

**Town of Bernardston
Selectboard Meeting Minutes**



Board Members

Brian J. Keir

Stanley D. Garland, Chairman

Kenneth R. Bordewieck

Minutes for the meeting of January 10, 2024

Meeting held at Bernardston Town Hall
38 Church St, Bernardston, MA 01337

Selectboard Members Present:

Stan Garland
Ken Bordewieck
Brian Keir

Others Present:

See sign-in roster

Stan called the meeting to order at 6:01pm.

Warrants

Stan motioned to approve the Payroll Warrant in the amount of \$59,638.21.
Brian seconded and the motion was approved 3-0.

Stan motioned to approve the Vendor Warrant in the amount of \$649,896.35.
Brian seconded and the motion was approved 3-0.

Minutes

Stan motioned to approve the minutes of the Regular Meeting on December 13, 2023. Brian seconded and the motion was approved 3-0.

Stan motioned to approve the minutes of the Special Meeting on December 14, 2023. Stan seconded and the motion was approved 3-0.

Stan motioned to approve the minutes of the Special Meeting on December 20, 2023. Brian seconded and the motion was approved 3-0.

Stan motioned to approve the minutes of the Special Meeting on December 27, 2023. Stan seconded and the motion was approved 3-0.

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Stan motioned to approve the minutes of the Special Meeting on January 4, 2024. Stan seconded and the motion was approved 2-0. (Ken was not present at the meeting).

Calendar and Announcements

Stan read the calendar and announcements as presented on the attached agenda.

Citizen Concerns: Danielle Bordewieck was called upon to speak. Danielle asked about the Town Coordinator position. Danielle was wondering why the title changed from Town Coordinator to Town Administrator. Stan explained that the Town Administrator position would have supervisory responsibilities over the Town Clerk position only. Danielle asked how the change in title affects the Department Heads? Stan explained that the Department Heads report to the Selectboard. Danielle started to ask questions directly to the Town Administrator. How long were you in the Town Coordinator position? Danielle was clearly unsettled that the job was never posted for others to apply. The Selectboard explained that the Town Administrator works for them and they can appoint, fire or hire whoever they want.

Appointments

Town Clerk and Assistant Town Clerk: The Town Clerk and the Assistant Town Clerk would like to rescind their letters of resignation. New job descriptions have been finalized by the Selectboard and reviewed by Town Counsel for both positions. The Selectboard accepted the request to rescind the letters of resignation with an understanding that the Town Clerk and the Assistant Town Clerk will be held to the standards, requirements and responsibilities outlined in the new job descriptions.

Ken motioned to accept the request of the Town Clerk and the Assistant Town Clerk and place them into the new job descriptions. Brian seconded the motion and it was approved, 3-0.

Appointment of the Town Administrator: The Town Administrator job description has been finalized by the Selectboard and reviewed by Town Counsel. The Town Administrator performs complex professional, administrative, and managerial tasks that establish the framework for effective operation and management of the Town of Bernardston. Under the direction and leadership of the Selectboard, the Town Administrator is entrusted with daily oversight of Town department activities and coordination with all departments and committees not under the direct control of the Selectboard.

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Ken made a motion to appoint Karen Kelly, the incumbent Town Coordinator, into the new job description as the Town Administrator, effective January 10, 2024, with no change to current base salary. Brian seconded the motion and it was approved, 3-0.

New Business:

Locksmith for Town Hall: It has been brought to our attention that we have no more keys to the front door of Town Hall. It may be time to consider changing the lock all together and have new keys made so we can establish key control and proper inventory of the keys. A new Rim Cylinder, 35 DND keys, cut and stamped, plus labor will cost \$385.00. Or, we can have 10 keys made for \$70.00.

Ken motioned to have a new Rim Cylinder installed, 35 DND keys cut/stamped, plus labor for \$385.00. Brian seconded the motion and it was approved, 3-0.

Appointments of Poll Workers:

Stan motioned to appoint the following Election Poll Workers and Election Wardens for 2024, effective January 10, 2024:

Judith Beckwith
Katrina Damkoehler
Patriciann Grover
Normand LaCoy
Susan LaCoy
Donald LaCoy
Louis LeGouis
Anne Marie Mallon
Carly Nartowicz
Donna Newton
Janet Page
Beth Watrous
Shannon Wissman-Hoar
Alex Taylor
Ethan Boliski
Maeve Byrne
Paul Abbey
Robert Lively
Janet Page

Brian seconded the motion and it was approved, 3-0.

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Transfer Station small-sized bags for trash: A number of people are asking about the possibility of getting a smaller-sized bag for trash. The bag is half the size as the normal bag. Normal bag price is \$2.50. Half bag price would be \$1.50 and sold only at the transfer station.

Ken made a motion to approve the purchase of the smaller-sized trash bags (1 pallet) for sale at the Transfer Station only. Brian seconded the motion and it was approved, 3-0.

