

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

MINUTES

July 1, 2025 — 10:30 a.m. — The Senior Center and Zoom

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.; Regina Purinton, Buckland; Christine Baronas, Shelburne

Senior Center staff present: Juli Moreno, Director; Dot Lyman, Activities Coordinator; Teddy Doucette, Outreach Coordinator; Gloria Fisher, Office Assistant

COA Collaborative members present: Buckland—Ellen Eller, Lisa Khanna, and Joanne Soroka; Shelburne—Sue Bishop, Nancy Brewer, and Penny Spearance

Community Members present: Cathy Buntin, Past Senior Center Director; Bob Dean, FRCOG Director of Municipal Services, Buckland Finance Committee, and former Buckland selectman; Todd Olanyk, past BOM member and Ashfield selectman; Dan Pallotta, P³ Project Planning Professionals, senior center expansion consultant and West County Senior Services District legislation author; Madison Schofield, Recorder reporter

1. Call to order: Sylvia convened the meeting at 10:32 a.m.

2. “Celebration: The Journey and What a Journey it Was!” with past key leaders

Sylvia introduced the BOM members, and noted that new member David Collins, Ashfield COA rep., was appointed to replace Todd at the June 30 selectboard meeting. She spoke about the dedication and hard work of Dan Pallotta and the original committee of 5 that worked with him—herself, Barry DelCastilho, Todd Olanyk, Margaret Payne, and Penny Spearance. She expressed gratitude and praise for Juli’s efforts and accomplishments in bearing much of the burden of the tasks required for the transition.

Senior Center staff, COA collaborative members, and community members introduced themselves.

Several people offered praise and gratitude for all involved, and especially for the dedicated Senior Center staff who make so much good happen for our community’s seniors. Dan said he is thrilled that what the committee set up is working, with a BOM that’s equally balanced across all towns; he thinks this will be a model for the state, and wished everyone well. Penny praised Sylvia’s leadership throughout, saying all of this wouldn’t have happened without her. Sylvia shared her “secret” “3- Ps”: Be Positive, Patient, and Persistent.

The group took a 15-minute break for socializing and refreshments provided by participants, along with a home-baked “Congratulations” cake from Michelle Olanyk, owner of MO’s Fudge Factor.

3. Secretary’s Report: Minutes of 6/2/25 and 6/17/25 meetings

Motion: Amy moved to accept the 6/2/25 minutes; Christine seconded. No discussion.

Vote: Passed with 2 abstentions (Sylvia – absent, David– not yet a member).

Motion: Christine moved to accept the 6/17/25 minutes; Regina seconded. No discussion.

Vote: Passed with 2 abstentions (Amy – absent, David – not yet a member).

4. Transition Activities

a. Selectboard votes to terminate the Consortium Agreement - update

Sylvia reported that all 3 selectboards voted by June 30 to terminate the Consortium Agreement.

b. Vote to accept Chapter 32B and join the Franklin Regional Retirement System

Sylvia read a letter Janice drafted, based on a model PERAC sent to Bob. She requested a motion to: "accept Chapter 32 of the Massachusetts General Laws: and petition the Public Employee Retirement Administration Commission to have the West County Senior Services (CSS) District join the Franklin Regional Retirement System effective July 1, 2025, in order for the District to join the Franklin Regional Retirement System."

Motion: Janice Fleuriel moved; Christine Baronas seconded.

Discussion: Bob Dean suggested adding "Sections 1–28" to the motion, to specify the exact part of the Massachusetts General Laws the District is voting to accept. Janice and Christine agreed to the friendly amendment. The motion as amended reads: "accept Chapter 32 of the Massachusetts General Laws sections 1-28: and petition the Public Employee Retirement Administration Commission to have the West County Senior Services (CSS) District join the Franklin Regional Retirement System effective July 1, 2025, in order for the District to join the Franklin Regional Retirement System." Board members expressed support of the amended motion.

Vote: Passed unanimously as amended.

c. Vendor update

Sylvia reported that the VADAR contract is at counsel review. She has asked CBIZ and Harper's for contracts.

Juli reported they have been working with vendors based on the LOIs; all have been wonderful to work with.

d. Treasurer update

Juli reported that treasurer Julie Wonka has started, and will be working out of the Senior Center (not Mondays or Tuesdays, as these are her days for her job as Ashfield treasurer). They completed the information requirements for Harper's, and staff have received the link to set up direct deposit.

