

Town of Plymouth
80 Main Street
Terryville, Connecticut 06786

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

Human Services Special Meeting Minutes
October 20, 2020

I. Call to Order: Chairwoman Sally Bain-Picard called the October 20, 2020, Human Services Commission Virtual Zoom Meeting to order at 7:00 p.m.

Fire Exit Notifications: N/A

II. Attendance: Chairwoman Sally Bain-Picard, Commissioner Cathy Beaudoin, Commissioner Tracy Dupont, Commissioner Karen Saccu, Commissioner Helena Schwalm, Alternate Commissioner Fred Schwalm and Commissioner Lee Ulinskas. Also, in attendance: Ann Marie Rheault, Director of Finance; Carrie Tedd from HRA and Sergeant Cesar Beiros.

Excused absence: Commissioner Reverend Joel D. Kotila

III. Pledge of Allegiance:

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

IV. Invocation:

Chairwoman Sally Bain-Picard gave the invocation.

V. Public Input: N/A

VI. Acceptance of Minutes:

A motion was made by Commissioner Karen Saccu, seconded by Commissioner Tracy Dupont to approve the June 16, 2020 minutes. This motion was approved unanimously.

VII. Communications//Correspondence (if Needed) - None

VII. Human Services Report:

Carrie Tedd from Human Resources Agency (HRA) went over the report from June – August. See below.

Plymouth Human Services Update: 2020

Submitted by: Carrie Tedd and Juan Berrios

Reporting Period: June- August – 2020

Services	Total Count
Phone Calls	798
Walk-ins	11
Appointments	139
Rental Assistance	5
Medicare Savings Program	1
SNAP Applications/Renewals	6
Private Fuel Bank	10
Senior Housing Outreach	24
Energy Applications	2

Energy Assistance: The opening for Energy Assistance Applications began August 1st. I have received over 60 phone calls to set appointments and or questions regarding the program guidelines. We will continue to set appointments and process applications.

Private Fuel Bank: There were 10 requests for utility payment assistance through the Town's Private Fuel Bank and or the Rotary Club of Plymouth. The payments were for Eversource, CT Water Company and oil deliveries from Armstrong Fuel & Propane. If anyone has an urgent need for an emergency oil delivery, please contact the Human Services office.

Renters Rebate: The deadline for Renter's Rebate applications is October 1st. Please call the Human Services office so we can set up an appointment for the office or home visit. Over 60 applications still need to be processed by October 1st.

Covid-19: The Town Hall is open Tuesday through Thursday for all public services. Markers are placed on the flooring to ensure all safety procedures are taken in regards to Government guidelines. Masks are required in the building at all times. The Human Service office is open Monday through Thursday for office and home visits by appointment only. This will ensure that no clients are waiting in the human service waiting room at the same time. (This was requested by the Mayor) Friday is a blocked day for computer and paperwork. HRA has provided the Human Service office with a plexi-glass barrier for the desk and several other sanitizers and supplies. All employees of the Town Hall are following the safety guidelines of space when

speaking with one another. A volunteer program to assist the elderly, quarantined and disabled residents of the town grocery shop, pharmacy pick up and deliveries was developed through the Food Pantry Volunteers and myself. The Director is in the process of re-opening the self-shop service at pantry and will send notification to all clients when it is available. Clients will be able to choose self- shop or table pick up times.

Outreach at Senior Housing: Outreach at Gosinski Park will be re-opening sometime at the end of September or beginning of October. Gosinski Park/Plymouth Housing Authority is having the Community Room thoroughly cleaned and sanitized, once this is completed, they will contact me. A sign- up sheet with designated times will be sent over to Janet to ensure that proper capacity guidelines are followed in the community room. I am still waiting to hear back from Eli Terry Retirement when they will allow Outreach to re-open.

Toiletry Bags: Over 67 toiletry bags have been given out to either women or men. The toiletry bags consist of a variety of items.

VIII. New Business:

a. **Volunteer Income Tax Assistance (VITA)** – Carrie Tedd received permission from the Mayor to use the Community Room for VITA and the foot clinic. Appointments will have an extra 10 minutes for clean-up in between clients.