Old Business:

Permitted Dredging at Cushman Park: In 2012, Northeast Land & Water, LLC prepared a Notice of Intent and they filed on behalf of the Town of Bernardston with the Conservation Commission and Mass DEP so the Town could obtain the proper permitting to dredge the brook at Cushman Park. We are at a point where this work needs to be done again. The owner of Northeast Land & Water has retired but recommended Ward Smith, Wendell Wetland Services. Ward stated that he will have to do a site plan once the snow melts in order to see if anything has changed. If not, AND if the Conservation Commission and the DEP accept the old information, he can do the project for \$1000.00 plus expenses (likely certified mail and advertising, around \$400.00. The Highway Superintendent, Brian Miner, will oversee the project once the proper permits are in place.

Ken made a motion to approve permitted dredging at Cushman Park and to hire Wendell Wetland Services to do the site plan and application filing on the Town's behalf with the Conservation Commission and Mass DEP. Brian seconded the motion and it was approved, 3-0. Brian added that he spoke to Brian about a grant that we can apply for to help pay for the dredging portion of the project.

Town Coordinator Report

Other Business Unknown at time of posting:

Sandri Invoices: There are three invoices from Sandri that surfaced as being unpaid from FY23. MARCUM has been working with Sandri over the last few weeks and determined that One was not paid, and the 2 others had an adjustment with a partial balance due. Since these are FY23 invoices balances it will have to be included for Town Meeting vote.

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Invoice #26375 has a partial balance of \$68.53
Invoice #25421 has a partial balance of \$80.54
Invoice#447490 has a balance of \$439.24

All three invoices are from the last fiscal year and require approval at the Annual Town Meeting. The Town Administrator will forward the Sandri invoices to the Finance Committee.

Cushman Library Update: On Monday, January 8th, at 5:07pm, the Selectboard Office received an email from a concerned citizen about the cleanliness and hazardous condition of the library that included pictures capturing the real-time condition. On Tuesday, January 9th at 9:57am, an immediate inspection of the library was conducted by the Community Cooperative Health Agent and the Bernardston Fire Department. The Community Cooperative Health Agent and Fire Department representative determined that the library will be closed to the public until a re-inspection is conducted. The re-inspection is scheduled for Thursday, January 11th at 5:00pm. A written report from Franklin Regional Council of Governments, Community Public Health Agent, Randy Crochier was received on January 10, 2024 and Chairman Garland read the report. A copy of the report along with the Fire Department report will be attached to the meeting minutes.

A Joint Selectboard Meeting with the Zoning Board of Appeals and the Planning Board is scheduled for tomorrow, January 11th at 6:00pm, Town Hall. The purpose of this meeting is to assess the current state of the Zoning Board of Appeals and the relationship between the Zoning Board of Appeals and the Planning Board. It is also important to discuss how the impairment of the Zoning Board of Appeals over the last couple of years has contributed to unfortunate situations for citizens who have been trying for over 6 months to apply for Special Permits, etc.

January 22, 2023 will be the first Joint Selectboard and Finance Committee meeting. The Town Administrator will coordinate streamlining the meeting with Jane. The Town Administrator will work with Jane and organize the Northfield, Leyden and Bernardston Selectboards and Finance Committees meeting about the school budget.

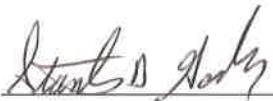
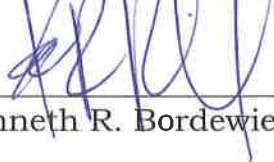

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Adjourn

With no further business to be discussed, Ken motioned to adjourn the meeting at 6:54pm. Brian seconded and the meeting adjourned.

Attested by: Karen Kelly, Town Administrator

 , Chairman  
Stanley D. Garland Kenneth R. Bordewieck Brian J. Keir

Town of Bernardston
Selectboard Meeting Agenda
Wednesday, January 10, 2024, 6:00PM



Bernardston Town Hall, 38 Church Street, Bernardston MA

Board Members

Brian J. Keir Stanley D. Garland, Chairman Kenneth R. Bordewieck

Call to Order – 6:00pm

Warrants

- Payroll and Vendor; weeks ending January 6, 2024

Meeting Minutes: Regular Meeting of December 13, 2023; Special Meeting of December 14, 2023; Special Meeting of December 20, 2023, Special Meeting of December 27, 2023 and Special Meeting of January 4, 2024.

Calendar & Announcements

- Board of Registrars' will meet on Thursday, January 11th, 2024 at 1:00 pm, Town Hall
- Council on Aging Regular Meeting is scheduled for Tuesday, January 16th, 2024 at 9:30am, Senior Center

Citizens Concerns

Appointments

- Town Clerk and Assistant Town Clerk retracting submitted resignations.
- Town Administrator

New Business

- Locksmith for Town Hall - Smith and Associates
- Appointments of Election Poll Workers
- Transfer Station - small sized bag for trash

Old Business

- Notice of Intent, DEP permit for dredging the brook at Cushman Park.

Town Coordinator Report

Other Business Unknown at time of posting

Adjourn

This meeting was posted on Thursday, January 4, 2024 @ 1:15pm

