

The Senior Center

Ashfield • Buckland • Shelburne

West County Senior Services District Board of Managers

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MINUTES

Thursday, June 13, 2024 — 11:00 a.m. — Senior Center in Shelburne Falls and Zoom

Board of Managers (BOM) members: Present – Sylvia Smith, Shelburne Council on Aging (COA) rep., chair; Amy Shapiro, Ashfield, vice-chair; Janice Fleuriel, Buckland COA rep., secretary; Todd Olanyk, Ashfield; Regina Purinton, Buckland; Christine Baronas, Shelburne

Senior Center Consortium (Consortium) members present: Juli Moreno, Senior Center Director; Penny Spearance, Shelburne COA

Community attendee(s): Bob Dean, FRCOG Director of Municipal Services

1. **Convene meeting:** Sylvia convened the meeting at 11:04 a.m.

2. **Minutes of 5/16/24 meeting:** Christine moved to approve; Amy seconded; unanimous.

3. Transition Planning

a. Personnel policy update

Report from Juli: She was unable to share the latest draft due to a computer corruption issue. She has policies from 4-5 towns, including Buckland and Shelburne; Ashfield is developing theirs. She created the first page based on the models and is working on the Administration page. The policies will generate the handbook.

Action: Juli will send the draft to Janice to upload to the Google drive.

b. District fiscal agent discussion: reports on Selectboard meetings and private businesses that contract with municipal entities

Janice and Regina: They attended the 6/11 Buckland selectboard meeting; the selectboard voted not to be fiscal agent due to staffing constraints.

Todd (Ashfield selectboard member): Ashfield is also not able to be fiscal agent due to staffing constraints.

Sylvia and Christina: They met with the Shelburne selectboard and it is open to the idea. They will follow up with Treasurer Angel Bragdon about what information the town would need to decide.

Bob: He reached out to 3 municipal accounting entities, all offering remote services:

- Marcum, in Greenfield, would need to know the exact requirements, but estimated the cost to be about \$1,500 a month. They prefer Vadar software. They would need District staff to provide invoices.
- CPA Eric Kinsherf estimated the cost at about \$70,000 per year.
- Mass MuniFin Municipal Finance Consultants – Bob left a message with the company owner, but hadn't heard back yet.

Todd said that Kinsherf provides the service for Worthington, and they have had a good experience with them; he said Ashfield is considering using Marcum.

Amy suggested doing an RFP for these agencies to make a competitive bid, and also providing the same information to Shelburne; the information should include specifics such as the number of transactions per month – the group agreed this would be the same services as Shelburne currently provides.

Juli said she is open to suggestions for how to organize the various grant-based accounts to a more streamlined format.

Action: Juli will provide numbers for what she does now (e.g., payroll, bills, account types, report frequency, grants) in an Excel format. She will work with Amy and Bob to flesh out the requirements.

c. Any other updates

Bob looked into the turnaround time for the District to become part of PERAC (Public Employee Retirement Administration Commission): According to MA General Laws Chapter 32, Section 28, Paragraph 4, PERAC has 15 days to respond to a request.

d. West County Senior Services District Board of Managers By-law discussion on Section B.

Memberships: Town membership subsection; board membership subsection

Amy marked the group's agreed-on changes on-screen.

New town membership:

- The group reviewed the suggested text Sylvia provided, modeled on the Mohawk Trail District agreement, as a starting point to mark changes.
- Todd asked about the status of the new town membership buy-in formula. Amy suggested adding a placeholder in the markup, with components to be considered. Sylvia said Barry DelCastilho is willing to help with this, and asked if Todd would work with Barry; Todd agreed.
Action: Sylvia will email Barry and Todd about working on this formula for the next meeting.
- Penny suggested stating "per the Act" for text about how new member towns appoint BOM members.

BOM membership:

- Detail included in the bylaws should avoid overlap of detail covered in the Act.
- Each town always has a 2-year and 3-year member.

Action: Members will provide their expiration year for Juli to add to the BOM list.

4. Role of Selectboard liaisons with the Senior Center

Each selectboard still appoints a senior center liaison. The group agreed to keep this in place at least through this fiscal year.

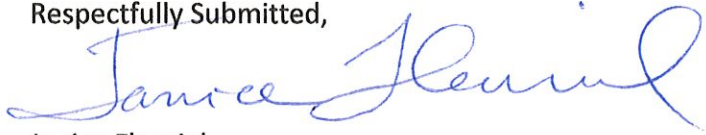
5. Public Comment: None

6. Next meeting(s):

- July 18, 12:30-2 p.m., Senior Center and Zoom
- August 15, 12:30-2, Senior Center and Zoom

7. Adjourn: Janice moved; Amy seconded; unanimous. Sylvia adjourned the meeting at 12:32 p.m.

Respectfully Submitted,



Janice Fleuriel

Secretary