



**COMMONWEALTH OF MASSACHUSETTS
TOWN OF NEW MARLBOROUGH
OFFICE OF THE BOARD OF SELECTMEN
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Nathaniel H. Yohalem, Chair
Tara B. White, Vice Chair
Richard E. Long
Board of Selectmen

**Minutes
Board of Selectmen
Wednesday, October 9, 2019
2:15 p.m.**

Board Members Present: Nathaniel H. Yohalem, Chair
Tara B. White

Others Present: Mari Enoch, Town Administrator
Sharon Fleck, Administrative Secretary
Sandra Fusco-Walker

The meeting of the Board of Selectmen convened at 2:21 p.m.

Address Payroll Withholding Error

The purpose of this meeting is to address the medical insurance withholding error for certain Town employees. This was brought to the attention of the Town Administrator on Friday, October 4, 2019, by two employees. Mari researched payroll and found that the incorrect withholding had been taken since July 1. Berkshire County Group Insurance was still receiving their full payments, but the full amount was not being deducted from employees' paychecks. There were eleven (11) employees affected and the amounts owed to the Town ranged from \$112.95 to \$489.50 depending on the type of coverage in the employee's plan.

The Treasurer, however, was unaware of this error. Every employee whose paycheck was affected by this error has been notified, and will be asked to sign an agreement for repayment of the monies. This past week's payroll was correct.

The employee will have to sign an agreement stating how they intend to reimburse the Town. Mari has contacted all the employees and will advise them the exact amount they owe the Town for the shortfall in the withholding from July 1 to October 1, 2019. The employees will be able to pay back these monies over a period of time, commencing with

the next payroll, up to and including June 30, 2020. If the employment terminates for any reason prior to fully paying back the Town, the balance is due and payable immediately.

A motion was made, seconded and so voted to have the eleven (11) employees affected by the withholding error pay back the amount that they owe prior to June 30, 2020, detailed in a signed agreement.

Public Comment

Sandra requested the Board determine what transpired between the Town and the payroll company and what documentation existed. She suggested, in the future, that any changes in the payroll be communicated in writing to the payroll company.

Being that there was no further business to be brought before the Board, a motion was made, seconded and so voted by all members to adjourn the meeting at 2:36 p.m.

Approved by:

Date: _____



Administrative Secretary