

# MINUTES OF TOWN OF BERKLEY SELECTMEN'S MEETING OF 1/6/2020

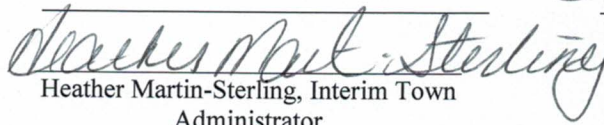
SELECTMEN IN ATTENDANCE: George F. Miller, Chairman Wendy F. Cochrane, Member

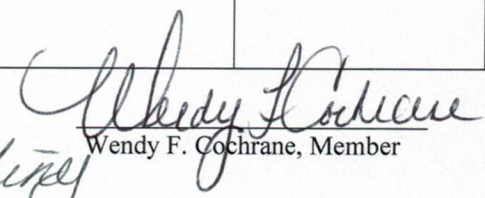
TOPIC		ACTION
	Meeting Convened at 8:40AM at Moitoza - Pettet Hearing Room, 1 North Main St.	
Personnel Board	<ul style="list-style-type: none"> <li>- Review of Town Administrators office policies and procedures. Mr Miller asked Ms Martin-Sterling if there was an issue with the hours and operations. She stated unless an unforeseen reason it would be status quo going forward,. Mr Miller wanted to remind everyone that there is as there is, an others duties provision in the union contract. He is encouraging that we take advantage of that so that the Board of Selectmen's office runs smoothly and efficiently. Ms Cochrane mentioned if we need to have a Special Town Meeting and if the TA can reach out the the Town Accountant as well as the time line that will be needed in order for us to do so. Mr Miller thought we may need to reach out to the Assessors as well, but Ms Cochrane felt because the tax rate has been set and bills have gone out there wasn't a need for them on their end. Mr Miller felt he didn't feel the need to have a Special Town meeting due to the cost to the town and the concern to get a quorum. Mr Miller wanted to know if Ms Cochrane had anything pressing that the Interim Town Administrator had to take care of, she indicated at this time there wasn't she updated Ms Martin-Sterling as to what had taken place while the previous Town Administrator has left. Ms Martin-Sterling has indicated she has begun to go through the office to get things in a priority manner.</li> <li>- Posting Town Administrator Assistant – Ms Cochrane stated she wasn't a big component if this position should be contract or an employee at will. Ms Martin-Sterling stressed that regardless it needs to be stressed that this is confidential office and there is no exceptions to the rule. Ms Cochrane asked if it should be hourly vs. salary, Ms Martin-Sterling felt that salary would be more beneficial so you don't get into having to leave in the middle of a task. Mr Miller suggested to reach out to other Towns to see how they have theirs weather or not it is hourly or salary and employee at will vs. contract. Ms Cochrane asked about posting it we haven't decided on regarding hourly vs. salary. Discussed the salary guidelines. It was agreed upon to \$18.00 - \$20.00 per hour at 22 hours each week. Ms Cochrane stated the posted needed to be internal as well as external. Ms Cochrane suggested we could look at the application she got when she was hiring for Assistant Treasurer.</li> <li>- Board discussed what would be on the next agenda</li> </ul>	<p>Informational only no action needed</p> <p>Cochrane motioned to post internally and on indeed for \$18.00 - \$20.00 per hour for 22 hours per week, Miller second, Voted</p> <p>Informational only no action needed</p> <p>Cochrane motioned to adjourn, Miller second, Voted</p>
	Meeting Adjourn	
	Next Regular Meeting January 8, 2020	

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George F. Miller, Chairman

  
Heather Martin-Sterling, Interim Town  
Administrator

  
Wendy F. Cochrane, Member