

HRMC Annual Meeting Agenda  
May 20, 2019 - 6:30 p.m.  
Williamsburg Town Offices - Haydenville, MA

1. Attendance/Sign In
2. Review & Vote to Approve March 18, 2019 meeting minutes
3. Nominations and Election of Officers for FY20
4. Review and vote on proposed additions to the HRMC by-laws.
5. Review and vote of proposed revised terms of MOU for new members.
6. Chester Proposed Membership and vote
7. Finance
  - a. FY20 Program Budget Review and Vote
  - b. Accounting Services Update and Transitioning Plan and motion to enter into contract with new accounting services.
    - i. Motion to remove existing signatories (William Barnett, Roland Chafee, and Todd Ford) on the HRMC bank account with United Bank held by HCOG and to add signatories to the account representing the HRMC executive officers holding the positions of Chair, Vice Chair and Treasurer.
    - ii. Motion to authorize the Treasurer and Administration the ability to close and/or establish a new bank account if it is determined by accounting transition plan.
    - iii. Motion to authorize any of the executive officers to sign, on behalf of the HRMC, a contract with a new accounting service.
    - iv. Motion to add the principal of the new accounting service authorization to review HRMC bank accounts and to stamp checks with HRMC treasurers name.
  - c. 3<sup>rd</sup> Quarter Treasurer Report
8. DEP Grant Applications for FY20
9. Outreach - distribution of 2019 Reduce, Reuse, Recycle Guides - distribution
10. Old Business
  - a. Safety Data Sheet Binders Distributed (if completed)
  - b. MRF Contract Update
11. New Business
12. Next Meeting date
13. Adjourn