

West County Senior Services District Board of Managers

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MINUTES

February 18, 2026 — 3:00 p.m. — The Senior Center 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; David Collins, Ashfield COA rep. [Z]; Regina Purinton, Buckland; Christine Baronas, Shelburne [Z]

Senior Center staff present: Juli Moreno, director

COA Collaborative members present: Shelburne—Penny Spearance [Z]

Community Members present: Bob Dean, FRCOG Director of Municipal Services

1. Call to order: Sylvia convened the meeting at 3:01 p.m.

2. Secretary's Report: Minutes of 1/21/26 meeting

Move to accept—Amy. Second—Regina. Discussion: none. Passed unanimously.

3. Treasurer's Report

Report from Juli M.:

- Juli distributed a report detailing Town of Shelburne COA/Senior Center funds as of 6/30/25, showing a Total Funds Current Balance of 206,921.31.
- Juli distributed some ledger information provided by CBIZ; the group reviewed and agreed that this includes more detail than a budget-to-actual, which we would like to review at each meeting.

Action: Amy will talk with Elizabeth at CBIZ about format; Juli will give Amy the contact info.

4. Senior Center Director Report:

Juli will distribute her report (these are posted to the website). She provided a summary:

- The newsletter is out.
- There is lots of programming planned. Hopefully the back door work will be done in time, though it has been extended a few weeks due to the worst-case scenario condition; the contractors will do what they can without lifting the foundation. Memory café will be cancelled while this work is happening, due to the change in building entrance procedure and noise disruption.
- The building inspection went well overall, with only a few small issues to address.
- She applied for the next round of LifePath Dementia grants, focusing on supporting caregivers. Amy asked how long this programming has been happening; Juli estimated 7-8 years.

- Mass. Council on Aging advocated successfully for a formula grant increase, from \$14 to \$16 per senior. Julii explained the formula grant distribution process: the state gives towns money; Juli invoices each town. **Action:** Amy asked to receive documentation on this process; Juli will provide.
- Jim Burnham, Shelburne Finance Committee asked for a street list the town clerk could review to document residency for the town's usage assessments; Juli said a MySeniorCenter tech can work with her to extract information to an Excel doc, where it can then be filtered to not include personal information. The group discussed possible privacy issues about doing this, even if it is just street names, and agreed Juli should hold off on this until we can consult legal counsel.

5. COA Representative Reports

- **Ashfield—Report from David:** Janice Howes has joined the COA; she was approved and sworn in as of 2/17. There are now 4 members, and they are looking for 1 more.
- **Buckland—Report from Janice:** No meeting since the last report. Some members will be attending an upcoming FRCOG training on *Targeted Universalism: Tools for Inclusive Community Design*; Rachel Stoler, Mass in Motion liaison, is part of this.
- **Shelburne – Report from Penny:** The COA sat in on the District budget presentation to the Finance Committee and Selectboard. The COA requested the same funding as received last year. There is a Conversation Café sponsored by the COA Collaborative on 2/19.

6. Town Representative Reports:

- **Ashfield:** None.
- **Buckland:** None.
- **Shelburne:** Christine said the Finance Committee and Selectboard had some questions during the budget presentation, including whether to save money for an audit. The group agreed to discuss further under the Budget agenda item (9).

7. Senior Center Foundation Report: David said money is still coming in from the appeal late last year; it looks to be lower than the prior year, but not catastrophically so, and the Foundation should be able to meet its obligation to the Senior Center with no problem.

8. Old Business

a. Goal update: personnel Director's Job Description/Board of Managers packet

- **Director's Job Description:** Christine said she emailed the latest draft. She started with the Town's job description and edited where needed, especially to emphasize the responsibilities that drove the salary increase. One question she has is what the position title should be. Amy suggested expanding the computer skills to specify the programs/platforms used. **Action:** Members will review this for next month's meeting.
- **Board of Managers packet:** Still in progress.

b. Retirement and IRS updates

- **Retirement:** Sylvia reported on her conversation with Franklin Regional Retirement System Executive Director Kristine Mathis. There is nothing more Juli and Teddi have to do; Julie Wonkka provided the forms needed for their time since starting District employment to be credited and carried over.
- **IRS:** Sylvia is still waiting to hear back from Representative McGovern's office for help with this. The group agreed it might help to also contact the senators' offices.
Action: Sylvia will contact Senator Markey's and Warren's offices.

c. Insurance update: Regina reported on the Trust meeting held the week of 2/9.

