

**WCSSD Board of Manager Meeting
July 31, 2025
Director's Report**

Site:

- ✓ Lease has been signed with the Mason's t sign. Plan to have a meeting to negotiate new lease in October.
- ✓ We need approval for a municipal Verizon account, which will separate from town of Shelburne. Juli has the contract that needs to be signed.
- ✓ Mason's plan on fixing the back exit floor will give us a few weeks' notice. The rear egress will be unavailable for a few days. Unclear on remaining open while limited egress, based on safety and state mandates.
- ✓ Commencing record retention and destroying old records. The basement is full of boxes and records, maybe 75% can be destroyed. Juli and Teddy will work on basement, then needing a shredding company or way to destroy within municipality compliance.
- ✓ Looking for junk person to take equipment and junk away. Town still helping with trash but looking for a vendor to cart away "junk".
- ✓ Project to frame and highlight history of the Center, create wall in computer room once Northeast IT comes to remove excess computers and equipment. Computer room will transform into a lounge.

Budget:

- ✓ All town assessments received and deposited into the bank.
- ✓ Completed two time sheet periods, two turnovers, and two warrant schedules.
- ✓ In mid-August, Shelburne Accountant will meet with Juli and determine balances of accounts, and she will draw a check of funds to be transferred in following warrant schedule. Permission received from grant sources for transferring grant funds awarded to the Consortium.
- ✓ Needed an oil delivery before usual scheduled delivery, utilization up from last year. Still have locked in lower rate on behalf of Shelburne.
- ✓ Working on Chart of Accounts with CBiz, as well as Treasurer for internal tracking of gift fund, grants, etc.
- ✓ Increase of an additional 20% on top of the 18% increase for Hampshire Trust health insurance to start Oct 1. This was an unplanned increase; however, we may have the ability to absorb it due to Bob S being included in this fiscal year budget.

Personnel:

- ✓ Staff have had two successful pay periods. Harpers is an issue due to tax designation, hoping to resolve soon. Fed taxes taken out, retirement is on hold waiting for invitation to be absorbed again into system.
- ✓ Juli and Teddy did receive vacation pay out from Town of Shelburne.
- ✓ Juli and Teddy request the Treasurer be allowed to place entire amount of PTO in the books, so that we start with the amount for the year. This is proposed only because we are tenured, but the Treasurer states it will be easier to track in the long run. Not advised for any new staff, however we plan on staying!
- ✓ We are retaining one driver for FRTA, Beverly. Paul has had medical issues, not available to transport passengers safely currently.

- ✓ Working on SHINE boundaries. Not many people are available to do SHINE (Medicare enrollment and health plans for seniors). Teddy completed the three-month class and still has ongoing trainings. Volunteers used to do all West County, we may only do for our enrolled towns since Teddy is not a volunteer but paid through our towns. We need to communicate this with Lifepath, who continues to send seniors back to us.

Collaboration:

- ✓ COA Collaborative has started, everyone attended! Goal to invite other West County town COAs going forward.
- ✓ Meeting with the Colrain COA was postponed until first week of August. Will provide newsletters, data on Colrain seniors who attend activities, and invitation to the COA Collaborative.
- ✓ Continued work with Franklin County Resource Network, have a lead for adult education through the Tech School, meeting with Coordinator late August.
- ✓ Working with the libraries to provide the iPad for loan to more seniors. We have five, will share two.
- ✓ Developing Wheels of Friendship, a volunteer initiative to get seniors to the site for activities.
- ✓ WHAI, the Recorder, West County News, Ashfield paper, and Two Town e-newsletter receive our newsletter of events, on publicity rotation.

Programming

- ✓ Focus on re-brand. Goal to address needs of seniors in their 60's, those who still work, those that would be interested in community activities. To launch the re-brand, we're planning a Haunted House put on by seniors. We'll hold it next year at Wilder Barn in Buckland. Opportunity for folks to be involved in the next year. High school students may help pass out flyers while in costume at various events in the three towns this year.
- ✓ Holding a Murder Mystery Theater in October, at the Community Center. Appetizers, small dinner, audience participation. Open to 30.
- ✓ RMV speakers to hold workshop on laws and changes for senior drivers. Waiting to book date, hoping for September.
- ✓ Annual picnic in August, cooking by Kiwanis, hoping to see everyone there! Food for 100. Our list is into the 60's right now.
- ✓ Free Reiki sessions will be coming in winter or spring.
- ✓ Trivia afternoons in Ashfield, Juli will start them (hoping at Elmers) and pass it off during winter months to a local volunteer.

Transport

- ✓ FRTA contract still in process, maintaining one vehicle for out of County rides. FRTA is doing better with navigating rides for West County.
- ✓ Developed Wheels of Friendship, a volunteer initiative to get seniors to the site for activities. We have five volunteers starting to coordinate the process.