

**West Suburban Veterans' Services District – December 21<sup>st</sup>, 2017**

**Location: Wayland Town Building, Selectman's Meeting Room**

**Present: Chris Coleman, Blythe Robinson, John Senchyshyn, and Donna VanderClock**

**Also present: Sarada Kalpee, and Sally Rose**

**Call to order: Meeting called to order at 4:00 p.m.**

**Business:**

**1. Citizen Speak**

None

**2. Minutes**

The Board voted (4-0) to approve the minutes of the October 30<sup>th</sup>, 2017 meeting.

**3. Director's Update**

Ms. Kalpee talked about the high likelihood that she will be going for training, and would be deployed in FY19. Discussion was held about the Draft FY19 Budget that was presented. The Board wishes to base the Health Insurance line item on 80% of the FY18 Fallon Family plan for the assumed Head Administrator position, and the District's portion of Ms. Rose's health insurance. Ms. Rose will make this adjustment and distribute a revised FY19 Draft Budget. The Board discussed how to handle the cost of Veteran's Day Wreaths. Both Needham and Weston have given Ms. Kalpee receipts for the cost of FY18 wreaths purchased in November. Ms. Kalpee has asked Evan Makrinkolas whether these expenses qualify for 75% state reimbursement, but she has not heard back from him. Up until this year the cost for wreaths has been handled by each town. Ms. Kalpee will get back to the Board when she hears from Mr. Makrinkolas.

**4. Old/New Business**

Mr. Senchyshyn will be retiring as of February 21, 2018. All present wished him the best in his upcoming retirement. He said that Wayland is currently looking for a new HR Director. Because the Board is in a state of transition no date was set for the next Quarterly Meeting.

At 4:30 p.m. the meeting was adjourned.