

**Town of Bernardston
Selectboard Meeting Minutes**



Board Members

Brian J. Keir

Kenneth R. Bordewieck, Chairman

Brian Hervieux

Minutes for the meeting of June 10, 2024

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

Selectboard Members Present:

Ken Bordewieck
Brian Keir
Brian Hervieux

Others Present:

Karen Kelly

Ken opened the meeting at 6:00 pm.

First order of business. The Selectboard signed the Marcum Payroll & Accounts Payable authorization memorandum for the Selectboard Office. In the event of the Town Administrator's absence, Brian Keir and Ken Bordewieck are authorized to sign the payroll and accounts payable bill schedules for the Selectboard Office.

Second order of business. The Selectboard signed and accepted the Town Clerk's acknowledgement that she has exceeded her budgeted hours of 936 for FY24. The Town Clerk provided a spreadsheet with her projected costs for the rest of FY24 and she is requesting a transfer of funds (within her own budget) to cover her increase in hours.

Third order of business. Bernardston Personnel Policies and Procedures Review #3. The Selectboard and Town Administrator continued the review from the beginning noting several grammatical comments and errors. Recommended updates include:

Section 2.2.: Appointing Authority. Expand the definition and list examples of Appointing Authorities;

Section 2/14.: add FRRS, Franklin Regional Retirement System;

Section 2.21.: Remove ambulance attendant and Emergency Medical Technician;

Section 3.1.3.: Add The Selectboard shall...;

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Section 4.3.2.: Rename Post Employment;

Section 4.5.1.: Add at the end of the sentence, "...on a case by case basis.";

Section 10.3.4.: Add SORI Checks;

Section 12.6.: Change Administrative Assistant to Town Administrator;

Section 14.3.: ...10 to 19 years (not hours);

Section 17: Bereavement Leave will remain written in days, not hours;

Section 23: Update acronym FCRS to FRRS;

Section 25.2.6.: Remove

Personnel Policies and Procedures Review #4 is scheduled for Wednesday, July 31st at 6:00pm.

Ken entertained a motion to adjourn the meeting. Brian seconded and the meeting was adjourned at 7:30pm

Attested by: Karen Kelly, Town Administrator


Kenneth R. Bordewieck

, Chairman


Brian S. Keir


Brian Hervieux

Town of Bernardston
Selectboard Special Meeting Agenda
Monday, June 10, 2024, 6:00 PM



Bernardston Town Hall, 38 Church Street, Bernardston MA

Board Members

Brian J. Keir

Kenneth R. Bordewieck, Chairman

Brian Hervieux

Agenda

Call to Order

Bernardston Personnel Policies and Procedures Review #3

Other Business Unknown at time of posting

Adjourn

This meeting was posted on Tuesday, May 21, 2024 at 2:35pm



TOWN OF BERNARDSTON
Office of the Town Clerk

P.O. Box 504, 38 Church St., Bernardston, MA 01337
Christina Slocum-Wysk, Town Clerk

Email: townclerk@townofbernardston.org
Phone: 413-648-5408

DATE	START TIME	END TIME	TOTAL HRS	PAY RATE	TOTAL	BALANCE	AMOUNT SUBMITTED	DATE SUBMITTED
			952.25				22,443.16	
5/26/2024			-	25	-	\$236.74		
5/27/2024			-	25	-	\$236.74		
5/28/2024	9.00	13.00	4.00	25	100.00	\$136.74		
5/29/2024	14.50	18.00	3.50	25	87.50	\$49.24		
5/30/2024	9.00	13.75	4.75	25	118.75	\$(69.51)		
5/31/2024	10.50	13.00	2.50	25	62.50	\$(132.01)		
6/1/2024			-	25	-	\$(132.01)		
6/2/2024			-	25	-	\$(132.01)		
6/3/2024	14.00	18.00	4.00	25	100.00	\$(232.01)		
6/4/2024	8.50	13.00	4.50	25	112.50	\$(344.51)		
6/5/2024	14.50	18.00	3.50	25	87.50	\$(432.01)		
6/6/2024	8.75	13.00	4.25	25	106.25	\$(538.26)		
6/7/2024			-	25	-	\$(538.26)		
6/8/2024			-	25	-	\$(538.26)		
			31.00	25	775.00		775.00	6/8/2024

Selectboard,

I have reviewed my budget and acknowledge that I have exceeded my budgeted hours of 936 hours. My approved budget at 2023 town meeting was \$19,297.23 and your board approved an increase totaling \$2,607.66 to \$25.00 per hour bringing my total pay to \$21,904.89. I have provided a spreadsheet with my projected costs for the rest of this month. I am requesting that at the end of the month funds are transferred from other budgeted accounts that have a surplus that will cover my requested increase in hours.

Respectfully submitted,
Christina Slocum-Wysk

Christina Slocum-Wysk

Selectboard Approval Date: 6/10/2024

Kenneth Bordewieck *[Signature]*

Brian Keir *[Signature]*

Brian Hervieux *[Signature]*

Accounting

Town of Bernardston, MASSACHUSETTS

38 Church Street
Bernardston, MA 01337
413-775-6142

Authorized Signature Memorandum

To: All Department Heads

From: Town Accountant

Re: Payroll & Accounts Payable Authorizations. In the event of your absence, please provide two employees from each department authorized to sign the Payroll and Accounts Payable Bill Schedules:

Department: Selectboard Office

1. Name: Brian Keir; Position: Vice Chair, Selectboard

Signature: 

2. Name: Kenneth Bordewieck; Position: Selectboard Chair

Signature: 

Dept. Head: Karen Kelly

Signature: 

Date: 6/10/2024