

**Town of Bernardston
Selectboard Meeting Minutes**



Board Members

Brian J. Keir

Stanley D. Garland, Chairman

Kenneth R. Bordewieck

Minutes for the meeting of October 31, 2023

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

Selectboard Members Present:

Stan Garland
Ken Bordewieck
Brian Keir

Others Present:

Lou Bordeaux
Jane Dutcher
Karen Kelly

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

First order of business was to discuss and review the job analysis findings on the Town Clerk position. The Selectboard reviewed the work activities and the statement of duties. The Selectboard reviewed all the tasks with particular attention to the tasks mandated by the state and DLS. The Selectboard also reviewed the draft job description for the Town Clerk. Lastly, the Selectboard reviewed the salary ranges for a Town Clerk in Massachusetts non metropolitan and metropolitan areas for comparison to determine a salary range for Bernardston.

Second order of business was determining the way forward for the Town Coordinator position. The Selectboard reviewed the Town Administrator job description. Edits were made and the Selectboard agreed to change the title of the position from Town Coordinator to Town Administrator. Stan made a motion to change the title Town Coordinator to Town Administrator. Ken seconded and the motion was approved 3-0.

Ken motioned to pay the Interim Town Coordinator, Karen Kelly an annual salary of \$60,000.00 starting November 12, 2023 or beginning of the next payroll warrant. Brian seconded and the motion was approved 3-0.

The third order of business was to determine the hourly wage for the Town Clerk position. After discussion it was proposed that the Town Clerk position would be a part-time position, 19 hours a week, with no benefits at a salary range between \$19.00 to \$26.00 per hour. The Selectboard was in agreement to backfill the Assistant Town Clerk position.

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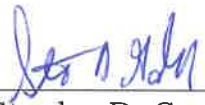
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The consensus of the Selectboard was to offer the incumbent Town Clerk the wage increase of \$25.00 under the condition that she would remain in position as the Town Clerk through December 31, 2024. Ken made a motion to increase the incumbent's pay immediately to \$25.00 if the incumbent agrees to stay in position through December 31, 2024. Brian seconded and the motion was approved 3-0. Town Coordinator Lou Bordeaux will discuss the conditional employment option with the incumbent on Wednesday, November 1, 2023.

A special meeting will be scheduled on Tuesday, November 7 at 5:00pm to finalize the job description for the Town Clerk.

With no further business to be discussed, Stan motioned to adjourn the meeting at 6:34pm. Brian seconded and the meeting adjourned.

Attested by: Karen Kelly, Interim Town Coordinator



Stanley D. Garland

, Chairman



Kenneth R. Bordewieck



Brian J. Keir

**Town of Bernardston
Selectboard Meeting Agenda**

Tuesday, October 31, 2023

5:00PM



Selectboard Office
Bernardston Town Hall, 38 Church Street, Bernardston MA

Board Members

Brian J. Keir

Stanley D. Garland, Chairman

Kenneth R. Bordewieck

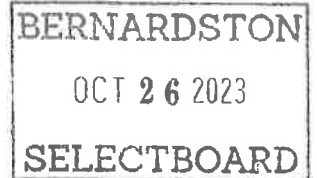
Agenda

Call to Order

Job Analysis project update

Other Business Unknown at time of posting

Adjourn



This meeting was posted on Thursday, October 26, 2023 @ 9:50am