

# The Senior Center

*Ashfield • Buckland • Shelburne*

## West County Senior Services District Board of Managers

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### MINUTES

July 31, 2025 — 3:00 p.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

**COA Collaborative members present:** Buckland—Lisa Khanna; Shelburne—Penny Spearance

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

1. **Call to order:** Sylvia convened the meeting at 3:02 p.m.

2. **Secretary's Report: Minutes of 7/1/25 meeting**

**Motion:** Regina moved to accept; Christine seconded. No discussion.

**Vote:** Passed unanimously.

3. **Treasurer's Report**

a. **Financial status update**

Reports from Juli:

- They are addressing challenges with the EIN, as the District was accidentally coded as a corporation (this is affecting some accounts and also deducts social security from payroll). No new districts have formed in several years, so there is even state-level confusion. Some bills and payroll can still be processed.
- Julie Wonkka has a checks printer and VADAR system is set up; she will provide reports at future meetings.
- All 3 towns provided their assessment funds on July 1; these have been deposited.
- Juli will meet with Dara next week about turnover of remaining funds from Shelburne.
- CBIZ provides great reports.

Juli distributed a copy of the Warrant/Payroll/Turnover schedule.

Regina asked about the "warrant" terminology; Bob explained this is used because the District is essentially a municipality/"separate body politic and corporate".

b. **Warrant approval process**

Sylvia explained that the BOM has to accept/approve the warrant for auditing purposes; while the District legislation requires 1 member's approval from each town for budget and debt actions, this isn't needed for

warrant signoff. Sylvia had reviewed and signed the latest warrant for the 7/31 payment; Janice signed at the meeting, as they had both signed on the prior cycle warrant.

The group agreed that going forward a signature from 1 officer and 1 other member is sufficient.

**Motion:** Janice moved that warrant approval shall be by 1 officer of the Board and 1 Board member. David seconded.

**Discussion:** Juli said they can set up the signature sheet with all the BOM names. Bob suggested emailing a PDF of each warrant to the Board; the group agreed. Sylvia and Juli will coordinate obtaining signatures.

**Vote:** Passed unanimously.

#### 4. Senior Center Director Report

Juli distributed her report and discussed highlights (she will send the report ahead for future meetings, and is open to feedback on format).

- The Center will get a Verizon account once the EIN is resolved; in the meantime, she will ask Shelburne Town Administrator Terry Narcowicz if the Town will bill us under its account for another month.
- The Masons will be fixing an area out back that got soaked. This could block the second exit; Juli will ask Shelburne Falls Fire District Chief Herb Guyette about any need to close while work happens.
- Juli is sorting through basement files and objects; she will contact banks about shredding and will find a junk person to remove unwanted items (Christine will provide a reference). She plans to get volunteers to sort and frame mementos for a wall display in the computer room, and make this a lounge area.
- Putting in all the tenured PTO (this applies to Juli and Teddy) at the start of the year would be easier to track; Sylvia will add this to the next agenda. Bob will share a spreadsheet with Juli that helps track accrual.
- Beverly is now our only FRTA driver (Paul has had medical issues). The EIN and liability insurance need to be resolved to complete the contract.
- Teddy may only be able to do SHINE counseling for the 3 member towns, given how time-consuming it is. Lifepath and others have been telling people from other towns to call the Senior Center.
- She looks forward to her work with the COA Collaborative. She and David Collins will be meeting with people in Colrain just as an introductory meeting.
- She is trying to tie in to the Franklin County Resource Network, which has good contacts.

#### 5. COA Representative Updates

- **Ashfield:** David reported that the July 3 picnic was successful, with about 16 people attending; the chief of police introduced the new social work staff member. Dave Hayes The Weather Nut will be at the 8/6 lunch.
- **Buckland:** Janice reported that Ellen Eller, Juli, and she attended Summer Day on the Buckland Common, and that the COA has their lunch at the Rec on Sept. 4. Juli reported that senior swim attendance was disappointing; they weren't charged and it is rescheduled to 8/21.
- **Shelburne:** Sylvia reported that about 27 people attended the ice cream social. They have a planning meeting with local emergency personnel for that conversation café. On Nov. 6 they are hosting a meet and greet with a history of Shelburne farms.

