

The Senior Center

Ashfield • Buckland • Shelburne

West County Senior Services District Board of Managers

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MINUTES

Thursday, July 18, 2024 — 12:30 p.m. — Buckland Town Hall 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; Regina Purinton, Buckland; Christine Baronas, Shelburne
Absent – Todd Olanyk, Ashfield

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 12:37 PM.
2. **Minutes of 6/13/24 meeting:** Regina moved to approve; Christine seconded; passed unanimously.
3. **Transition Planning**
 - a. **Personnel policy update**

Juli distributed a draft of **Section V. Leave Benefits**. The group discussed the following topics:

 - **B. Personal Leave:** Revise language about accruing the second and third personal days during a full-time employee's first year of employment to specify "after 90 calendar days" and "after 180 calendar days" respectively.
 - **C 1. Vacation Entitlement and D. Sick Leave:** Regina mentioned that a PTO bank at a former job worked well, and the group thought this approach made sense.
Action: Juli will create an accrual table based on 7 sick days and 10 vacation days for an employee's first year from their work anniversary date; Juli will check yearly accrual ranges (e.g., 2-5 years, 6-10 years, over 10 years).
 - **G. Bereavement:** Revise "spouse" in 2nd sentence to "partner".
 - b. **District fiscal agent duties and responsibilities and next steps**

Juli distributed a draft overview of administrative services for the senior center for group review, along with bill schedules for various accounts and a turnover sheet. Sylvia suggested that Juli, Bob, and Amy work together to prepare the information for an RFP that the BOM can have in place once the selectboards approve

the Senior Services District.

Action: Juli, Bob, and Amy agreed to work on preparing this information for an RFP.

Action: Bob will provide sample RFPs to get the process started.

Janice asked if the District will also have a paid treasurer. The group confirmed it will.

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

i. Section B. New Town Formula to join; membership subsection; board membership subsection

Sylvia reported on Barry's and Todd's emails about their work on creating a formula for new towns to join. Barry recommends to postpone specifying a formula yet, and if including anything in the by-laws at this point to keep it more open following the Act language. Todd thinks something could easily be developed to provide to the selectboards, but is also open to holding on this. The group agreed to not develop the specifics at this point, given that this situation doesn't currently exist, and to handle adding specifics through a later by-law amendment.

Action: Sylvia will send the language the group reviewed at the June meeting to Barry and Todd, to see if they want to refine it or recommend any changes.

ii. Section C. Meetings

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

• **Paragraph 1:** Leave as is.

• **Paragraph 2:** Make text more general to say meet "monthly" and not specify "place of business" – the BOM meeting schedule can be posted apart from the by-laws.

Action: Members will think about other by-laws headings that may be needed.

d. Any other updates: Sylvia is thinking of setting up an all-selectboards meeting for September.

4. Public Comment: None.

5. Next meeting: August 15, 12:30-2, Buckland Town Hall and Zoom

6. Adjourn: Christine moved; Janice seconded; passed unanimously. Sylvia adjourned the meeting at 2:06 p.m.

Respectfully Submitted,

Janice Fleuriel
Secretary

Janice Fleuriel
8/15/24