

Human Services Commission Meeting Minutes  
January 20, 2026

**1. Call to Order & Note Fire Exits:** Vice-Chairman Mark Malley called the January 20, 2026, Human Services Commission Meeting to order at 7:00 p.m. in the Mayor's conference room and noted the fire exits.

**2. Attendance:** PRESENT: Vice-Chairman Mark Malley, Commissioner Sarah Sandshaw, Commissioner Morgan Hoadley and Commissioner Lee Ulinskas.

EXCUSED: Chairwoman Cathy Beaudoin

Also in attendance: Carin Grunwald from HRA.

**3. Pledge of Allegiance:**

Vice-Chairman Mark Malley led the group in the Pledge of Allegiance.

**4. Public Input:** None

**5. Acceptance of Minutes – November 18, 2025**

**A motion was made by Commissioner Lee Ulinskas, seconded by Commissioner Sarah Sandshaw to accept the minutes of November 18, 2025. This motion was approved unanimously.**

**6. Communications/Correspondence:**

Vice-Chairman Mark Malley reported that a request in the amount of \$300.00 from the Cleveland Fund came in for a family from Helen at HRA regarding the delivery of oil. Oil was delivered in October and the cost was \$800. The Rotary Club paid \$250.00. Chairwoman Beaudoin and Vice-Chairman Malley agreed to pay \$300.00.

Carin Grunwald from HRA is working with the oil company representative directly.

Commissioner Sarah Sandshaw wants to make sure a thank you note is mailed to the Terryville High School art department for making the Christmas cards last minute.

Vice-Chairman Malley will take care of it once Commissioner Sandshaw gives him the contact's name.

**7. Human Services Report:** *See attached report for November and December 2025.*

Carin Grunwald stated there was an extra gift card as a resident moved out of Gosinski Park. The Commission agreed to have her hold it with her other gift cards to give out as needed.

2026 JAN 27 PM 3:44  
Linda Lambrake  
TOWN CLERK  
PLYMOUTH, CT  
TOWN CLERK'S OFFICE  
RECEIVED FOR RECORD

Carin asked the Commissioner if she could get a 2-drawer filing cabinet for her office. **A motion was made by Commissioner Sarah Sandshaw, seconded by Commissioner Lee Ulinskas to authorize up to \$100.00 for the purchase of a file cabinet. This motion was approved unanimously.**

**8. New Business:**

**a. Budget review/request and Due date**

There is nothing to report as Chairwoman takes care of this.

Vice-Chairman Malley stated that Main Street Community Foundation needs the names of who will be reviewing the applications. Commissioners Lee Ulinskas, Sarah Sandshaw and Morgan Hoadley will review the scholarships this year.

Vice-Chairman Mark Malley will reach out to Adams to coordinate round up.

**9. Old Business:**

**a. Senior Gift Card program delivery with final cost.**

**Carin Grunwald reported that the gift cards were delivered by Vice-Chairwoman Beaudoin, Eli Terry 33 and Gosinski Park 62. \$4700.00 was received from the Thomaston Savings Bank grant.**

**10. Monthly Financial Statement: N/A**

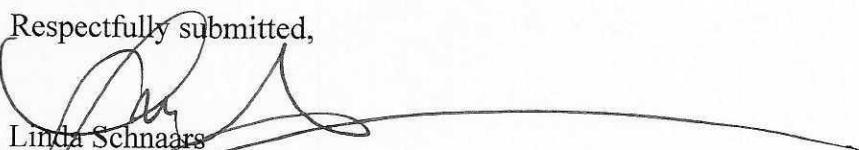
**11. Chairwoman's Comments: N/A**

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

**13. Adjournment:**

**There being no further business of the Human Services Commission, a motion was made by Commissioner Lee Ulinskas, seconded by Commissioner Morgan Hoadley to adjourn. This motion was approved unanimously. The meeting ended at 7:30 p.m.**

Respectfully submitted,



Linda Schnaars  
Recording Secretary



Human Resources Agency of New Britain, Inc.  
Community Services Department  
Plymouth Human Services Monthly Report  
November 2025

Submitted by: Helen Supsinskas  
Carin Grunwald

Reporting Period: November 1, 2025 – November 30, 2025

Services	Total Count
Phone Calls	148
Walk-ins	19
Appointments	33
Energy Assistance	68
Housing Inquiries	6
Medicare/Medicaid/Husky/Access Health	6
SNAP Apps/Renewal/Food Bank Referrals/Farmers Market Cards	15
Private Town Fund /Rotary Fuel Bank	1
Senior Services - Home Care, Renters Rebate, Elder/Disabled Tax Reduction, EPS, CHORE Services, Mobility	4
Information Services – Legal, Mental Health Counseling, Homelessness, Financial Services, Employment/Training, Veterans Services, Volunteering, Transportation	84

**Donations Shared With Community:**

This month, the case manager distributed three personal care bags. Clients included a single mother receiving TANF as her primary source of income, a senior living on a fixed income, and a single adult male with no income.

