

**Town of Bernardston
Selectboard Meeting Minutes**



Board Members

Brian J. Keir

Stanley D. Garland, Chairman

Kenneth R. Bordewieck

Minutes for the meeting of February 13, 2024

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

Selectboard Members Present:

Stan Garland

Brian Keir

Others Present:

Karen Kelly

Susan Bobe

Stan opened the meeting at 3:00 pm.

First Order of business. A discussion began about the essential functions of the Treasurer's job description. The job description will include a statement that travel is authorized for reimbursement to comply with the essential task of depositing cash at the bank in Greenfield and the Treasurer's hours have increased by 2 hours due to the switch from FRCOG to VADAR Accounting System.

Second order of business. A discussion about the posted accrual amounts on the EmployeeForward application versus the employee's or supervisor's record ensued. It is recognized that employees, rightfully so, expect accuracy with the accrual amounts posted. There are several contributing factors that we need to address to get this right. In the meantime, the postings will be eliminated from EmployeeForward and payroll vouchers. Department Heads will inform their employees who may have concerns about accruals to bring the issue to them, the Department Heads, who in turn will review the record with Susan. It is also important that the Department Heads inform their employees that accruals are being tracked by both the supervisor and Susan outside of payroll software.

Third order of business. Personnel Policy and Procedures - Vacation Time.

Susan explained that the current policy is interpreted by employees to read that vacation time is front-loaded. *Less than 1 year* should be read *after the first year* an employee earns...It was decided that we need to add a statement in the policy that unearned vacation time will not be paid if an employee quits, etc. Juneteenth needs to be added to the policy. The cap for vacation time earned will not change. We need to change *days* to *hours*. Police and Highway
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schedules (10 hour employee versus an 8 hour employee) need to adhere to the current policy as written. Accruals should occur on a bi-weekly basis. Compensation time will be taken out. Maximum carry over of vacation will remain at 6 weeks. Time sheets will be standardized. Susan is going to contact Harpers for an example that we can implement.

Sick days accruals will be changed from days to weekly hours. Our employees have no short-term disability and no access to state FMLA payout. We need to define the word "retirement" in the policy because of the benefit piece. There is earned sick time and accrued sick time. Susan recommends if we want to eliminate the pay out, maybe consider not cutting the accumulated time so much-leave it as written in section 15.9. Eliminate 15.11 all together. Stan proposed changing 120 days to 100 days (800 hours). 800 hours would be the most you can accumulate for sick leave. 26.1.1, page 21 will remain the same but have Town Counsel tighten up the language to clarify that benefits will be accrued based on the type of employee you are (employment classification, section 9) not on the work schedule an employee keeps.

Personal days will be changed from days to hours.

Bereavement days will change from days to hours.

Military Leave will stay the same.

Jury Duty will stay the same.

Family Medical Leave (FMLA) will be reviewed by Town Counsel.

The Selectboard will consider adding verbiage about posting on Social Media.

Section 11.5.4,5 compensatory time will be removed.

Susan informed the Selectboard that she is working as the Leyden Tax Collector on a trial basis. Susan is doing a full 4 days of work between the two Towns. Susan likes the flexibility she has in Bernardston. Susan has the ability to do her work from anywhere. She commented that getting a new server will make her work easier. Sometimes Susan feels pressured by the work and deadlines. Susan has no plans to leave at this point but will be forthright if she plans on leaving. Susan mentioned that the personnel policy needs to be written in such a way that it is understood by all parties. \$900.00 should be added to her FY25 salary and then 3% COLA will be applied.

Next meeting will be scheduled in March.

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With no further business to be discussed, Brian motioned to adjourn the meeting at 5:55 pm. Stan seconded and the meeting was adjourned.

Attested by: Karen Kelly, Town Administrator

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

Town of Bernardston
Selectboard Special Meeting Agenda
Tuesday, February 13, 2024, 3:00 PM



Bernardston Town Hall, 38 Church Street, Bernardston MA

Board Members

Brian J. Keir

Stanley D. Garland, Chairman

Kenneth R. Bordewieck

Agenda

Call to Order

Bernardston Personnel Policies and Procedures Review

Other Business Unknown at time of posting

Adjourn

This meeting was posted on Monday, January 22, 2024 at 6:00am