

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

**Human Services Commission**  
**Telephone: (860)585-4001**  
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Human Services Meeting Minutes  
June 21, 2022

**I. Call to Order:** Chairwoman Cathy Beaudoin called the June 21, 2022, Human Services Commission Virtual Zoom Meeting to order at 7:02 p.m.

**II. Attendance:** Chairwoman Cathy Beaudoin, Vice-Chairwoman Donna Dognin, Commission Larry Chiucarello and Commissioner Mark Malley. Also in attendance: Carrie Tedd from HRA and Councilwoman Roxanne McCann.

Excused absences: Commissioners Karen Saccu and Lee Ulinskas

**III. Pledge of Allegiance:**

Chairwoman Cathy Beaudoin led the group in the Pledge of Allegiance.

**IV. Invocation:**

Chairwoman Cathy Beaudoin gave the invocation.

**V. Public Input:** None

**VI. Acceptance of Minutes:**

*A motion was made by Commissioner Larry Chiucarello, seconded by Vice-Chairwoman Donna Dognin to accept the meeting minutes of May 17, 2022. This motion was approved unanimously.*

**VII. Communications/Correspondence (If Needed):**

Commissioner Mark Malley read a thank you note from Zoe Zappone (one of the recipients of the scholarship).

**VIII. Human Services Report:**

Carrie Tedd went over the May 2022 update.

Plymouth Human Services Update: 2020

Submitted by: Carrie Tedd and Juan Berrios

Reporting Period: May 2022

Services	Total Count
Phone Calls	362

VITA Tax Returns To Date/ CLOSED FOR SEASON	
Appointments	61
Rental Assistance Applications Taken/Approved	3
Medicare Savings Program	7
SNAP Applications/Renewals	11
Private Fuel Bank	0
New Case Management Clients	7
Energy Applications Processed	12

**Energy Assistance:** We continue to receive phone calls for energy assistance, but it has slowed down significantly. Energy assistance was extended by the Federal Government from closing on May 31<sup>st</sup> to now closing on June 30<sup>th</sup>, 2022. We will continue to set appointments and process applications as needed.

**Private Fuel Bank:** This is the time of year we slow down and by May almost no assistance is needed. If I do get a new Case Management client, then maybe assistance would be a need, since Federal energy assistance closes from June 30<sup>th</sup> till August. If anyone has an urgent need for an emergency oil delivery, please contact the Human Services office.

**VITA Tax Return Service:** Closed till next tax season.

**Toiletry Bags:** Over 22 toiletry bags have been given out to either women or men, mostly women. The toiletry bags consist of shampoo, conditioner, body wash, bar soap, hand soap, sanitizer, deodorant, Q-tips, disposable shaving razors, body lotion, mouthwash, toothpaste, tooth brushes, dental flossers, baby powder, facial wash, feminine products, masks, shower sponges, Epsom salt, magnet note pads and facial & body wipes. Clients are extremely grateful for these basic necessities, as SNAP (foodstamps) does not pay for these items. During times as these, individuals are under much financial stresses and this assistance is essential to stretching their limited income. Many clients have made an effort to express how much they like the toiletry bags and express their gratefulness.

**Grants & Donations:** Sent out letters to all the church organizations in town to thank them for their continued support and explain the critical need for donations, as we see an increased need throughout not only the low income families today, but the middle class as well. With the increased prices of gas, heating oil and groceries some families are finding it difficult to make ends meet when they live paycheck to paycheck already and now have additional expenses and larger bills. Continue to receive calls regarding questions about any type of assistance due to rising costs and inflation. The grant cycle for Thomaston Savings Bank has opened and I will be applying for a basic need grant from them. I will continue to research grant opportunities in order to properly fund the department and meet the community needs. I have a few that I am going to be applying to that have not opened yet, but will complete the application process and update the Board with any funds received.

**Renter's Rebate:** Renter's Rebate opened up April 1<sup>st</sup> and I have processed 62 applications to date and set several appointments for residents. I have 1 to 2 dates every month at Eli Terry Retirement and Gosinski Park for Renter's Rebate Outreach to process applications.

Carrie Tedd reported that \$9,065.37 was spent on heating gas for the 2021/2022 season.

Carrie Tedd will research and report back to the Commissioners how many gallons of oil, propane and electric was spent out of the fuel bank.

Commissioner Larry Chiucarello would like a monthly accounting of expenses that have been paid. Chairwoman Cathy Beaudoin will make the request from the Director of Finance.

Commissioner Larry Chiucarello feels ARPA funds should be looked at to get assistance for Carrie Tedd due to the increase in clients and needs.

ARPA meets first Monday in August at 5:30 PM in the Assembly Room.

Councilwoman McCann explained what the American Rescue Plan Act (ARPA) – funds are to be used that were impacted by COVID or could be impacted by COVID.

Carrie Tedd reported that Ann Marie Rheault wants to put an ad in the Plymouth Connection for the Small Wonders announcing the deadline is July 29<sup>th</sup>.

## **IX. Old Business:**

### **a. Bylaws & Private Funds Procedures**

Chairwoman Beaudoin stated that Commissioner Karen Saccu was going to be on that Committee and no other information to report on it.

## **X. New Business:**

### **a. Senior Gift Bags**

Chairwoman Donna Dognin will reach back to the Assessor and ask how many seniors are using the tax rebate. Carrie Tedd has the amount of renters that receive assistance.

## **XI. Chairman's Comments:**

None

Commissioner Larry Chiucarello wants to set a meeting with the Mayor and figure out which is the best way to run the department. Carrie Tedd suggests waiting for HRA to attend the meeting next month. HRA will talk about what they bring to the table. HRA has a year contract with the Town.

Councilwoman McCann recommended inviting the Mayor to the meeting next month.

Carrie Tedd stated that HRA will be zooming into the meeting.

A discussion took place about the Cleveland Fund expenses.

Carrie Tedd is waiting to get a grant report from accounting and will provide it to the Commission.



Chairwoman Beaudoin will reach out to the Finance Director to get an updated accounting report.

Vice-Chairwoman Dognin offered to create a spreadsheet once the updated accurate report is received.

Chairwoman Beaudoin will ask the Mayor... what does the Commission oversee in the budget and how much?

Councilwoman McCann suggested inviting the Director of Finance to the next meeting to go over the quarterly report.

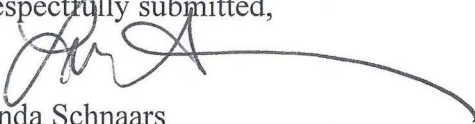
**XII. Council Liaison's Comments:**

None

**XIII. Adjournment:**

*There being no further business of the Human Services Commission, a motion was made by Mark Malley, seconded by Commissioner Vice-Chairwoman Donna Dognin to adjourn. This motion was approved unanimously. The meeting ended at 8:20 p.m.*

Respectfully submitted,



Linda Schnaars  
Recording Secretary