Case manager distributed 4 gift cards this month to help clients who were affected by SNAP benefit delays.

**Rotary Fuel Fund and Church Fund/Donations**

Emergency Fuel Help Requests- (1) Rotary funding was used to provide emergency oil assistance. Client received 100 gallons of oil, Client is over income for HRA's energy assistance program

Town Fund Request- 0

**Donations from the Community:**

None to report at this time

**Energy Assistance:**

The Energy program is currently open. HRA is accepting appointments and applications. Clients also have the option to apply directly online. There were 68 Energy related appointments or inquiries this month. Clients must re-apply for Energy Assistance every year.

There were 9 requests for assistance with the WRAP program (water bill reduction)



**Human Resources Agency of New Britain, Inc.  
Community Services Department**

**Plymouth Human Services Monthly Report**

**November 2025**

**Submitted by: Helen Supsinskas**

**Carin Grunwald**

**Reporting Period: November 1, 2025 – November 30, 2025**

**VITA Tax Services:**

The case manager met with VITA program staff. VITA tax preparation services will be offered at Town Hall on Wednesdays from 9:00 a.m. to 12:00 p.m. The program will run from January 28, 2026, through April 8, 2026. Clients must earn less than \$69,000 annually to qualify.

**Community Outreach:**

The Case Manager continues to provide a variety of informational resources made available to the community.

**Veterans Services:**

None to report

**Small Wonders**

The Small Wonders Christmas program received 3 requests for information and applications.

**Elder Services:**

0 Farmers Market cards have been issued this month. 1 renters rebate requests and referrals to the tax department. 2 requests for senior housing assistance, 0 requests for Meals on Wheels. 1 requests for transportation.



Human Resources Agency of New Britain, Inc.  
Community Services Department  
Plymouth Human Services Monthly Report

December 2025

Submitted by: Helen Supsinskas  
Carin Grunwald

Reporting Period: December 1, 2025 – December 31, 2025

Services	Total Count
Phone Calls	164
Walk-ins	11
Appointments	27
Energy Assistance	56
Housing Inquiries	3
Medicare/Medicaid/Husky/Access Health	9
SNAP Apps/Renewal/Food Bank Referrals/Farmers Market Cards	9
Private Town Fund /Rotary Fuel Bank	2
Senior Services - Home Care, Renters Rebate, Elder/Disabled Tax Reduction, EPS, CHORE Services, Mobility	6
Information Services – Legal, Mental Health Counseling, Homelessness, Financial Services, Employment/Training, Veterans Services, Volunteering, Transportation	99

**Donations Shared With Community:**

This month, the case manager received several last-minute requests for assistance related to Christmas and Holiday needs. The case manager was able to provide holiday gifts to a family, made possible through donations from the Plymouth Police Department Holiday Toy Drive. Additionally, the case manager distributed two bags of essential items. The case manager also provided eight gift cards to families to help address food insecurity and support last-minute holiday needs.

**Rotary Fuel Fund and Church Fund/Donations**

**Emergency Fuel Help Requests- (2)**

Rotary funding was utilized to provide furnace cleaning services for a client through Plymouth Oil. At this time, HRA has not received funding for these types of services yet this year. Rotary funding was also used to assist a client with an outstanding fuel bill, Rotary contributed a partial payment toward the balance. The case manager will seek additional funding through the Cleveland Fund.

Fund Request- 0

**Donations from the Community:**

Case manager received two private donations of clothing and Christmas decorations.

**Energy Assistance:**

The Energy program is currently open. HRA is accepting appointments and applications. Clients also have the option to apply directly online. There were 56 Energy related appointments or inquiries this month. Clients must re-apply for Energy Assistance every year.

There were 10 requests for assistance with the WRAP program (water rate assistance program)



Human Resources Agency of New Britain, Inc.

Community Services Department

Plymouth Human Services Monthly Report

December 2025

Submitted by: Helen Supsinskas

Carin Grunwald

Reporting Period: December 1, 2025 – December 31, 2025

#### **VITA Tax Services:**

VITA tax preparation services will be offered at Town Hall on Wednesdays from 9:00 a.m. to 12:00 p.m. The program will run from January 28, 2026, through April 8, 2026. Clients must earn less than \$69,000 annually to qualify. There were 8 inquiries about our upcoming Vita Tax service.

#### **Community Outreach:**

The case manager continues to provide a variety of informational resources available to the community. In collaboration HRA's Human Services and the Parks and Recreation Department, hosted our first Senior Movie Night. Participants were provided with snacks and informational resources related to energy assistance, tax preparation, and upcoming Lunch and Learn events.

A total of 12 participants attended. This event will continue on a monthly basis through June.

#### **Veterans Services:**

Referred to Veteran Affairs

#### **Small Wonders**

The Small Wonders Christmas program received 1 requests for information.

#### **Elder Services:**

0 Farmers Market cards have been issued this month. 0 renters rebate requests and referrals to the tax department. 3 requests for senior housing assistance, 1 requests for Meals on Wheels. 2 requests for transportation.