

TOWN OF MAYNARD SENIOR CENTER COMMITTEE

Meeting Minutes

March 21, 2024, 7pm

Hybrid meeting (in-person at 195 Main Street, Maynard, and remotely via ZOOM)
(*This public meeting was recorded.*)

Present:

Deb Roussell, Vice Chair
Dan Shields, Clerk
Mary Mitzcavitch
Paul Guthrie
Jack MacKeen
Mary Ann Bassett
Liz Drury

Joshua Morse
Amy Loveless
Stephanie Duggan
Linda Holt (Liaison, FinComm)
Lindsay McConchie (Liaison, CapPlan)
Chris DiSilva (Liaison, Select Board)

Absent: Jerry Culbert, Chair

1. Meeting Opening

Deb Roussell called the meeting to order at 7:00pm.

2. Acceptance of Prior Meeting Minutes

Minutes for 3/7/2024: A motion was made by Liz Drury and seconded by Mary Ann Bassett to approve the minutes as presented. **Motion carried 10-0.**

3a. Working Group Report: Prior Research Documentation

Jack MacKeen led the discussion regarding the Working Group's review of documentation of prior facility-related research done from 2013 up through the creation of the SCC (following up from the prior SCC meeting). Linda Holt inquired whether there was any potential issue regarding publishing prior leasing proposals of the two previously researched Mill and Main properties. It was agreed these documents (some of which were already in the public record) did not present any issues regarding future site selection and negotiation efforts. **A motion was made** by Jack MacKeen and seconded by Deb Roussell to accept the work of the **Prior Research Documentation WG** and to publish their identified 52 documents on the SCC webpage. **Motion carried 10-0.**

3b. Working Group Report: FAQ Page

Deb Rousell led the discussion of the proposed initial FAQ Page to be posted to the SCC Webpage, noting it was still in DRAFT status pending SCC comments. Discussion of one particular question (re whether or not to retain the "list of Senior Center services" in FAQ #11) led to an informal vote in favor of retaining the list of services but amending its presentation to emphasize these being examples, not a complete listing (and thus potentially being in future conflict with the Council on Aging's published list of

services). After the discussion of individual FAQ items was completed, Dan Shields suggested that the SCC decide whether or not to grant the FAQ Working Group [Deb Roussell, Liz Drury, and Josh Morse] the power to update and republish the FAQ document without the need for SCC approval on each individual update. Dan noted that FAQ WG members have already solicited new questions from the general public through various social media channels, and that even the answers themselves would need to be updated from time to time. Josh Morse noted that the Newton Senior Center FAQ page had been updated over 700 times during the life of their Senior Center project. **A motion was made** by Dan Shields and seconded by Paul Guthrie to “approve the work done so far by [the] Working Group and give them the power to consider a particular draft as finalized and to be published, and to control the frequency of updates as they receive recommendations from the Committee.” **Motion carried 10-0.**

3c. Working Group Report: Finance

Josh Morse reported on the initial efforts of the Finance WG (including also Jack MacKeen and Chris DiSilva), covering four Finance WG action items: Securing State Funds; Securing Town Funds; Creating a Budget Line Item; and Senior Center RFP Process. Josh recommended that the SCC seek funding via the Fall 2024 Town Meeting and presented an analysis paper with five different examples of funding approaches that could be considered, noting other options could also be considered. Josh also explained to the Committee the importance of the Feasibility Design Phase.

4. New Business

Deb Roussell called for the creation of a new Working Group to Coordinate Senior Center Visits. Mary Mitzcavitch agreed to head this WG. Josh Morse recommended this WG ensure that photographs be taken showing all pertinent aspects of each Site. **A motion was made** by Dan Shields and seconded by Deb Roussell to establish the Working Group to Coordinate Senior Center Visits, to be led by Mary Mitzcavitch. **Motion carried 10-0.** Dan Shields suggested that in addition to making the arrangements for each Site visit and taking a full set of pictures each time, the WG should prioritize Sites in the Towns most like Maynard and establish a methodology for consistent documentation to better enable subsequent comparisons between Sites.

5. Public Comments

(none offered)

A motion was made by Deb Roussell and seconded by Dan Shields to adjourn. **Motion carried 10-0.** Meeting adjourned 8:30pm.

Next meeting: Thursday, April 4, 2024, at 7:00pm.

Approval date: 4/04/2024



Dan Shields, SCC Clerk

Documents

- **MSCC 2024-03-07 Minutes v1.docx**
- **Maynard Senior Center FAQ Draft 2.1.2b.pdf**
- **Feasibility Study AKA Feasibility Design Phase.docx**
- **Senior Center Finance Working Group Takeaways and Action Items.docx**