

# TOWN OF MAYNARD SENIOR CENTER COMMITTEE

## Meeting Minutes

September 18, 2025, 7pm

DRAFT 10/15/2025

Hybrid meeting (in-person at 195 Main Street, Maynard, and remotely via ZOOM)

*(This public meeting was recorded.)*

### Present:

Jerry Culbert, Chair  
Deb Roussell, Vice Chair  
Dan Shields, Clerk  
Paul Guthrie

Mark Koenig  
Jack MacKeen  
Stephanie Duggan

Absent: Amy Loveless , Mary Ann Bassett, Joshua Morse, Chris DiSilva (Liaison, Select Board), Linda Holt (Liaison, FinComm)

### **1. Meeting Opening**

Jerry Culbert called the meeting to order at 7:07pm.

### **2. Acceptance of Prior Meeting Minutes**

**Minutes for 4/17/2025: A motion was made** by Deb Roussell and seconded by Mark Koenig to accept the minutes as presented. **Motion carried, 7-0.**

### **3. Updates re New Site Progress**

Lease Negotiations: work continues, but has additional issues due to the lessee being a municipal entity vs a private business. Per Jack MacKeen, the negotiations were discussed in Executive Session at a recent Select Board meeting; further details are not yet publicly available. Jack also confirmed the site conversion project has “cleared” the Planning Board re the amendment to special permit re parking.

Fit-up & furnishings: Jerry Culbert received an update from Amy Loveless indicating that Pat Kozik (COA), Peg Brown (COA Board), and Mary Ann Bassett have been meeting regularly to review furnishing and equipment needs, including with W.B. Mason and MassCor (potential vendors/suppliers). No purchasing activity has yet occurred.

### **4. New Business**

Scheduling of Future Meetings: Jerry Culbert brought up the question of whether the SCC should continue regular monthly meetings. Per consensus discussion, it was agreed that information updates could be made by Jerry via simple email (without any reply-all discussion), and that future meetings would be called by Jerry only when there is need to deliberate.

Dan Shields brought up the question of how long the SCC itself should operate as a Committee, noting that our Charge from the Select Board was to provide advice to them re both interim and long-term solutions for Senior Center sites. But with the presently pursued interim solution assumed to have at least a fifteen-year term, with possible extensions, might this also be considered a long-term solution? Per consensus discussion, it was agreed to defer further consideration of this question until after the new interim site is occupied and operational.

Final Report for the SCC: Jerry Culbert asked for suggestions on how to complete the “final report” from the SCC. Jerry, Dan Shields, and Jack MacKeen volunteered to help with this. Jack suggested that we include the results of the Senior Center Visit Coordination Working Group in the report. Jerry agreed, indicating that Mary Ann Bassett (the leader of that WG) may also want to participate, as well as (nonvoting Liaison) Linda Holt. Jerry stated that because the SCC is currently comprised of ten voting members, five voting members would constitute a quorum, and that a WG would need to be limited to four voting members (i.e. JC, DS, JM, and MAB) to be able to function without posted meetings.

## **5. Public Comments**

Peg Brown confirmed that she, Pat Kozik, and Mary Ann Bassett have been putting together plans for furnishings, a warming kitchen, and other details for the interior of the new Senior Center space. But until they have access to the space and the ability to take measurements, they won’t be able to take further action.

**6. Next Meeting:** Date and format to be determined later.

## **7. Adjournment**

**A motion was made** by Stephanie Duggan and seconded by Dan Shields to adjourn. **Motion carried 7-0.** Meeting adjourned 7:46pm.

Approval date: xx/xx/2025      submitted by Dan Shields, SCC Clerk

## **Documents**

- **MSCC 2025-09-18 Agenda v2 for Posting.pdf**
- **MSCC 2025-04-17 Minutes v1 DRAFT.pdf**