Chairwoman Bain-Picard stated advertising the tax program perhaps can be done by Plymouth Food Pantry and the Mayor's Facebook page along with the electronic blinking sign. The community room cannot be reserved until January.

b. **Food Pantry** - Chairwoman Bain-Picard reported that Larry Chiucarello is the new Director of the Food Pantry. The Commission requested that some members be able to attend their board meeting. However, Larry stated that the food pantry board is against it. If the Commission has a concern, they can stop by at the Food Pantry to discuss.

c. **Dial-a-Ride** – Chairwoman Bain-Picard stated there is a new contact person at Cook Willow. Chairwoman emails the report to the Mayor, the Finance Dept., Town Council and the Commission.

d. **Ledgers** – No questions on the ledgers.

e. **Small Wonders Program (SWP)** – Ann Marie Rheault, yearly volunteer (and Director of Finance) gave the update. Sergeant Beiros did a Back to School drive at Town Hall which was successful.

f. COVID-19 relating to spending and/or funding motion review, discussion; take action as may be necessary – Chairwoman Bain-Picard stated that in June, a motion was made under Section d – authorizing an increase of funding to HRA from the community fund.

December 31, 2020 is the halfway point of the budget. The Commission discussed spending half of the funds to buy incidentals.

A motion was made by Commissioner Cathy Beaudoin, seconded by Commissioner Karen Saccu to allocate \$1500.00 of the current budget from the Community Fund for COVID related incidentals. In January we will reevaluate this funding. This motion was approved unanimously

g. Grants for Seniors – Chairwoman Bain-Picard stated that the Commission received a grant from Thomaston Savings Bank for COVID-related essentials and gift cards for the low-income seniors. She thanked God for their generosity and timing of this grant.

Commissioner Beaudoin offered to shop for toiletries and put the gift bags together.

IX. New Business:

a. Citizen's Annual Report - No comments on the write up.

b. Budget/Invoice – Chairwoman Bain-Picard stated that the ad in the Plymouth Connection was negotiated to a lower price, and it will be held for the article following the Small Wonders Christmas Program.

c. Elections –

A motion was made by Commissioner Karen Saccu, seconded by Commissioner Tracy Dupont to nominate Sally Bain-Picard as Chairwoman. This motion was approved unanimously.

A motion was made by Commissioner Tracy Dupont, seconded by Commissioner Karen Saccu, to nominate Cathy Beaudoin as Vice-Chair. This motion was approved unanimously.

d. 2021 Schedule for meetings – Chairwoman Bain-Picard recommended that the December 7th meeting be at 7:00 PM as they no longer have a potluck on that night.

A motion was made by Commissioner Karen Saccu, seconded by Commissioner Tracy Dupont to accept the 2021 schedule. This motion was approved unanimously. See attached memo.

e. Contact list – No changes except the Vice-Chair title.

X. Chairman's Comments: Chairman Bain-Picard stated that she always attempts to update the Commission about what goes on.

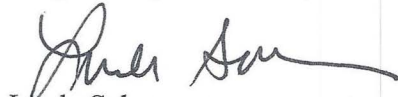
XI. Council Liaison's Comments: None

Carrie Tedd announced that she was asked to join the food pantry board and has been accepted.

XII. Adjournment:

There being no further business of the Human Services Commission, a motion was made by Commissioner Karen Saccu, seconded by Vice-Chair Cathy Beaudoin to adjourn. This motion was approved unanimously. The meeting ended at 8:11 p.m.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read 'Linda Schnaars', with a long horizontal flourish extending to the right.

Linda Schnaars

Recording Secretary

Town of Plymouth

80 Main Street

Terryville, Connecticut 06786

Human Services Commission

Telephone: (860)585-4001

Fax: (860)585-4015

To: Erica Cabiya, Town Clerk
From: Human Services Commission
Date: October 20, 2020

In compliance with Section 1-225 of the Connecticut General Statutes, the following is a listing of the dates of the regular meeting for the Human Services Commission.

The Human Services Commission meetings take place at Plymouth Town Hall, Senior Lounge, 80 Main Street, Terryville, Connecticut at 7:00 p.m.

However, the meetings are being conducted via ZOOM until further notice from the Mayor.

January 19, 2021
February 16, 2021
March 16, 2021
April 20, 2021
May 18, 2021
June 15, 2021
July 20, 2021
August 17, 2021
September 21, 2021
October 19, 2021
November 16, 2021
December 7, 2021

PLYMOUTH, CT
TOWN CLERK'S OFFICE
OCT 21 2021 11:15
Erica Cabiya
TOWN CLERK

Respectfully submitted,
Sally Bain-Picard

Sally Bain-Picard
Chairwoman