

# The Senior Center

Ashfield • Buckland • Shelburne

## West County Senior Services District Board of Managers

7 Main Street, Shelburne Falls, MA 01370

(413) 625-2502

[sfsrctr@crocker.com](mailto:sfsrctr@crocker.com)

### MINUTES

Friday, September 6, 2024 — 11:00 a.m. — Senior Center in Shelburne Falls 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; Christine Baronas, Shelburne  
Absent – Todd Olanyk, Ashfield COA rep.; Regina Purinton, Buckland

**Senior Center Consortium (consortium) members present:** Juli Moreno, Senior Center Director

**Community attendee(s):** Bob Dean, FRCOG Director of Municipal Services; [Z] Joe Shea, Hampshire County Group Insurance Trust ([hcgit.org](http://hcgit.org))

1. **Call to order:** Sylvia convened the meeting at 11:00 a.m.

#### Discussion with Joe Shea, Hampshire County Group Insurance Trust:

The group agreed to move this item to the start of the meeting. Sylvia provided Joe with background, and Joe answered questions. Discussion points:

- Since the transition is for 3 full-time staff who are already enrolled, it will just involve transferring from one unit to another.
- Once the selectboards sign off on the Transition Plan, the BOM should send Joe a letter that a transfer of subscribers will be happening; during open enrollment in the spring, Joe will contact the BOM for names, etc. Joe will send a document for the BOM to sign off on.
- Joe will present the request to the HCGIT board for acceptance; this is more of a formality, since it's a new unit but no new subscribers. Their board meets monthly, generally the 3<sup>rd</sup> Wednesday, except: September - usually the last Wednesday; October - usually the first or second Wednesday. Example: if Joe receives a letter from the BOM in October, he would bring it to their November board meeting.
- HCGIT will bill the district. Billing is always monthly, 1 month in advance. The first invoice will go out somewhere between June 8<sup>th</sup>-10<sup>th</sup>, effective July 1. There is a grace period of about 8-11 days for the July bill, and 3 days for other months.
- Joe will wait to hear from us in the fall.

2. **Minutes of 8/15/24 meeting:** Christine moved to approve; Amy seconded; passed unanimously.

### 3. Transition Planning

#### a. Personnel policy continued update

Juli distributed a cleaned-up draft based on the group's discussions; she shared the details at the center's first new monthly staff meeting.

**Action:** The group will read the last 5 pages for discussion at the next BOM meeting.

#### b. District accountant and treasurer draft RFPs

- Bob distributed a draft to the committee for review. Amy asked if it could be slimmed down at all; Bob stated there is room to slim this down a bit but most of what's there is driven by state requirements.
- Christine reported that Angel Bragdon (Shelburne Collector/Treasurer) estimates 15 hours a week for consortium tasks; Juli stated that her part takes much less time. The group agreed the time requirement may be more like 15 hours a month.

**Action:** The committee will meet to review the RFP draft and present it at the next meeting.

#### c. West County Senior Services District By-law discussion on Section E. Committees

- Christine noted that the Act doesn't address committees.
- Sylvia reported that the Shelburne COA met regarding a possible COA advisory committee, which would be most interested in program aspects.
- Juli discussed an idea she would like to present to the consortium BOD: she would meet with the COAs a minimum of quarterly, with the primary purpose being town outreach and communicating town senior issues. She suggested that perhaps the COAs could shape text for the district by-laws. The group supported Juli presenting this to the consortium BOD.
- Amy suggested having a visual organizational chart.
- Juli confirmed that Todd is the Ashfield COA designee.
- Janice suggested that BOM meeting agendas could include a standing "COA Reports" item, as the consortium BOD agendas do.
- Christine suggested simplified text that the BOM appoint committees as needed. The group agreed. Amy marked up the draft with the agreed revision, including that committees will include at least 1 BOM member and other representation as needed. The group agreed no budget subcommittee is needed.
- Christine asked if we have an attorney – the group confirmed not yet. Janice asked if we need an RFP to hire an attorney; Bob reported this can happen without going through the state procurement process. The group agreed to discuss attorney selection later when needed.

#### d. Transition plan draft calendar Selectboards feedback

- Sylvia and Christine met with the Shelburne Selectboard; they did not see any need for changes to the Transition Plan or a joint selectboards meeting.
- Amy reported that the Ashfield selectboard also did not see any need for changes to the Transition Plan or a joint selectboards meeting.

**Action:** Janice will meet with the Buckland Selectboard at its September 10 meeting.

**Action:** Sylvia will present the Transition Plan at the consortium BOD meeting, and talk with Margaret Payne about presenting it to the Senior Center Foundation.

**Action:** Juli will be the unofficial liaison to the Senior Center Foundation.

**e. Joint Selectboards meeting for Transition Plan discussion and approval**

The group agreed not to pursue a joint selectboards meeting.

**Action:** Sylvia and Bob will work on motion wording to email to the selectboards, requesting that they vote at their first meeting after October 2; pending Buckland's approval, Sylvia will email this before the October 2 BOM meeting.

**f. Any other updates**

- Juli emailed a draft budget form to the BOM to start seeing gaps in the numbers. She reviewed for the group the details of presenting the budget requests to each town.
- Juli asked if the district will be tax-exempt; Bob stated it will be as a government entity. The group agreed to apply for a Tax ID# after the selectboards have approved the Transition Plan. Amy stated the bank account will probably need to change to the new Tax ID#.

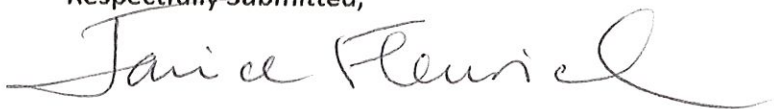
**Action:**

4. **Public Comment:** None.

5. **Next meeting:** Wednesday, October 2, 2024, Senior Center and Zoom

6. **Adjourn:** Janice moved; Amy seconded. Passed unanimously. Sylvia adjourned the meeting at 12:49 p.m.

Respectfully Submitted,



Janice Fleuriel  
Secretary