## 6. Town Representative Updates:

- **Ashfield:** No report.
- **Buckland:** No report.
- **Shelburne:** Christine plans to stop in to see Town Administrator Terry Narcowicz just to stay connected.

## 7. Old Business

### a. Contract updates and possible votes: Mason's, VADAR, CBIZ, Harpers, MIIA, Verizon

Reports from Sylvia:

- She signed the VADAR contract.
- The CBIZ and Harper's contracts are under legal review.
- She sent the required info to the MIIA liability insurance contact and hasn't heard back after several follow-ups. The group discussed exploring other possibilities. Bob will inquire who other towns use.

### b. Retirement system update

Sylvia reported she sent the PERAC letter and attachments; we are waiting for an approval letter.

### c. Set regular meeting date, time, location

The group agreed on the third Wednesday of each month from 3–4:30 at the Senior Center and by Zoom.

### d. Annual Kiwanis Senior Center Picnic state and local leader invitations

Reports from Sylvia:

- **State:** Secretary of Aging and Independence Lipson will attend. It's unclear yet if anyone will attend from Senator Mark's or Rep. Blais's offices. She also invited Mass. Council on Aging.
- **Local:** Joan Livingston (Buckland Selectboard) and Rick LaPierre (Shelburne Selectboard) will attend. Ashfield Town Administrator Paul McLatchy III is following up with the selectboard.
- She and Dot worked out the schedule: 11–12—music; 12—buffet; 12:45—programming

## 8. New Business

### a. Goals for FY26: personnel, finance, facilities, district membership, other

Sylvia said she wanted to raise the topics under a. and b. to start the group thinking about these:

- Personnel: e.g., staffing, job descriptions
- Finance: e.g., budget preparation and monitoring, any budget adjustments
- Facilities: e.g., review past site assessments from the earlier expansion efforts
- District membership: e.g., how to promote the District and answer inquiries, possible membership levels (such as an associate membership category that Dan Pallotta mentioned at the July 1 meeting).

Janice suggested the group develop a BOM job description (the Buckland Town Clerk has requested one).

Janice said it would be helpful to review the past assessments of site possibilities in a meeting.

Janice asked if these topics raise the need for consulting services, such as what Dan Pallotta provided during the expansion effort. Juli said the budget can't cover this. Sylvia said it could be a legislative funding ask.

**b. Shared leadership: roles for Board members**

Sylvia asked members to think about their particular interest in helping with one of these areas—e.g., to attend meetings with Sylvia and Juli, and bring reports to Board meetings. Members volunteered as follows:

- David: Grant writing
- Regina: Facilities (Lisa Khanna mentioned she is happy to be on a facilities subcommittee)
- Amy: Finance
- Christine: Personnel or grant writing
- Janice: Assistance with specific tasks, especially geared toward editorial (e.g., review of documents drafts)

Juli said the biggest focus right now is the things that still have to get done short-term.

Sylvia said she may call on individual members as tasks come up.

**9. Any other business not foreseen prior to this meeting:**

- **Emergency Preparedness Conversation Café planning meeting at Shelburne Police Station:** David asked for more information about who needs to attend. Sylvia said this will include police staff, Regional Public Health Nurse Meg Ryan, and COA reps. David will follow up with Ashfield COA Chair Janice Wright.
- **Senior Center Foundation:** Sylvia reported that Peter Otten is moving and has resigned, and David Collins will be joining. Juli said they processed the recent endowment donation.

**10. Public Comment:**

Lisa Khanna said she is part of the 100+ Women Who Care group and asked if the Senior Center Foundation would be a good candidate for a donation. The group agreed it would be. Lisa will present the Foundation for support at the next meeting. Juli will give her Foundation President Margaret Payne's contact info.

**11. Next meeting:** Wednesday, August 20, 3:00 p.m., Senior Center and Zoom

**12. Adjourn:** Christine moved; David seconded. No discussion. Passed unanimously. Sylvia adjourned the meeting at 4:29 p.m.

Respectfully submitted,



Janice Fleuriel  
Secretary