

**Hardwick Board of Selectmen
Myron E. Richardson Municipal Building
307 Main Street
Hardwick, MA 01031**

Meeting Minutes August 1, 2022

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

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

Other Attendees: Jessica Crawford, Treasurer/Collector, Sara Hunter, Mass MuniFin

Chair Motioned to open Meeting at 6:00pm

Pledge of Allegiance

Special Town Meeting

- Motion (KK) seconded (HR) to accept Special Town Meeting Warrant for August 22, 2022 at 6pm. All in favor.

Interview: Justine Gryszowka; Treasurer/Collector Clerk

- Collector/Treasurer stated that she would like to hire Justine Gryszowka because she already has years of experience, she is currently working in North Brookfield. Already experienced in all the checks and balances that are necessary. Can start immediately in Hardwick. Hourly rate is \$18.37 for 32 hours per week.
- Motion (KK) seconded (HR) to offer Justine Gryszowka the position of Collector/Treasurer Clerk at \$18.37 for 32 hours per week, effective immediately pending all background and CORI checks. All in favor.

Collector/Treasurer

- Discussed the current collector/treasurer work situation. Sara Hunter, Mass MuniFin stated that they are currently working on May 2022, have come along way and remedied some of the disconnect between reconciliation.
- Have been working on streamlining. Focusing on reconciling prior to posting into Vadar. All turnovers processed in the same day.

- Collector/Treasurer is grateful for the structure and procedures that she is learning from Sara. Reconciliation for July took only 1 hour when it had previously been taking 8 hours, so that is a tremendous improvement.
- (SH) Still need to work on cash receivables next. Treasurer/Collector would like to eventually work on investing and other projects.
- For next meeting (JQ) asked that (SH) let them know where the Town is with the cost of (SH) assistance to date and the need for future training. (JQ) Would like to see the Collector/Treasurer meet with them again on September 12th as a check in.

Motion (KK) seconded (HR) to adjourn meeting at 7:00pm.

Respectfully submitted,

Carol L. Riches

Carol L. Riches
Executive Assistant