

The Senior Center

Ashfield • Buckland • Shelburne

West County Senior Services District Board of Managers

7 Main Street, Shelburne Falls, MA 01370

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MINUTES

Thursday, August 15, 2024 — 12:30 p.m. — Buckland Town Hall and Zoom (Z)

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

Absent – Regina Purinton, Buckland

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. **Call to order:** Sylvia convened the meeting at 12:35 p.m.
2. **Minutes of 7/18/24 meeting:** Christine moved to approve; Amy seconded; passed unanimously.

3. Transition Planning

a. Personnel policy update - Benefits

Juli distributed an updated draft for group review. Discussion points:

- Juli still needs to double-check breakdowns for Monthly Accrued PTO hours by Years of Employment.
- Penny suggested sub-topics "Vacation Time" and "Sick Time" under section C. PTO. The group agreed. Further reviews will consider how much text will be in the handbook vs. the policies.
- Christine suggested ensuring no PTO reductions from present allotments. The group agreed.

Action: Juil will develop an updated draft for group review.

b. District fiscal agent and treasurer draft duties for RFPs

Juli distributed a chart of "Fiscal Needs – used in FY2024" for group review. Discussion points:

- The group agreed the chart is a useful format to attach to an RFP.
- Todd suggested getting an estimate from Shelburne for the current hours needed for fiscal agent tasks.
- The treasurer will deal with the individual bank accounts, and may suggest a way to have fewer accounts for increased efficiency. Bob suggested adding taxes, benefits, and payroll deductions to the treasurer duties. Sylvia noted that the Act has special requirements for the treasurer role. Amy asked if there will be auto-deposit – the group agreed this is a good idea. The treasurer would figure out a system for receiving state funds, etc. Amy suggested the treasurer could be a contractor, similar to hiring a firm, due to challenges of rehiring if an employee leaves.

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- The benefits of going with a firm to start with include: having the fiscal agent and bookkeeper part of one entity but with separate sets of eyes – this and monthly reports would help guard against fraud; the contract could be for a limited period, such as 3 years, to allow for setting up and refining the process until it is seamless, and then either opting to stay with that arrangement or looking elsewhere. Todd confirmed that Ashfield has contracted with Marcum for the town's accounting firm.
- Janice asked if there would still be a separate auditor. The group confirmed there would be.
- The Act mentions a procurement officer. Bob said this is an easy online certification. Amy said it's just to ensure things are acquired legally (similar to hiring a contractor); she suggested the executive director could have the procurement officer responsibilities.

Action: Bob will draft a sample RFP for review at the next meeting.

c. West County Senior Services District Board of Managers By-law discussion on

i. Section B. New Town Membership update

Todd and Barry left the text the group developed as is until it's time to discuss specifics of a formula to join; it's still to be determined whether this text will stay in the by-laws.

ii. Section D. Officers: No changes to note.

d. Transition plan draft calendar – Shelburne fiscal agent through 6/30/25, tentative approval

Sylvia distributed a draft for group review. The group agreed to change it as needed to reflect the following:

- The Senior Center Consortium dissolves effective the end of June 30, 2025.
- The West County Senior Services District becomes active effective July 1, 2025.

Action: Sylvia will review the plan and change as needed throughout. Janice offered to help.

e. Joint Selectboards meeting for Transition Plan discussion and approval

Sylvia proposed setting up a meeting of the joint selectboards to review and hopefully approve the plan. Based on the district activation date of July 1, 2025, the group agreed to first send the plan to individual selectboards and request they provide feedback to their BOM rep(s) at their next meeting.

Action: Sylvia will send an email with the plan and a request to be on the next selectboard meeting agenda.

Action: Janice will invite Joe Shea from Hampshire Group Insurance Trust to the next BOM meeting.

f. Any other updates: None

4. Public Comment: None.

5. Next meeting: Friday, September 6, 2024 – Senior Center in Shelburne Falls and Zoom

6. Adjourn: Janice moved; Christine seconded. Passed unanimously. Sylvia adjourned the meeting at 2:29 p.m.

Respectfully Submitted,

Janice Fleuriel

Secretary

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Janice Fleuriel 9/6/24