



Department of Veteran Services
 294 Main Street • Greenfield, MA 01301
 Phone 413-772-1571 • Fax 413-772-1401
www.greenfield-ma.gov

Christopher Demars, Director
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UPPER PIONEER VALLEY VETERANS' SERVICES DISTRICT

Veteran Resource and Referral Center located in Greenfield, satellite locations throughout the district

Member Towns

- Ashfield*
- Bernardston*
- Buckland*
- Charlemont*
- Colrain*
- Conway*
- Deerfield*
- Erving*
- Gill*
- Greenfield*
- Hawley*
- Heath*
- Leverett*
- Leyden*
- Monroe*
- Montague*
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- Northfield*
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- Rowe*
- Shelburne*
- Shutesbury*
- Sunderland*
- Warwick*
- Wendell*
- Whately*

Meeting Notice

Upper Pioneer Valley Veterans' Services District
 294 Main Street, Greenfield, MA 01301
 Tuesday January 9, 2024
 6:00 P.M.

Agenda

1. Call to Order
2. Approval of Prior Meeting Minutes for October 2023
3. Old Business
 - Completion of Budget/Review/Discussions
 - Memorial Flag Orders Sent to District Towns
4. New Business
 - NAVSCO Accreditation for all VSO Due end of Jan 24
 - Outreach Ideas for District
 - District Recertification for Next FY
 - New Website for Greenfield and UPPVSD Towns need to update on their websites
 - Board Positions Elections (Chair, Vice Chair, Secretary)
 - Set next meeting date / time (July/Aug 2024) and location
5. Executive Session, if desired

***Please note that the list of topics in this notice was comprehensive at the time of posting, however the public body may consider and take action on unforeseen matters not specifically named in this notice.**



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October 12, 2023 UPVSD Advisory Board Meeting Minutes

Member Towns

- Ashfield*
- Bernardston*
- Buckland*
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-Meeting called to order at 1800 by Chairman Denis Brennan, 9 members reported to fill quorum

Towns Present: Conway, Gill, Greenfield, Heath, Leverett, Montague, Northfield, Shelburne, Shutesbury

-Approval of prior meeting Minutes: (April 2023) motion presented, seconded, vote passed unanimously.

-Old business: Announced that the new Leyden Outreach is going well.
 - Office is behind in claims processing due to PACT ACT but is catching up

-New Business: The office has now accredited all 3 VSOs as National Certified VSOs through the National Association of County Veteran Service Officers. Will continue this accreditation as long as it is online and we do not have to attend a seminar which cost more money.

- Jeff Cochran has been hired as VSO to replace Brian Brooks.
- Office will be sending out Memorial Day Flag order requests to all of the district towns.
- FY23 Budget Report was given out
- FY25 Budget Discussion: Due to Union Contract not being settled and other cost changes the budget is not completed and will not be done until January. District will have a January 2023 meeting to vote on the budget.
- Board Meetings will change from April and May to January and July to corresponded with budget submission and end of fiscal year.
- Chapter 115 Assessments for FY25 discussed and given to Board Members

-Motion to approve new business, seconded, vote passes unanimously

-Next meeting date set for January 6, 2024 with a snow date of January 11, 2024, if needed, at 6pm at the UPVSD offices