- They don't have to decide rates until May 1; the increase will be about 15-20% pending an amount to build their reserves.
- They meet again the week of 2/23, and will have the pharmacy data.
- There is still no executive director; the consultants group is very helpful.

d. Counsel for West County Senior Services District update and possible vote

Report from David:

- David and Sylvia met with the Bacon/Wilson municipal law point person on 2/13, and provided him with some District documentation. The attorney suggested the bylaws could use some updating and detail; he would like to see the Director job description when finalized and review the lease. He told them overall we were doing a great job.
- David is very comfortable recommending going with this firm without contacting other possible counsel; this firm also has other staff and colleagues available depending on the issue to be addressed.

Sylvia said the next step would be to vote to engage this firm, and then they would provide a document for us to complete. We would probably receive the \$300/hour rate, vs. the top \$375/hour. Christine asked how this rate compares to Donna MacNicol's—Sylvia said it was about \$275/hour depending on the issue.

Motion: Sylvia asked for a motion to engage with Bacon/Wilson to provide legal services to the West County Senior Services District. Christine moved.

Second: Amy.

Discussion: Bob asked if the group wanted to specify a timeframe. David said from his legal experience these are usually open-ended. Sylvia said she can see about a termination clause in the engagement letter, and we will need to clarify our BOM point of contact.

Vote: Passed unanimously.

9. New Business

a. Adopt West County Senior Services District FY2027 Annual Budget

Amy distributed the updated budget and explained the changes from the last version:

- The benefits figure of \$43,000 is based on the FY26 actual spending of \$33,000 (projected amount was higher), plus an added \$10,000 for projected increases.
- Insurance liability is increased from \$2,000 to \$2,400 based on actual figures now available.

- We may want to use the \$10,000 audit amount to have an audit the first year, before starting the 3-year cycle originally discussed. Juli said she and Julie Wonkka are working on finding an auditor.
- The \$22,000 FRTA line has been removed, now that the responsibility for the retired FRTA driver has been confirmed as being Shelburne's (employer at the time of retirement).
- The group agreed to remove the \$1,100 Worker's Comp. line from the benefits breakdown (separate page), as this expense is covered under Operating. The group reviewed resulting decreases and Amy entered the updates, with a new total of \$376,192.

Action: Amy will send the 3 updated budget pages to Juli; Juli will send the Annual Budget and Municipal Assessments pages to the towns.

Motion: Sylvia asked for a motion to adopt the FY2027 West County Senior Services District Annual Budget. Janice moved.

Second: Christine.

Discussion: Bob suggested specifying the amount in the motion, to say to adopt the FY2027 West County Senior Services District Annual Budget of \$376,192. Janice and Christine agreed to the friendly amendment.

Roll-Call Vote:

- Amy Shapiro: Yes
- David Collins: Yes
- Janice Fleuriel: Yes
- Regina Purinton: Yes
- Christine Baronas: Yes
- Sylvia Smith: Yes.

The motion passed unanimously.

10. Any other business not foreseen prior to this meeting:

Janice offered to provide an update on her website review; she has some questions about overall structure and location of info, so a thorough editorial review would make more sense pending revised content.

Action: Sylvia will put this on the next agenda.

Action: Juli will check that documents that should be there (e.g., minutes, director's reports) are showing.

11. Public Comment: None.

12. Next meeting: Wednesday, March 18, 2026, 3:00 p.m., Senior Center and Zoom

13. Adjourn: Move to adjourn—Christine. Second—David. Discussion: none. Passed unanimously. Sylvia adjourned the meeting at 4:28 p.m.

Respectfully submitted,

Janice Fleuriel

Secretary