

TOWN OF MAYNARD  
SENIOR CENTER COMMITTEE  
**Meeting Minutes**  
**May 16, 2024, 7pm**

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

Present:

Jerry Culbert, Chair

Mary Ann Bassett

Deb Roussell, Vice Chair

Joshua Morse

Dan Shields, Clerk

Amy Loveless

Paul Guthrie

Linda Holt (Liaison, FinComm)

Mary Mitzcavitch

Lindsay McConchie (Liaison, CapPlan)

Jack MacKeen

Absent: Stephanie Duggan, Chris DiSilva (Liaison, Select Board)

**1. Meeting Opening**

Jerry Culbert called the meeting to order at 7:06pm.

**2. Acceptance of Prior Meeting Minutes**

**Minutes for 5/02/2024:** In the absence of any proposed changes, Jerry Culbert called for a vote to approve the minutes as presented. **Approved by vote, 9-0.**

**3a. Working Group Report: Finance** (Per Jerry Culbert, this Working Group has no report this month)

**3b. Working Group Report: Senior Center Visit Coordination**

Mary Ann Bassett reported that four different Senior Centers have been visited so far. Wayland and Lincoln are scheduled to be visited TU May 21. These are both older single-room buildings where the towns are in the process of establishing new multi-use community centers. TU May 28: Ayer, with Linda Holt coordinating. In all cases SCC members need to check with the visit's "coordinator" to ensure we do not have more than five voting members present without first having posted a meeting (48 hours notice).

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

Jerry Culbert noted that Josh Morse has created a list of commercially available properties. The Mill & Main properties initially appear to hold the most promise. A site was identified in Maynard Crossing next to the new Brightpoint learning center (4100SF) which would work well but be quite expensive. Jack MacKeen noted the lease rate would be \$32/SF, but with a 10-year commitment there would be a an allowance (\$25/SF) to help fund facility fitting out. Jerry hopes to have a meeting soon with Mill & Main reps to ascertain any changes from previously quoted lease rates. Mary Ann Bassett, in response to a question, clarified that the \$32/SF is really \$25/SF base rate "rent" plus \$7/SF "triple net" (NNN) which

means Maintenance, Taxes, and Insurance. The \$19/SF starting lease rate received in the 2021 and 2022 Mill & Main quotes were before any consideration of NNN.

#### **4. New Business**

- Jerry Culbert asked Josh Morse to present a draft of a **Request for Information (RFI)**, explaining this approach could be used to gather information regarding property availability, lease costs, etc. without having first made funds available (a requirement for a **Request for Proposal**). If the SCC approves, it would be reviewed by Greg Johnson (for formatting as much as content), then be presented to the Select Board for actioning. Once approved by the Select Board, it would be published through normal channels. After discussion, **a motion was made** by Jack MacKeen and seconded by Deb Roussell to approve this draft RFI. **Motion carried 9-0.**
- Open Committee position: Jerry Culbert noted Mark Koenig has applied to the Select Board to join the SCC, filling the open position. In this event Deb Roussell would fill Liz Drury's former position as a representative of the Friends of Maynard Seniors (FOMS) and Mark Koenig would then fill Deb's position representing the Senior Center Focus Group (MSCFG).

#### **5. Public Comments** (none)

#### **4. New Business** (continued)

- Jack MacKeen discussed the need to provide a name for the long-term site solution effort, to help distinguish it from the parallel and equally urgent work on finding a short-term replacement for the current Senior Center facility. Josh Morse clarified that this idea is not to name the facility itself, but rather the SCC's effort to pursue a long-term site solution. After discussion, **a motion was made** by Dan Shields and seconded by Jack MacKeen that the Senior Center Committee refer to the long-term Senior Center site project as "Maynard Center for Active Living" or otherwise designated with the acronym MAYCAL. In response to a question from Deb Roussell, Jerry Culbert clarified the short-term site solution effort would continue to be referred to simply as "Senior Center". **Motion carried 9-0.**
- Deb Roussell requested that a calendar be established for SCC members to enter their availability or nonavailability for the first and third Thursday evenings of each month, to help ensure we do not inadvertently have a non-meeting from failure to achieve a quorum. During discussion, Paul Guthrie confirmed he will serve as Interim Clerk during Dan Shields' upcoming absences. Dan Shields agreed to set up a shared document for SCC members to use.
- After discussion, Jerry Culbert decided the SCC would pursue having three meetings as fully remote followed by one Hybrid meeting, with this pattern then to be pursued indefinitely.

**A motion was made** by Deb Roussell and seconded by Mary Ann Bassett to adjourn. **Motion carried 9-0.** Meeting adjourned 8:02pm. **Next meeting:** June 6, 2024 (fully remote)

Approval date: 06/06/2024



Dan Shields, SCC Clerk

#### **Documents**

- **MSCC 2024-05-02 Minutes v2jc.docx**
- **Maynard Senior Center Lease RFI JMorse draft 4.6.24 jcm edits.docx**