

Town of Bernardston
Finance Committee and Selectboard
Joint Meeting Minutes



Minutes for the meeting of October 30, 2023

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

Finance Committee Member Present: Jane Dutcher, Chair, Jody Coleman, Brian Hervieux, Stephen Nestanpower, Tammy Powell

Selectboard Members Present: Stanley Garland, Chairman, Kenneth Bordewieck, Brian Keir

Others Present: Per sign-in roster

The Meeting was called to order at 6:30 pm by Finance Committee Chair, Jane Dutcher followed by the call to order of the Selectboard by Stanley Garland, Selectboard, Chair.

1. Introductions: Jane Dutcher introduced Tammy Powell, new Finance Committee member and Karen Kelly, Finance Committee Clerk.

2. Pioneer Valley Regional School District (PVRSD):

a. PVRSD is going to give money back to the towns. Grants, an increase in state aid that includes transportation aid to 90% are the main reasons for a decrease in the town assessments. The new total town assessment for Bernardston is \$3,099,273 (\$87,011 less than originally budgeted). This will most likely adjust the payments we will make moving forward. A proposed return of E&D (free cash) to the Town will be \$202,150.00. How this money will be received from PVRSD is unknown at this time. Can the money go into a special fund or will it go into a general fund? Discussions are ongoing.

b. Concurrently, the PVRSD is nearly completion of the district-wide project to review our school buildings (both physically and how they are utilized) and to develop a plan for our district's long-term future. At the end of this process, we will have a comprehensive Facilities Master Plan (FMP). The FMP will inform critical decisions about our school buildings, including the prioritization of capital improvement projects.

(continued on next page)

Finance Committee Meeting Minutes
October 31, 2023
(continued)

The Selectboard will ask for copies of the in-depth facility reports (HVAC, electrical, plumbing, etc.) conducted thus far on Bernardston Elementary School and Pioneer Valley High School. Jordan Burns and Patricia Kinsella would like to have a joint meeting with the Selectboard and the Finance Committee to discuss the financial matters identified. The Selectboard will invite them to join either regular meeting on November 15 or November 29, 2023.

3. Free Cash was certified on October 26, 2023 by the DOR/DLS for \$536,445.00. This is the highest amount in eleven years.

4. Financial Reports from Marcum: The reports are hard to decipher and are not received in a timely manner as requested by the town.

5. Town Clerk position: Jane Dutcher turned over the meeting to Selectboard Chair, Stanley Garland. At present, the Town Clerk position and the Assistant Town Clerk position will be vacated on or about June 2024. A job analysis was directed and completed on the Town Clerk position by the Selectboard. A special meeting with the Selectboard is scheduled for October 31, 2023, at 5:00 pm to discuss the job analysis findings and the salary ranges.

6. Selectboard Office: The Town Coordinator, Lou Bordeaux is retiring and Karen Kelly has been appointed as the Interim Town Coordinator. A job analysis was conducted on the Town Coordinator position by the Selectboard and a special meeting of the Selectboard is scheduled for October 31, 2023 at 5:00 pm to discuss the job analysis findings and to consider if the position will change from Town Coordinator to Town Administrator, salary ranges and if the Selectboard office still needs an Office Assistant, etc. After November 11, 2023 the Interim Town Coordinator will be paid out of the Town Coordinator account.

7. Initial discussion of FY25 budget preparation on payroll. Chairman Garland discussed the pay increase for town employees. He recommended that we give the department heads parameters regarding wage increases and propose baseline plus 3.0% for wages and keep the rest of the budget leveled. Stanley Garland moved a 3.0% increase to wages and to keep the rest of the individual departments budgets level. Ken Bordewieck seconded the motion and the motion was approved unanimously.

(continued on next page)

Finance Committee Meeting Minutes
October 31, 2023
(continued)

8. Ken Bordewieck asked for the Finance Committee's upcoming budget meeting schedule. Jane Dutcher stated that the schedule is not available at this time.

Stan Garland moved for the Selectboard meeting to adjourn at 7:40 pm, Brian Keir seconded the motion and the motion was approved unanimously.

9. Minutes of previous Finance Committee meeting: Jane Dutcher asked if there are any corrections to the meeting minutes. Brian Hervieux moved to approve the May 8, 2023 meeting minutes. Stephen Nestanpower seconded the motion and the motion was approved unanimously.

Meeting minutes for July 31, 2023 are outstanding. The meeting minutes will be considered for approval at the next Finance Committee meeting.

Stephen Nestanpower moved to approve the May 1, 2023 joint meeting minutes with one correction. Jody Coleman seconded the motion and the motion was approved unanimously. A copy of the meeting minutes will be forwarded to the Selectboard office.

