

Expansion Committee minutes 7-25-19

Senior Center, 7 Main Street, Shelburne, MA

Present: Mike McCusker, Sylvia Smith, Ellen Eller, Zack Turner, Penny Spearence, Doug Field, Ann Yuryan, Sue Bishop, Cathy Buntin, Jackie Walsh, Joanne Soroka, Donna Liebl, Margaret Payne

Guests: Chris Meyers, Richard Feury, Lynn Kelsey, Pam Kelleher, Russ Nichols, George Dole (JWA)

Meeting CTO 6:02- Sylvia

Public comment opportunity- none.

Secretary's report- Minutes accepted, no corrections. Doug/Mike

Treasurers report- Sue

No expenses for June, but some encumbered, will go into last fiscal year.

Invoice-\$5562.30 JWA- for design concept, existing condition plan, SVEC survey, and inspections.

Motion to accept Cathy/Doug

approved unanimous

Ownership-Penny

Legal council sought to see if we could use a 503 C2 designation, but it is not appropriate or useful for us.

Preparing summary for the Sept 11 meeting.

Funding/Budgeting- Cathy

They have met, and are working on a funding stream worksheet.

Preparing information on known, anticipated and reasonable funding.

Preparing for Sept 11 meeting.

PR-Ellen

We need someone to manage website. As social media has become the way information is exchanged, we need to manage it better.

Zack offered to help. Suggestions about content include but not limited to, Calendar- meeting dates of meetings, separate pages for groups ie: expansion, articles, and members at lodge.

Zack will set up a meeting to follow up.

Design: Mike

George presented base map of the Arms lot., locating possible building on paper.

Explained plans, reiterated we are preparing this to have a good comparison to other sites under consideration. Talked about parking, and different scenarios ie: angled parking.

JWA is tasked with designing a schematic with parking, service area- with attention to noise making. Carefully situate building using all the space optimally, leaving no "unused" space.

Design windows in lowest level. Also roof design.

Site: Mike

Steve Zamojski has resigned from the Expansion Committee.

Doug Field is still a member of the board.

At this time we are concentrating on 3 sites. Arms, Masons and Mole Hollow, although we will investigate the Police Station as per Selectmen.

Buckland town administrator will investigate the oil spill in the basement, and will see if a remedy is available.

Stakeholder Group feedback-Sylvia

Thanks reps for their work.

Selectboards, Finance committees, Senior Center boards, Foundation Leadership

We are all preparing for the Sept 11 meeting.

Donna McNichol will help with ownership.

Groups are asked to discuss top 3 thoughts

Municipal- Zack Buckland selectboard- we don't have enough information

Where?

Who will own it?

Size- if we have to give up size, what are we giving up? Could we utilize other locations- to help shrink?

Does not like regionalization.

Doug- Ashfield Selectboard/finance

Many rumors, no discussions, but a lot of questions, how is it going to be built?

Where?

They would like to see the building privately owned.

Despite "rumors" town administration has no knowledge of other building site in Ashfield.

They will be discussing the project it after the Sept 11 meeting.

Sylvia- on behalf of Shelburne Selectboard

Where?

Ownership

They are ok with the apportionment model.

Timeline- as long as we don't rush, they are ok with the timeline.

Jackie- Finance Shelburne

They have written a summary- but need to review it.

Community needs- Do we need a new center?

Are projections accurate? Growth curve.

Ok with ownership- splitting it 3 ways is easier fiscally.

Site determination- ok with process, disagreement about the Arms lot.

Unclear about estimates of operating costs.

More public input desired.

Donna- SC board-Site

Ownership

Timeline of whole project. We should move ahead with site selection, and ownership.

Margaret-SC foundation- Don't shrink it! There is a 30 year bubble, and 1/2 the population is over 60 now, and footing the bill. Provide for seniors now and the future.

Would like to see it in Shelburne Falls but, site not their job.

Ownership- do not want to own it.

timeline- Don't rush, but don't delay.

The business of town is to meet the needs of the population.

Top 3-

Location

Ownership

Cost

The question was brought up if we could provide clearer cost estimates/ donor potential for the Sept 11 meeting.

No- not without a feasibility study, or any idea how much the towns will contribute or a site.

Potential donors like to see support for a project.

The Foundation will be the largest contributor, but, we need partners and stakeholders to support the project.

The Foundation recognizes the strong responsibility they have to be the major fundraiser. The Capitol campaign has tasks they are working on, and will be gearing up in Sept.

Every year that goes by, raises the cost.

Planning coordinator Job description-Cathy

See attached draft of Job description

Review process and vote to recommend to Senior Center BOD, then Shelburne selectmen as fiscal agent for the Senior center.

The position will be funded as follows:

\$25,000 from Gov. Bakers office

\$15,000 from us- funds for the expansion project from towns

\$10,000 from the Senior Center Foundation

The current range for this position is \$45,000- \$89,000

Responsibilities include but not limited to administrative and clerical duties to support the Expansion Project.

They will report to the town of Shelburne.

Cathy and Sylvia will supervise.

This is a contract position, no benefits are included.

Zack- When do we plan on hiring this person?

A-September

Jackie- \$45.00 pr hr comparative to other town employees-discussion of salary followed.

Included in the discussion were Salary range as relevant to other town postings,

Consider lower per hr offer, and value of no benefits.

No Vacation, no workmen's comp.

Education and experience were discussed.

Changed the job description from Project Manager to Planning Coordinator.

Could the Salary range \$30,000- \$45,000- more support in this range.

Can we change the date of employment?

Public comment- Lower the salary amount in the agreement.

Motion to recommend to the S.C Board Of Directors to accept the Coordinator job description as amended. Penny/Doug
Passed, unanimously.

Public comment-

Lynn -directed to Zack- At the Sept meeting, they will come up with a figure, how can anyone commit to a round number with out public vote

Zack-The Finance Committee will have to recommend it in their budget.

Also will investigate if a higher number of seniors are defaulting than the general population.

Richard - Will we consider the Police Station or Cowell site to be secondary ?

A-They are still on the table.

Question about use of the S.C.- % of seniors in town who use it.

Cathy- 25,000 individual uses, 5yr average- 32% Buckland, 50% Shelburne, 18% Ashfield
Shelburne and Ashfield are higher than the state average.

Q- Any traffic studies planned for the Arms lot?

Mike- Yes, we intend to do one.

In regards to the oil leak at the police station, it was mentioned that there was an oil tank removed at the Arms lot.

End of public comments

Up coming meetings:

Ownership-Aug 22 9:30, SC

Funding/Budgeting-Aug 20, 9:00 Greenfield Savings Bank

PR-TBD

Design-Aug 15, 3:00 SC

Site- Aug 15, 10:00- location to be determined

Expansion-Aug 29, 6:00

Adjourned 7:40

Respectfully submitted

Joanne Soroka,

Secretary