5. Senior Center Director Report

Juli gave the following reports:

- Going forward she will provide a different template for the report to the BOM than what she had used for the Consortium Board of Directors.
- Staff have received their Employee Handbook, and personnel files are started.
- Staff have been getting asked what will change, and they have been confirming that nothing will as far as the center's services and programs.

- The COA Collaborative, which is replacing the Consortium Board of Directors, will start meeting next week. This will be open to other towns, to help lay groundwork for possible future expansion.
- MA COA has asked for information; other towns are curious about the consortium model.
- Teddy passed his SHINE test.
- The Kiwanis picnic is August 12, 11-2; Dot reminded everyone who plans to attend to sign up. Sylvia mentioned that she will be inviting state reps and others to attend to celebrate the District creation.

6. COA Representative Updates

- **Ashfield:** David reported their picnic is Thursday 11:30-1 at Upper Belding Park, and 16 people had signed up so far. The fire department is loaning chairs.
- **Buckland:** Ellen reported that they have 2 new members: Lisa Khanna and Susan Shauger. Janice mentioned the positive energy at the 6/27 meeting, which both Lisa and Susan attended, along with other past attendees Ellen called.
- **Shelburne:** Penny reported they met last week to plan for Shelburne and collaborative COA activities.

7. Town Representative Updates:

- **Ashfield:** No report.
- **Buckland:** No report.
- **Shelburne:** No report.

8. New Business

a. Lease agreement with the Masons - vote

The group reviewed the lease that Sylvia had emailed and discussed the following points.

- **Section 28 RIGHT OF FIRST REFUSAL:** There is new additional language in the final version the Trustees for the Masons provided following counsel review and a meeting with Juli, Sylvia and Sue Bishop. The version counsel reviewed had a sentence having right of first refusal if the Trustees decide to sell the building, and counsel suggested replacing "Town of Shelburne" with the District name. Section 28 now specifies terms of first refusal if the landlord receives a bona fide offer. The group discussed whether the 90-day first refusal period was sufficient and whether we should ask for a longer period. Several members felt this is standard language, and the group confirmed that the lease would travel with the new owner (section 17 states, "this Lease shall survive the sale of the premises"). The group agreed we could address this issue for the next lease at the October meeting if needed.
- **Section 30:** Janice asked whether only specifying the "Town of Shelburne" in the first line should be changed; the group agreed it's OK, given the following references to other towns.

Motion: Sylvia asked for a motion: "to accept the one-year lease between the Trustees of the Mountain Lodge and the West County Senior Services District beginning July, 1, 2025 and ending June 30, 2026." Amy moved; Christine seconded. No discussion.

Vote: Passed unanimously.

BOM members signed the lease.

b. **Contract with VADAR, Inc. – vote:** Sylvia reported this isn't ready yet.

c. **Other contracts from Letters of Intent:** Sylvia reported no other contracts are ready yet.

Juli asked if the LOIs on their own are enough for processing payments, as she had been receiving bills; Sylvia said she has a call into counsel with various questions including review of contracts. Bob said an LOI should be fine but suggested taking a vote that the BOM's intent is to contract with the vendors. The group agreed that if needed, we can hold an emergency Zoom meeting to authorize signing contracts once they're available.

Motion: Sylvia requested a motion: "to contract with each of the vendors to start on July 1, 2025 upon approval of contract by counsel." Amy moved; Regina seconded. No discussion.

Vote: Passed unanimously.

d. Election of Officers

Sylvia noted that nominations should have been on the June agenda, with a vote at this meeting. Christine suggested keeping the current slate, and each officer confirmed their agreement: Sylvia is willing to stay on as chair for one more year; Amy is willing to stay on as vice chair, but does not want to be chair; Janice is willing to stay on as secretary. The group agreed to vote at this meeting rather than wait for the next one.

Motion: Christine moved to approve the following slate of officers for FY26: Sylvia Smith, chair; Amy Shapiro, vice chair; Janice Fleuriel, secretary. David seconded. No discussion.

Vote: Passed unanimously.

9. Any other business not foreseen prior to this meeting: None.

10. Public Comment:

- Penny asked if the BOM will adopt a regular meeting schedule. The group will discuss establishing this at the next meeting.
- Ellen expressed her thanks to the BOM for taking this on and to the staff for being the stabilizing force that it is for seniors.

11. Next meeting: Thursday, July 31, 3:00 p.m., Senior Center and Zoom

12. Adjourn: Christine moved; David seconded. No discussion. Passed unanimously. Sylvia adjourned the meeting at 12:12 p.m.

Respectfully submitted,

Janice Fleuriel

Janice Fleuriel
Secretary.

*A true copy
7/9/2025*