-Motion to adjourn at 1800, seconded, meeting adjourned

Veterans

Account	Account Description	FY23 Request	FY24 Request	FY25 Request	FY23 Not used District Owed FY25	FY Change	Percent of change
0100.543.5111.0000	Perm Sal Wages Full Time	\$ 238,299.97	\$ 237,014.00	\$ 242,550.25		\$ 5,536.25	2%
0100.543.5112.0000	Perm Wages, Part-Time					\$ -	
0100.543.5129.0000	Longevity		\$ 1,185.00	\$ 918.00		\$ (267.00)	-23%
	Payroll Accrual	\$ 476.59				\$ -	
	Total Wages	\$ 238,776.56	\$ 238,199.00	\$ 243,468.25		\$ 5,269.25	2%
						\$ -	
0100.543.5243.0000	Repairs/maint Off Equip.	\$ 300.00	\$ 500.00	\$ 500.00		\$ -	0%
0100.543.5270.0000	Rent - 294 Main Street	\$ 20,133.00	\$ 19,930.00	\$ 20,528.16		\$ 598.16	3%
0100.543.5341.0000	Telephone						
0100.543.5343.0000	Printing	\$ 100.00	\$ 200.00	\$ 200.00		\$ -	0%
0100.543.5344.0000	Postage-Veterans						
0100.543.5453.0000	Various Paper Products	\$ 350.00	\$ 500.00	\$ 500.00		\$ -	0%
0100.543.5531.0000	Police Outside Detail	\$ 1,950.00	\$ 1,980.00	\$ 2,100.00		\$ 120.00	6%
0100.543.5562.0000	Veterans Grave Markings	\$ 2,000.00	\$ 2,500.00	\$ 7,500.00		\$ 5,000.00	200%
0100.543.5711.0000	Meetings Seminars Conf Vets	\$ 2,200.00	\$ 2,200.00	\$ 2,500.00		\$ 300.00	14%
0100.543.5712.0000	Mileage Reimb Vets	\$ 100.00	\$ 250.00	\$ 250.00		\$ -	0%
0100.543.5733.0000	Dues Memberships Vets	\$ 200.00	\$ 350.00	\$ 370.00		\$ 20.00	6%
0100.543.5771.0000	Vets Bene: Ordinary Allow	\$ 173,500.00	\$ 165,000.00	\$ 200,000.00		\$ 35,000.00	21%
0100.543.5772.0000	Vets Bene: Fuel Allowance	\$ 61,000.00	\$ 59,000.00	\$ 70,000.00		\$ 11,000.00	19%
0100.543.5773.0000	Vets Bene: Medical Benefits	\$ 7,000.00	\$ 8,500.00	\$ 10,000.00		\$ 1,500.00	18%
0100.543.5774.0000	Vets Bene: Burial Allowance	\$ 6,000.00	\$ 5,000.00	\$ 5,000.00		\$ -	0%
0100.543.5775.0000	Vets Benefits: Dental	\$ 500.00	\$ 500.00	\$ 500.00		\$ -	0%
0100.543.5776.0000	Vets Benefits: Misc	\$ 16,000.00	\$ 26,000.00	\$ 26,000.00		\$ -	0%
0100.543.5870.0000	Vehicle Purchase						
2541.543.5773.0000	Retire Health Insurance			\$ 7,068.00			
	Total w/out salaries	\$ 291,333.00	\$ 292,410.00	\$ 353,016.16		\$ 64,076.67	21%
						\$ -	
	Total Veterans	\$ 530,109.56	\$ 530,609.00	\$ 596,484.41		\$ 65,875.41	12%
		EST	FY24 est	FY25 est			
	Director		\$ 75,207.00	\$ 77,744.02		\$ 2,537.02	3%
Does not include employee indirect cost	VSA		\$ 59,371.00	\$ 59,357.66		\$ (13.34)	0%
	VSO		\$ 47,313.00	\$ 48,470.05		\$ 1,157.05	2%
	Deputy		\$ 55,123.00	\$ 56,978.52		\$ 1,855.52	3%
	<u>Longevity VSA</u>		<u>\$ 1,185.00</u>	<u>\$ 918.00</u>		<u>\$ (267.00)</u>	<u>-23%</u>
	Total Year		\$ 238,199.00	\$ 243,468.25		\$ 5,269.25	2%

District Assessments FY 25

FY24 Upper Pioneer Valley Veterans' Services District budget less Greenfield portion (56%)

