

**Town of Bernardston
Selectboard Meeting Minutes**



Board Members

Brian J. Keir

Stanley D. Garland, Chairman

Kenneth R. Bordewieck

Minutes for the meeting of October 12, 2023

Meeting held at Bernardston Town Hall
38 Church St, Bernardston, MA 01337

Selectboard Members Present:

Stan Garland
Ken Bordewieck
Brian Keir

Others Present:

Karen Kelly
Christina Slocum-Wysk

Stan called the meeting to order at 5:00pm.

First order of business was the announcement of the retirement of the Town Coordinator and a discussion ensued outlining next steps, gaps in service and how the office will function until the position is advertised and filled. Stan motioned to appoint Karen Kelly as the Interim Town Coordinator. Ken seconded the motion and it was approved 3-0.

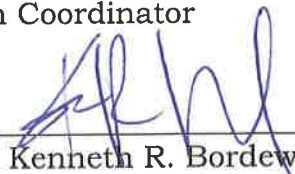
Second order of business was to discuss and consider initiating a job analysis by position to reevaluate the importance of each task and competency and to determine the skills and/or competencies needed for the position. A job analysis can be a major component to help us determine salaries, promotion criteria, guide employee training and development, and update our hiring process, etc. The Select Board will announce at the next Select Board Meeting on October 18, 2023, that the town will be initiating a Job Analysis, explaining the reasons why and how we are going to conduct the analysis.

Third order of business was to discuss the current salary structure. Discuss how we can establish salary ranges by position that are in line with other municipal averages that are similar in location, population, cost of living, our budget, etc. Discuss and consider benefit options to offset salaries, etc. More definitive discussion will take place during and after the job analysis, etc.

With no further business to be discussed, Ken motioned to adjourn the meeting at 5:52pm. Brian seconded and the meeting adjourned.

Attest: Karen Kelly, Interim Town Coordinator


Stanley D. Garland, Chairman


Kenneth R. Bordewieck


Brian J. Keir

Town of Bernardston
Selectboard Meeting Agenda
Wednesday, October 12, 2023
5:00PM



Bernardston Town Hall, 38 Church Street, Bernardston MA

Board Members

Brian J. Keir

Stanley D. Garland, Chairman

Kenneth R. Bordewieck

Call to Order – 5:00pm

New Business

- Resignation of Town Coordinator; identify possible gaps and outline interim next steps until the position is advertised and filled.
- Discuss current salary structure and strategies to determine a new salary structure.

Old Business

- If we have time we can discuss current unregistered vehicle bylaw, enforcement procedures of bylaw violations. This topic can be tabled until the next Select Board Meeting

Adjourn