

# The Senior Center

*Ashfield • Buckland • Shelburne*

## West County Senior Services District Board of Managers

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### MINUTES

June 2, 2025 — 10:30 a.m. — Buckland Town Hall and Zoom [Z]

**Board of Managers (BOM) members:** Present —Amy Shapiro, Ashfield, vicechair; Janice Fleuriel, Buckland COA rep., secretary; Todd Olanyk, Ashfield COA rep.[Z]; Regina Purinton, Buckland; Christine Baronas, Shelburne  
Absent — Sylvia Smith, Shelburne Council on Aging (COA) rep., chair;

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

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

1. **Call to order:** Amy convened the meeting at 10:44 a.m. (delayed start due to digital/Zoom issues)

2. **Secretary's Report: Minutes of 5/15/25 meeting**

**Motion:** Christine moved to accept; Todd seconded; passed unanimously.

3. **Transition Activities**

- **FY26 State budget update:** Amy reported from Sylvia that Senator Mark's \$100,000 amendment for District funds failed.

a. **Personnel policies Handbook VOTE**

The group reviewed the changes in the version for final vote that Janice emailed with the minutes.

**Motion:** Christine moved to adopt The West County Senior Services District Employee Handbook as presented; Regina seconded; passed unanimously.

**Action:** Janice will email the final Word and PDF files to Juli, and archive the copies on the Google Drive.

**Action:** Juli will remove the watermark and finalize the Table of Contents paging as needed.

b. **Bylaws VOTE**

The group reviewed the changes in the version for final vote that Janice emailed with the minutes.

Todd asked whether the bylaws get voted on by the Selectboards/Towns and if so whether section B.1.d.iv. ("Allocation of charges relative to indebtedness . . .") should state that the formula for a new town to join the District will be handled in an amendment. Bob advised, and the group agreed, that the BOM creates and amends the bylaws without any selectboard/town votes, so this reference isn't needed.

**Motion:** Todd moved to adopt the Bylaws of the West County Senior Services District as presented; Christine seconded; passed unanimously.

**c. Other transition updates and action as needed**

Amy reported from Sylvia that Attorney MacNicol is working on the following:

- Lease
- Financial aspects of moving the assets from the Town of Shelburne to the District  
The group discussed whether Shelburne can move unspent senior center assessment funds into the town's free cash account, and agreed it can't, and that this is presumably what Atty. MacNicol is addressing.  
**Action:** Juli will provide numbers and accounting reports.
- Dissolution agreement of the Consortium – this should be ready mid-June  
The group agreed that any selectboard votes on this would be a formality and not required by June 30, since all selectboards approved the Transition Plan, which specifies the Consortium/District timing.
- A template for an employee contract  
The group discussed, and Bob confirmed, that all District employees will be "at will" and would get a hire letter but not a contract; the group agreed any contract template would be for contractors (e.g., Treasurer).

Janice asked if we should draft the retirement letter to have ready for the July 1 meeting. The group agreed.

**Action:** Janice will email Sylvia and Bob to get this started.

Juli reported that:

- Attorney MacNicol is also reviewing a waiver for the newly-forming volunteer driver program for bringing people to Senior Center programs/activities.
- Treasurer Julie Wonkka received a hire letter, preferably to start in June. Juli will get a W9 from her.
- Through June 30, contractor invoices (including from Attorney MacNicol) must be billed to Shelburne.
- Everything is ready to go with Harpers once we have an EIN.
- She delivered the staff hire letters, and anticipates termination letters from Shelburne this week.
- CBIZ finished working with VADAR on its chart of accounts. She and Gloria will be trained on this, and she would like a BOM member to consider being trained also.

**4. Senior Center Director Report**

Juli gave the following updates:

- Her goal once the District is established in July is to look to get the FRTA contract back, though presently FRTA is not planning to do that; she thinks this community will ultimately be best served by an on-demand service that is very familiar with the area (e.g., driving times and distances). Currently, Peter Otten is doing the Senior Center's Big Y runs and Beverly Finnivan is doing rides outside Franklin County.
- The Senior Center will be closed for programming on June 30 and July 1 for staff administration time, and will reopen with the usual schedule on July 2.
- Teddy Doucette has completed the SHINE training; Lifepath's SHINE contact is concerned her position could still be cut as part of the federal budget cuts.

**COA Representative Updates**

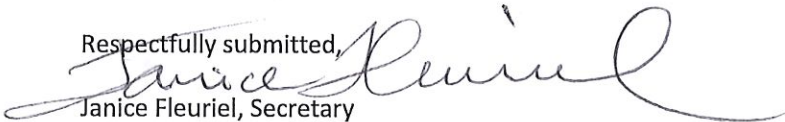
- **Ashfield:**
  - Todd announced that he will be stepping down from the BOM and working with the COA for his replacement now that the bylaws and handbook are adopted, as he had agreed to take this role through that point. He praised the group's accomplishments and teamwork.
  - Juli reported that the COA will be meeting Wednesday and she'll be attending.
- **Buckland:** Janice reported that the COA has been preparing for their June 5 lunch/music event at the Buckland Rec and the June 8 open mic event at the Buckland Rec.
- **Shelburne:** Juli reported the COA will be meeting sometime this month.

**6. Town Representative Updates:**

- **Ashfield:** None.
- **Buckland:** None.
- **Shelburne:** None.

**7. Public Comment:** None.**8. Next meeting:** July 1, 2025, 10:30, Senior Center**9. Adjourn:** Janice moved; Christine seconded; passed unanimously. Amy adjourned the meeting at approximately 11:55 a.m.

Respectfully submitted,

  
Janice Fleuriel, Secretary