10. Reserve Fund Transfer: A request for a reserve fund transfer of \$2,583.00 for FY24 Franklin Regional Retirement System Assessment. The vote at Annual Town Meeting was for \$137,771.00 but the bill was for \$140,354.00 Jane Dutcher moved to approve the transfer of \$2,583.00 to the Franklin Regional Retirement System FY24 Assessment account. Brian Hervieux seconded the motion and it was approved unanimously.

11. Association of Town Finance Committees (ATFC): On November 4, 2023, the ATFC will be hosting their annual meeting. Local finance committee members are invited. The meeting will feature four educational workshops, running concurrently during two time slots. Meeting location is at the Sharon Community Center, Sharon, Massachusetts. No Bernardston Finance Committee members are able to attend this year.

12. Set next meeting(s) of the Finance Committee: Monday, November 6, 2023, will be the next Finance Committee meeting. The agenda item to discuss and finalize is the FY25 memorandum for budget turn-in and capitol expense requests. Subsequent meetings will occur on Monday, December 4, 2023 and Monday, December 18, 2023.

13. Capital Strategic: We need to find out what Capital Strategic can do to help us find money. For example, funding for a fire truck.

Brian Hervieux moved to adjourn the meeting at 8:22 pm. Stephen Nestanpower seconded the motion and the motion was approved unanimously.

Attested by: Karen Kelly



AGENDA
FINANCE COMMITTEE
&
SELECTBOARD
TOWN OF BERNARDSTON
Oct. 30, 2023

Call to Order: Finance Committee

Selectboard

Introductions: Tammy Powell

Karen Kelly

Layout of Agenda and reason for joint meeting

PVRSD: Nov. 2 Community Update

Assessment Change & refund

Meeting with School Administration – set date

Free Cash Certified 10/26/23 - \$536,445

Town Clerk Office/Department

Selectboard Office

Initial discussion of FY 25 budget preparation: payroll

???Selectboard adjourn???

Minutes of previous Finance Committee meeting

Reserve Fund Transfer

ATFC Meeting – Nov. 4 – can still register -

(2 hrs via Rte 2 and I95 or 2 hrs 4 min. via I91 to I90 (mass pike) to I95)

Set next meeting(s) of Finance Committee

Other Business unknown at time of posting

Adjourn: Finance Committee

Community Forum #2: Thursday, 11/2/23@PVRs Library

Burns, Jordan <burnsj@pvrsdk12.org>

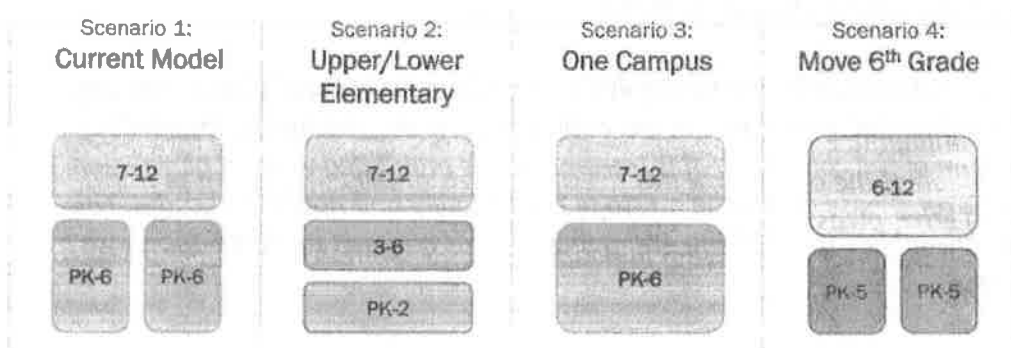
Mon 10/30/2023 4:15 PM

To:fincom@townofleyden.com <fincom@townofleyden.com>;Bernardston Selectboard <bos@townofbernardston.org>;Brian Keir <brkeir@msn.com>;selectboard1@townofleyden.com <selectboard1@townofleyden.com>;Selectboard 2 <selectboard2@townofleyden.com>;selectboard3@townofleyden.com <selectboard3@townofleyden.com>;Jane Dutcher <jdutcher55@hotmail.com>;Bernhard A Porada <bernieporada@comcast.net>;Andrea Llamas <allamas@northfieldma.gov>;dcampbell@northfieldma.gov <dcampbell@northfieldma.gov>;Michele Giarusso <giarusso@pvrsdk12.org>;Ken Bordewieck <ken.bordewieck@comcast.net>;Stan Garland <uped@comcast.net>
Cc:Patricia Kinsella <kinsellap@pvrsdk12.org>;Wallace, Joanne <wallacejo@pvrsdk12.org>

Town Selectboards and Fincoms:

I am writing to invite you to the second Facilities Master Plan Community Forum on November 2, 2023 from 5:30-7:30 p.m. The event will take place in the PVRs Library.

