

**Hardwick Board of Selectmen  
Myron E. Richardson Municipal Building  
307 Main Street  
Hardwick, MA 01031  
Meeting Minutes June 27, 2022**

Location of Meeting: Myron E. Richardson Municipal Building, 307 Main St, Hardwick, MA 01031

In Attendance: Kelly Kemp, Chair, H. Robert Ruggles Julie Quink, Vice Chair, H. Robert Ruggles, Clerk, Nicole Parker, Town Administrator

Other Attendees: Ryan Witkos, Town Clerk

Motion to open Meeting at 6:00pm

Pledge of Allegiance

**Accounting Services**

- Contract for accounting services between Melanson Accounting Services and the Town of Hardwick reviewed for the FY23.
- (KK) Will reevaluate at the end of July.
- (JQ) Contract states a 90-day cancellation notice.
- (KK) Company comes in once a month and uses Town's office space. Any changes to the contract are 30 days' notice.
  
- Motion (JQ) to approve the Melanson Accounting Services for FY23 for \$80,000, seconded (RR)

Roll Call (RR) Yes, (JQ) yes, (KK) yes.

**Ambulance Agreement**

- (KK) Agreements with West Brookfield and Barre to be signed. Dan is working on Service Plan and Kevin is taking care of 911. We will receive an update at the next meeting.
  
- (NP) Barre is the same as last year and is okay.
  
- (RR) Motion pending work with Town Counsel and Town Administrator on insurance to move forward, seconded (JQ)

Roll Call (RR) Yes, (JQ) yes, (KK) yes.

- (JQ) Motion to execute the Memorandum of Agreement between the West Brookfield Rescue Squad and the Town of Hardwick, MA.
- (JQ) Noticed that MOA referenced another contract, that was not included.
- (NP) Clarified that the attorney had to rewrite the contract. Amount is \$24,000 and they will send out a subscription service to the Town.
- (JQ) Motion to execute the Memorandum of Agreement between the West Brookfield Rescue Squad and the Town of Hardwick, MA for FY23 in the sum of \$24,000, seconded (RR) pending Town Counsel and Town Administrator ironing out insurance requirements.

Roll Call (RR) Yes, (JQ) yes, (KK) yes.

### **Old Business**

#### **Contracts**

- Contract for the DPW Superintendent signed to include language in Section 6 “Work Week” in line with Personal Plan.
- Fire Chief’s contract all set as signed previously.

#### **Voting Machine Tabulators**

- Town Clerk provided information regarding the request to purchase 2 new Vote Tabulators for \$9,500 includes 2 years maintenance to replace existing 25-year-old machines. Funds available from revolving fund, plus FY22 and FY23 Election and Registrars accounts.
- Town Clerk requested and recommended the purchase of the new machines and a vote to discontinue using the old machines.
- (RR) Move that the Hardwick Board of Selectmen discontinue the use of the current AccuVote Scan Tabulators and further purchase Imagecast Tabulators in accordance with MGL Chapter 43 Section 34 and further discontinue use effective September 7, 2022. Further according to MGL Chapter 43 Section 34 to discontinue in all elections held in the Town of Hardwick. Seconded (JQ)

Roll Call (RR) Yes, (JQ) yes, (KK) yes.

### **Articles 17 & 18 Annual Town Meeting**

- Town Clerk provided certified copies of Articles 17 & 18 Annual Town Meeting in respect Collector and Treasurer position.

### **Town Administrator's Update**

- Confidential discussion with USDA continues – Historical Commission signed off.
- Vadar live.
- Audit complete.
- YouTube live, website has URL.
- Interviews for Executive Assistant and Assistant to Treasurer/Collector complete recommending the hiring of Carol Riches and Manta Bishop respectively.
- (KK) provided rate of pay as \$20.19 for Executive Assistant and \$18.30 for Assistant to Treasurer/Collector.
- Motion (JQ) seconded (RR) to accept the recommendations of (NP) for Carol Riches as Executive Assistant and Manta Bishop as Assistant to Treasurer, pending employment checks for the rates provided by (KK).

Roll Call (RR) Yes, (JQ) yes, (KK) yes.

- Discussed using ARPA funding for training of the Assistant to Treasurer/Collector, (NP) to work on a quote for next meeting.
- Discussed using ARPA funds for moving offices to the first floor, (NP) to work on a quote for next meeting.
- Annual Town Meeting went well, all articles passed.

### **Board of Selectmen**

- (KK) With YouTube now streaming live, would like to eliminate Zoom. (RR) Move effective July 1, 2022 to discontinue Zoom meeting, seconded (JQ)
- Roll Call (RR) Yes, (JQ) yes, (KK) yes.
- (KK) next meeting Town Administrator's review.
- (KK) next meeting Reorganize Board of Selectmen.

Motion and seconded to adjourn regular meeting at 7:14pm to go in to Executive Session pursuant to MGL Chapter 20A Section 21AC to discuss potential litigation in respect of USDA Loan as chair deems it detrimental to the outcome to discuss in open session.

Roll Call (RR) Yes, (JQ) yes, (KK) yes.

Respectfully submitted,

Carol L. Riches

Carol L. Riches  
Executive Assistant

**Documents from the Meeting filed in Town Administrators' office:**

Agenda

Town Administrators update

Accounting Contract

Ambulance Contract

Employee Contract