

**RECEIVED**

By Jim Alexander - Asst. Town Clerk at 3:30 pm, Feb 19, 2025

**TOWN OF MAYNARD  
SENIOR CENTER COMMITTEE  
Meeting Minutes**

**January 16, 2025, 7pm**

**FINAL 2/06/2025**

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

Present:

Jerry Culbert, Chair

Jack MacKeen

Deb Roussell, Vice Chair

Mary Ann Bassett

Dan Shields, Clerk

Amy Loveless

Paul Guthrie

Stephanie Duggan

Mary Mitzcavitch

Linda Holt (Liaison, FinComm)

Absent: Mark Koenig; Joshua Morse

Chris DiSilva (Liaison, Select Board)

**1. Meeting Opening**

Jerry Culbert called the meeting to order at 7:01pm.

**2. Acceptance of Prior Meeting Minutes**

**Minutes for 12/05/2024: A motion was made** by Deb Roussell and seconded by Jack MacKeen to approve the minutes as presented. **Motion carried, 9-0.**

**3. Working Group Report: Real Estate Review**

Jerry Culbert opened the discussion noting that the SCC needs to **finish and publish their annual report to the Select Board**. Jerry then identified by subject the other issues to be discussed in tonight's meeting.

**Need to develop a communications plan leading up to Spring Town Meeting:** On this point, Jerry invited Mary Ann Shields to discuss what COA presently needs from the SCC. Mary Ann noted that as of tonight's meeting, a decision has not yet been made whether the estimated \$200K in annual lease payments (for the new interim space) would be included in the Town FY26 budget or require an override from Town Meeting and the Annual Election. Also, in 2025 the Annual Election [TU May 6] will precede the Town Meeting [MO May 19], which would make it difficult to inform the Town's voters in advance of the Election about the need to approve funding for the annual lease payments, especially if the Town decides to require an Override approval for this funding from the Town's voters. COA will be discussing this question (how to educate Town voters before the Annual Election) in their next meeting on January 28. This will be a lot of work, because there will be only three months (FEB-APR) to accomplish this work before the Annual Election. Mary Ann noted the SCC has significant resources (mailing lists, social media pages, etc.) and that COA needs to work directly with the SCC to maximize communication effectiveness and avoid duplicating effort.

Chris DiSilva asked whether an override question could even be placed on the Election ballot before the override decision is made by voters in a Town Meeting. In response, Mary Ann referred to a document from Town Counsel Lisa Mead that will be part of the Select Board's next meeting Agenda; this document outlines the override procedure, addressing not only the sequence (Annual Election before Town Meeting, or vice-versa) but also different ways override questions could be structured (for example, separate questions for each item requiring funding, vs grouping them all together in a single vote). It was clarified during subsequent discussion that the FY26 Budget will on the Agenda for the Finance Committee meeting scheduled for SA Feb. 8, and must be finalized by Feb. 15.

**Is SCC input/assistance needed for lease space RFP response reviews?** Amy Loveless indicated she has suggested to Greg Johnson that a small group – including two members from COA, and two members from SCC – be included in this review, perhaps with representation from both the SCC's Real Estate and Senior Center Site Visit working groups.

**Will SCC input be required for lease space fit out?** Amy Loveless indicated she and Peg Brown (COA Board) have already started looking at furnishings and other required items, but that yes, SCC members will likely be needed to help in this effort. SCC members are invited to email Jerry or Amy if they would like to attend COA's next meeting (Jan. 28). It was noted that a quorum notice would be required if a majority of SCC members do attend.

Circling back to **the SCC's annual report to the Select Board**, Jerry Culbert noted an extensive report was made by Jack MacKeen in October, and there may not be need for further reporting until more work has been done re preparation for Town Meeting.

**Are there open issues or concerns from committee members?** Linda Holt asked whether there was any further work needed to ensure the RFP has been made "out and about" within Maynard. Jerry Culbert replied the RFP link had gone out to all SCC members with encouragement to get the word out.

**4. New Business** (none)

**5. Public Comments** (none)

**6. Next Meeting:** Thursday February 6, 7pm, as a **Remote Meeting**. Jerry Culbert noted this will come shortly after the RFP submission deadline, thus the RFP responses may be on the Agenda. Jack MacKeen noted that this date comes two days before the Joint Budget Review Meeting and thus we might discuss how we could participate in that meeting.

**7. Adjournment**

**A motion was made** by Deb Roussell and seconded by Jack MacKeen to adjourn. **Motion carried 9-0.** Meeting adjourned 7:59pm.

Approval date: 02/06/2025      submitted by Dan Shields, SCC Clerk

**Documents**

- [\*\*MSCC 2025-01-16 Agenda v2 for Posting.pdf\*\*](#)
- [\*\*MSCC 2024-12-05 Minutes v1.docx\*\*](#)

