



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

**MINUTES OF THE JOINT MEETING OF
01 May 2023**

PRESENT: Jody Coleman, Jane Dutcher, Stan Garland, Ken Bordewieck, Brian Hervieux, Brian Keir

The Meeting was called to order at 6:33 PM.

The meeting consisted of the following reviews or discussions in the following order:

1) Discussed PVRSD with Gretchen Licata and Jordan Burns.

A) Snack bar renovation. Requested due to medical concerns for students that have trach's, they may freeze in cold weather. These kids need to be indoors to prevent this from happening. Pavers are uneven and kids are in wheelchairs. Mr. Garland suggested trying to use the Tech School's students for labor if the school would pay for materials. This request was not approved by the Committees with a motion by Mr. Garland and a second by Mr. Hervieux.

B) Window shades. Some are broken, faded and cracked. They would like to replace and upgrade for safety and security or possibly use window film. This request was approved by the Committees with a motion by Mr. Garland and a second by Mr. Bordewieck.

C) Carpeting for the teachers lounge which is worn and dirty. The Committee suggested the use of tile or vinyl plank. Maintenance is more in depth for tile due to sweeping and mopping according to Ms. Licata. This request was not approved by the Committees with a motion by Mr. Garland and a second by Mr. Hervieux.

2) No previous minutes to review.

3) Library budget. Reviewed budget numbers, adjusted pay rates by. Other expenses totaled \$29,022 and income totals \$9047.00. We are waiting for Mr. Grover to answer questions about total hours and vacation coverage line items. Total proposed budget is \$82,340.16.

4) Received part time Rec Director job description. Several points were discussed including hours and salary. The request was approved with a motion by Mr. Garland and a second by

- Mr. Bordewieck to add the part time Rec Director position for \$10,825 per year. This was unanimously approved.
- 5) Budget worksheet. Reviewed table 1 column 1 with a motion by Mr. Hervieux and a second by Mr. Coleman. This section was approved unanimously. Table 3 was reviewed. With a motion by Mr. Hervieux and a second by Mr. Coleman, this section was approved unanimously. Table 2 was discussed. The PVRS shades were added with a motion by Mr. Hervieux and seconded by Mr. Coleman. This section was approved unanimously. Table 4 was approved at the previous meeting. Table 5 was discussed. The stabilization account was discussed and the amount was approved with a motion by Mr. Hervieux and seconded by Mr. Coleman. This section was approved unanimously. Table 6 was discussed and the recreation budget was completed. This was approved unanimously with a motion by Mr. Hervieux and seconded by Mr. Coleman. Table 7 was discussed and reviewed. This item was also approved unanimously with a motion by Mr. Hervieux and a second by Mr. Coleman.
 - 6) An update on the new accounting firm was given by Mr. Bordewieck. We reviewed the new accounting firm (Marcum) and the associated costs. The new firm will provide a chart of accounts to be covered. Marcum had discussions with the FRCOG on our transition. We are planning on moving forward, but have not signed the agreement yet. We will pay for additional modules when needed.
 - 7) We will review the town warrant when a copy is provided and it will be compared to the budget worksheet.

The next meeting of the Committees will be at the Town Hall Monday May 8th at 6:30pm.

Meeting was adjourned at 8:32pm with a motion by Mr. Coleman and seconded by Mr. Bordewieck.

Respectfully Submitted:

Jody Coleman

A handwritten signature in cursive script, appearing to read "Jody Coleman", written in black ink.