		Greenfield \$174,161.23	District \$136,840.96	Total \$311,002		Retiree Ins. \$7,068	Total District \$136,840.96	Grand Total \$143,908.96	District Credit \$ 855.21	Final Assessment \$143,053.75
	EQV 2022	50%	Population	50%	Total %					
Ashfield	293,407,600	1.8%	1,695	1.8%	3.6%	\$ 272.13	\$ 4,956.17	\$5,228.31	\$ 30.97	\$5,197.33
Bernardston	289,619,100	1.8%	2,102	2.3%	4.0%	\$ 302.18	\$ 5,525.63	\$5,827.81	\$ 34.53	\$5,793.27
Buckland	270,428,900	1.7%	1,816	2.0%	3.6%	\$ 270.67	\$ 4,942.80	\$5,213.47	\$ 30.89	\$5,182.58
Charlemont	155,406,800	0.9%	1,185	1.3%	2.2%	\$ 166.61	\$ 3,049.32	\$3,215.93	\$ 19.06	\$3,196.87
Colrain	203,121,700	1.2%	1,606	1.7%	3.0%	\$ 222.24	\$ 4,069.99	\$4,292.23	\$ 25.44	\$4,266.79
Conway	298,724,500	1.8%	1,761	1.9%	3.7%	\$ 279.82	\$ 5,098.10	\$5,377.93	\$ 31.86	\$5,346.06
Deerfield	869,370,900	5.3%	5,090	5.5%	10.8%	\$ 811.63	\$ 14,785.19	\$15,596.82	\$ 92.40	\$15,504.42
Erving	969,923,800	5.9%	1,665	1.8%	7.7%	\$ 591.46	\$ 10,567.14	\$11,158.60	\$ 66.04	\$11,092.56
Gill	183,855,300	1.1%	1,551	1.7%	2.8%	\$ 208.78	\$ 3,827.70	\$4,036.47	\$ 23.92	\$4,012.55
Hawley	52,571,500	0.3%	353	0.4%	0.7%	\$ 52.62	\$ 960.84	\$1,013.45	\$ 6.00	\$1,007.45
Heath	105,196,700	0.6%	723	0.8%	1.4%	\$ 106.59	\$ 1,947.23	\$2,053.82	\$ 12.17	\$2,041.65
Leverett	338,579,700	2.1%	1,865	2.0%	4.1%	\$ 306.91	\$ 5,584.87	\$5,891.78	\$ 34.90	\$5,856.88
Leyden	104,479,300	0.6%	734	0.8%	1.4%	\$ -	\$ 1,957.48	\$1,957.48	\$ 12.23	\$1,945.25
Monroe	31,522,700	0.2%	118	0.1%	0.3%	\$ 24.22	\$ 437.79	\$462.01	\$ 2.74	\$459.28
Montague	1,034,121,100	6.3%	8,580	9.3%	15.6%	\$ 1,163.03	\$ 21,317.02	\$22,480.06	\$ 133.22	\$22,346.83
New Salem	134,880,400	0.8%	983	1.1%	1.9%	\$ 141.05	\$ 2,579.38	\$2,720.43	\$ 16.12	\$2,704.31
Northfield	612,926,000	3.7%	2,866	3.1%	6.8%	\$ 515.68	\$ 9,356.69	\$9,872.37	\$ 58.48	\$9,813.89
Plainfield	120,158,000	0.7%	633	0.7%	1.4%	\$ 55.24	\$ 1,939.37	\$1,994.61	\$ 12.12	\$1,982.49
Rowe	539,813,700	3.3%	424	0.5%	3.8%	\$ -	\$ 5,138.76	\$5,138.76	\$ 32.12	\$5,106.64
Shelburne	315,346,600	1.9%	1,884	2.0%	4.0%	\$ 297.35	\$ 5,418.72	\$5,716.07	\$ 33.87	\$5,682.21
Shutesbury	258,085,500	1.6%	1,717	1.9%	3.4%	\$ 257.06	\$ 4,693.40	\$4,950.45	\$ 29.33	\$4,921.12
Sunderland	458,245,200	2.8%	3,663	4.0%	6.8%	\$ 504.49	\$ 9,240.79	\$9,745.28	\$ 57.75	\$9,687.53
Warwick	91,765,300	0.6%	780	0.8%	1.4%	\$ 104.66	\$ 1,919.14	\$2,023.80	\$ 11.99	\$2,011.81
Wendell	119,774,300	0.7%	924	1.0%	1.7%	\$ 129.25	\$ 2,365.96	\$2,495.21	\$ 14.79	\$2,480.42
Whately	333,516,600	2.0%	1,607	1.7%	3.8%	\$ 284.32	\$ 5,161.49	\$5,445.81	\$ 32.26	\$5,413.55
Totals:	8,184,841,200	50.0%	46,325	50.0%	100.0%	\$ 7,068.00	\$ 136,840.96	\$143,908.96	\$855.21	\$143,053.75



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Duties of the Officers

Chair: The chair shall convene regularly scheduled board meetings, preside or arrange for other members of the executive committee to preside at each meeting in the following order: vice-chair, and secretary. Additional duties are listed below.

- Oversee board meetings.
- Work in partnership with the director of the UPVVSD to make sure board resolutions are carried out.
- Call special meetings as necessary.
- Assist the UPVVSD director in preparing agenda for board meetings.
- Assist the UPVVSD in conducting new board member orientation.
- Coordinate director's annual performance evaluation.
- Work with member communities to recruit new board members when needed.
- Act as an alternate spokesperson for the UPVVSD.

Vice Chair: The vice chair shall chair committees on special subjects as designated by the board. Other duties are as follows.

- Attend all board meetings.
- Carry out special assignments as requested by the board chair.
- Understand the responsibilities of the board chair and be able to perform these duties in the chair's absence.
- Participate as a vital part of the board leadership.

Secretary: The secretary shall be responsible for keeping records of board actions, including overseeing the taking of minutes at all board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each board member, and assuring that corporate records are maintained. These duties will be assisted with the help of the UPVVSD staff. Other duties performed by the secretary include the following:

- Attend all board meetings.
- Maintain all board records and ensure their accuracy and safety.
- Review board minutes.
- Assume responsibilities of the chair in the absence of the board chair, and vice chair.



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Veterans' Flag Holders / Veterans' Flags

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November 28, 2023

Dear Selectboard/Town Administrator/Veterans' Graves Officer

If your town would like to order gravesite flags for Memorial Day 2024, as required by law, please let us know an approximate count by **January 26, 2023**. When we enter these on the state benefits website, your town will be reimbursed 75% of the cost. By pooling all the towns into one large shipment that we would distribute to your town halls, we can get the final cost down to around **24¢ each after reimbursement**. This past year, we purchased over 90 gross for the district.

Please adhere to the deadline for your requests. This will allow soliciting bids and ensuring there are flags for all towns in district.

Although not required by law, many families wish to receive flag holders. We currently sell them at cost (\$16.00 aluminum) to families with proof of veterans' service and death, or to a family to replace a stolen holder. Your town may also order inventory from us if needed. We usually keep around 50 in stock for all the conflicts.

If your community would like to provide these flag holders for veterans' buried in your town's cemeteries free of charge on initial issue, let us know and we will create a invoice with proof of veterans' internment in your town and a signed receipt by the family or funeral home. Again, this is **not** required by law but is a gesture by the town.

Regards,

Chris Demars
 Director