



*FINANCE COMMITTEE &  
SELECTBOARD*  
TOWN OF BERNARDSTON  
BERNARDSTON, MASSACHUSETTS

MINUTES OF THE MEETING OF 13 FEBRUARY 2023

PRESENT: Jane Dutcher, Jody Coleman, Brian Hervieux, Stephen Nestanpower  
Brian Keir, Ken Bordewieck, Stanley Garland

GUEST: Chris Slocum-Wysk

The meeting was called to order at 6:32 PM.

The meeting included the following reviews and/or discussions held in the order of their occurrence:

1. The minutes of the meeting held 6 February 2023 were reviewed and by a motion made by Mr. Coleman and seconded by Mr. Hervieux were approved as corrected.
2. The minutes of the meeting held 30 January 2023 were reviewed and by a motion made by Mr. Hervieux and seconded by Mr. Nestanpower were approved as corrected.
3. A review of the proposed *Town Clerk's FY 24 Budget* was reviewed and a discussion with Ms. Slocum-Wysk answering questions was held:
  - a. A software request to streamline record keeping, record tracking, maintaining the *Dog License Database*, maintaining current membership for all *Boards and Commissions*, and improve interdepartmental record integration was held. The cost for the program and its installation is \$ 4,491.00 as well as \$ 1,190.00 annual maintenance. The program is the product of *LLDataDesigns.com*;
  - b. The program requires *Excel Access* that costs a one-time fee of \$159.99;
  - c. The hours for the *Town Clerk* will remain the same;
  - d. There will be 3 elections during the FY 24;
  - e. The number of election monitors is a function of Massachusetts General Law.
  - f. The cost sharing during FY 24 of FCSO's ACO was looked at;
  - g. *General Office Supplies* projections were dissected. They include *Postage Fees, Town Caucuses, Dog Licenses, Postage necessities*, and miscellaneous unexpected expenses. The Committee suggested the line-item remain at the current \$3200.00. Ms. Slocum-Wysk explained that she expects to be reimbursed \$ 1350.00 from the state for all election postage fees;

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- h. Ms. Slocum-Wysk ended her tenure at the meeting by distributing the update *State description Of the Duties of a Town Clerk* for the Committee's review.
4. The *Planning Board's FY 24 Proposed Budget* was reviewed with Ms. Slocum-Wysk answering questions and offering explanations that included:
  - a. The *Planning Board's Assistant's* hours have been cut from 5 hours/week to 4 hours/week;
  - b. The *CPCT Conferences* are restarting at *Holy Trinity College* in *Worcester* and the two new members of the Board will be attending;
  - c. The *Green Community* sum of \$ 13,805.00 should be included in the *Revolving Fund* not the *Planning Board Budget*.
5. The current version [8] of the *FY 24 Pioneer Valley Regional School District* was reviewed and led to a discussion involving the *Capital Budget Expenses*. It appears in the budget in the middle of the *Maintenance Budget* [part of the *Operating Budget*]. Mrs. Dutcher informed the Committees that *Bernardston's* portion of the *FY 24 Budget* accounts for 40% of the over-all *PVRS Operating Budget* and 35% of the over-all *Capital Budget*. She also mentioned that the current Budget needs to be corrected.
6. A draft of *FRCOG's Regional Assessments* were distributed by Mrs. Dutcher for review.
7. Mrs. Dutcher distributed copies of the *Treasurer's proposed FY 24 Budget*.
8. The *Special Funds Report* dated 08 February 2023 was distributed and reviewed with the understanding that the report contains receipts dated no further than 31 December 2022:
9. *Budget Worksheet #2* was reviewed.
10. Mr. Miner [*Highway Department*] and Mr. Bordewieck [*Tree Warden*] have requested funding the purchase of a used Chipper to replace our 20-year-old, often breaking Chipper.
11. The revised schedule for *Departmental Budget* discussions includes:
  - a. *Highway & Transfer Station:* 27 February 2023
  - b. *Franklin County Technical School:* 06 March 2023
  - c. *Council on Aging & Powers Institute:* 13 March 2023
  - d. *Police Department:* 20 March 2023
  - e. *Cushman Library:* 27 March 2023

The next meeting of the joint *Committees* has been scheduled for 27 February 2023 beginning at 6:30 PM at *Town Hall*.

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The meeting adjourned at 8:53 PM.

Respectfully,



Stephen Nestanpower  
Finance Committee