

Draft HRMC Meeting Minutes
July 21, 2025, ~ 10 am to 11am
Williamsburg Town Offices, Haydenville, MA

1. John Chandler Chair called the meeting to order at 10:10 am.

Board Attendees:

- Ashfield- Tom Poissant
- Chesterfield- Absent
- Cummington- Jim Wettureau
- Goshen- Marya Zilberberg
- Huntington- Louis Purinton
- Middlefield- Absent
- Plainfield-Jack Nelson
- Westhampton- Bill Jablonski
- Williamsburg- Rusty Luce
- Worthington- Absent

Also in attendance: HRMC Administrator ~ Linda Cernik

1. The minutes of May 19, 2025, were approved, all in favor.
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- Linda presented Year End Fiscal report, bank balance as of May 30, 2025, \$46,653.97. With June Expenditures Total of \$6127.00 leaving a balance of \$40,526.97. There are a few outstanding invoices for payment to HRMC, we should end the year with our reserve account \$42,046.37. Board voted and accepted the year end report.
 - Linda presented the new EPP procurement and Sustainable purchasing Policy, replaces the Buy Recycled Policy. Once this is complete it will not have to be done yearly. Linda gave an example of an EPP policy for the Town to adopt. This is required for the RDP grants for 2026, deadline December 31, 2025.
 - Linda presented to the Board a request by MassMunifin for Authorization to Pay Direct to vendors and payroll. This would allow Sara and MassMunifin to pay directly to our monthly vendors and payroll, through ACH. Paper checks and mailing delay the process, this streamlines payments. Lou made the motion to pass this procedure and Jim 2nd all in favor. Linda will connect Sara and Tom with the paperwork needed. This will make the monthly payments standard through ACH process.
 - Also discussed Swap out for July & August, Towns will give Linda inventory. Earth machines have been ordered, Linda distributed and delivered to some of the residents.

- Discussion took place regarding Dumpster Doctor, whether towns wanted to share 200lb order. Cummington was going to investigate purchasing this.
- Trama services were introduced for sharps disposal, Bob Ely from Cummington discussed.
- Zero waste day was discussed with CMRK. Board tabled until later in the year.
- Linda presented thank you letter to the Board from the Williamsburg Council on Aging.

Meeting adjourned, 11:00am next meeting November 17, 2025