



## Town of Bernardston Board of Selectmen

MEETING MINUTES: January 9, 2013

Select Board Members Present:  
Virginia M. Budness, Chairman  
Louis J. Bordeaux  
Robert R. Raymond

Others Present:  
See attached sign-in sheet.

Chairman Virginia Budness called the meeting to order at 6.02pm.

Virginia announced the meeting was being broadcast by BNCTV this evening.

### **Warrants** (week ending January 4, 2013)

The vendor warrant is approved for \$28,740.35. Motion by Lou, second by Bob. Motion carried.  
The payroll warrant is approved for \$40,924.01. Motion by Lou, second by Bob. Motion carried.

### **Minutes**

Regular Meeting minutes for December 26, 2012. Motion by Lou to approve, second by Bob. Motion carried.

### **Calendar & Announcements**

Virginia read aloud the following:

- Board of Health, 6.30pm, Wednesday January 9<sup>th</sup> at Town Hall
- Finance Committee, 6.30pm, Thursday January 10<sup>th</sup> at Town Hall
- Council on Aging, 12.30pm, Thursday January 10<sup>th</sup> at the Senior Center
- Recreation Commission, 6pm, Sunday January 13<sup>th</sup> at Town Hall
- Cultural Council is seeking 3 new members

### **Permits**

None reported.

### **Appointments**

None.

### **New Business**

Special Town Meeting – The Planning Board is considering zoning bylaw changes and a STM may be requested to be called in late March or early April. Planning Board Chair, Chris Wysk is scheduled for the Board's January 23 agenda to discuss the same.

*BOS Minutes*  
*January 9, 2013 (cont.)*

FY14 Budgets – A number of FY14 departmental budgets have been submitted with several yet to be submitted notably: Board of Health, Fire Dept, Assessors, Tax Collector and Treasurer. The COA budget represents FY14 only, and the Finance Committee is seeking data for FY12, FY13 and FY14. A reminder notice will be sent out. Lou addressed the issue of Capital Expenditures. He suggested meeting with Dept Heads to determine their needs during the day rather than at night.

Town Bylaw Committee – Virginia is suggesting putting together an ad-hoc Town Bylaw Committee for the purpose of researching and identifying all Town Bylaws that have been passed in the Town of Bernardston. The Town Clerk and Administrative Assistant would be staff appointed help. Virginia is willing to serve but would like a couple of more members. Bob offered to assist if necessary.

Public Records Request – The Town Clerk received a public records request several weeks ago and passed the same onto the Board of Selectmen. Administrative Assistant Hugh Campbell searched town records for information related to the request finding limited material. Any and all records related to the subject matter were sent to the person requesting the information. Chair Virginia Budness received a letter from the same person apparently unsatisfied with the information sent to him. Hugh Campbell received a call from the Secretary of State office and reiterated the Town complied with the request for records to with proper due diligence.

2013 Public Holiday Schedule – A list of public holidays was reviewed by the Board. There are 2 anomalies; Christmas Day falls on a Wednesday of a warrant week and Independence Day falls on a Thursday. The Transfer Station would be closed on July 4<sup>th</sup>.

3<sup>rd</sup> Annual Kringle Chase May 12, 2013 - Adam Harington requested the Board approve Sunday May 12 for his annual Kringle Chase run/walk fundraiser. The race will begin at Kringle Candle and end at Pratt Field. Motion to approve by Bob, 2<sup>nd</sup> by Lou. Motion carried.

United Church of Bernardston – Lou wanted to publically recognize and thank Reverend Ray Medeiros, pastor at UCC who is resigning after 8-years of service.

## **Old Business**

DOR Management Report – The Board discussed the results of a Department of Revenue management review of the Town's financial procedures. Overall, the Town does not have any major failings. In fact, the Town was been praised by DOR for its ability to keep costs under control. While other towns of similar size in Franklin County have averaged a 10-year increase in operating budgets over 35%, Bernardston has average 17%. IN addition, Bernardston's revenue stream has shifted onto the property tax base from 55% in 2003 to almost 80% in 2012; a trend common to all municipalities in Massachusetts. A list of 37 recommendations was detailed in the report and Board went through each one of them. Highlights include changing the title of the Administrative Assistant to Town Coordinator, adopting a Capital Improvement Plan, codify and organize the Town's bylaws, turn all fees back into the General Fund, standardize an employee time sheet, and have the Accountant reconcile with the Treasurer on a monthly basis. The Board will do its best to implement most of the recommendations.

*BOS Minutes*  
*January 9, 2013 (cont.)*

Lawn Maintenance Bid – Hugh Campbell will prepare a bid notice for lawn care services to be issued in February. The locations are Cushman Park, Powers Institute and adjacent pond area, and Town Hall. The Library may also be included.

Administrative Assistant Report – King Information Systems will be meeting on Monday January 14 at 11am. A posting will be made for the Board as a majority will likely attend the meeting.

Adjourn With no further business to be discussed, Lou made a motion to declare the meeting adjourned at 8.04pm. Bob seconded. Motion carried.

Attest: Hugh Campbell, Administrative Assistant

\_\_\_\_\_, Chairman      \_\_\_\_\_, Member      \_\_\_\_\_, Member  
Virginia M. Budness      Robert R. Raymond      Louis J. Bordeaux