournment:**

*There being no further business of the Human Services Commission, a motion was made by Commissioner Karen Saccu, seconded by Commissioner Helen Schwalm to adjourn. This motion was approved unanimously. The meeting ended at 7:43 p.m.*

Respectfully submitted,

  
Linda Schnaars  
Recording Secretary

Under "Acceptance of Minutes for 1/21/2020, although we are not required by Freedom of Information to put anyone's comments other than the Commissioner's into our minutes, Town Staff included, as a courtesy to the Director of Finance I am allowing her emails to be added as she requested.

To keep the record straight I would like my comments as follow to be included as well.

"For the record my email to the Mayor was out of concern for the Town because of the past history with our former Comptroller, which caused the public to lose trust in the Town. My comment to the Mayor was not directed towards the current Comptroller. We had monies missing from the Cleveland Trust Fund, of which we the Human Service Commissioners are the caretakers, and I only inquired where those funds were. As I had said in my email to the Mayor any requests for monies from the Cleveland Trust Fund need to be passed through the Human Services Commission prior to the monies being removed and that requirement was ignored, thus we had no record of the monies."