At this event, the larger PVRSD community will come together to consider options for the future of the district. These options will include where our students will attend school, and how we will configure our buildings. See below for some scenarios.



You are all extremely important stakeholders in this process. When making important decisions of this magnitude, the district needs your input. We hope that you can all attend and help the district better understand town priorities in relation to the Facilities Master Plan process.

Details:

Community Forum #2

Thursday, November 2

5:30 - 7:30 p.m.

PVRs Library

Food available at 5:00 p.m.
Childcare starts at 5:15 p.m.

Food

No worries about getting yourself and the kids fed. Pizza, salad, and cookies will be available at 5:00 p.m. in the library.

Childcare

*5:00 next Wednesday
with the panel*

The marvelous **Deb Wood**, our CFCE Coordinator, will be providing childcare with the assistance of PVRS National Honor Society students. Childcare is open to children who are one-year old through fifth grade. Families must pre-register for childcare by Wednesday afternoon.

Sound amplification

Our tech team will set up microphones and speakers so that it's easier to hear each other and the presenters.

Please confirm your attendance by replying to Joanne Wallace (wallacejo@pvredk12.org). **Please do not reply to all.**

Thank you,

--

Jordan Burns, Director of Finance and Operations
Pioneer Valley Regional School District
97 F. Sumner Turner Road
Northfield, MA 01360
(413) 498-2911 x607
burnsj@pvredk12.org

Pioneer Valley Regional School District does not discriminate on the basis of race, color, religion, national origin, sex, gender identity, sexual orientation, age, homelessness, pregnancy, pregnancy-related conditions or disability. Equal Opportunity Employer (EOE).

Notice of confidentiality: This transmission is intended only for the addressee(s) listed above, and may contain information that is confidential. If you are not the addressee, any use, disclosure, forwarding, copying or other communication of the contents of this transmission is prohibited without permission. If this message was received in error, please delete the message immediately and notify the sender. This transmission and any replies are subject to archiving and public records requests in compliance with Massachusetts and Federal Law.

Table 1: FY24 Revenue Budget

	FY24 Revenues: Adopted 2/15/23	FY24 Revenues: Proposed 10/26/23	Difference
Town Assessments	\$8,774,112	\$8,558,898	\$0
Chapter 70	\$3,998,199	\$4,015,269	\$17,070
Transportation	\$571,367	\$708,495	\$137,128
Charter School Reimburse.	\$95,000	\$73,276	(\$21,724)
Medicaid	\$30,000	\$30,000	\$0
State Note Bond Proceeds	\$198,810	\$0	(\$198,810)
Tuition	\$474,450	\$640,000	\$165,550
Earnings from Investments	\$4,000	\$120,000	\$116,000
Excess & Deficiency	\$450,000	\$450,000	\$0
Warwick Retiree Contrib.	\$125,000	\$125,000	\$0
Total	\$14,720,938	\$14,720,938	

\$ -215,214.00

Table 2: Fund Balances

	Balance 6/30/2023	Warwick share	Balance after Warwick	Return to towns	Investments	Projected final balance
Total	\$3,540,638	\$304,495	\$3,236,143	\$500,000	\$615,000	\$2,121,143

Table 3: Proposed Operating and Capital Assessments

	Operating Assessments			Capital Assessments			Total proposed change
	3/9/23	10/26/23	Change	2/15/23	10/26/23	Change	
Bernardston	\$3,186,284	\$3,099,273	(\$87,011)	\$19,360	\$10,560	(\$8,800)	(\$95,811)
Leyden	\$876,390	\$858,291	(\$18,099)	\$5,115	\$2,790	(\$2,325)	(\$20,424)
Northfield	\$4,711,438	\$4,601,334	(\$110,103)	\$30,525	\$16,650	(\$13,875)	(\$123,979)
Total	\$8,774,112	\$8,558,898	(\$215,214)	\$55,000	\$30,000	(\$25,000)	(\$240,214)

Table 4: Proposed Return of E&D to Towns

	Assmt %	Amount
Bernardston	40.43%	\$202,150
Leyden	8.41%	\$42,050
Northfield	51.16%	\$255,800
Total proposed return of E&D		\$500,000

Bernardston Total \$297,961 returned (to be)

