

Select Board Meeting

April 6, 2022

5:11 pm meeting called to order by Neil Oleson.

Select Board members present: Mike Bedini, Terry Green, Neil Oleson

Select board members absent: None

Others present: Vicki Winchell, Janet Bartlett. The following present for part of meeting: Tim Bartlett, Jason Green, Ericka Oleson

Selectboard:

Meeting held to review the job post for the Town Administrator position. Unsure how many applications will be received. Neil suggested forming a search committee if there are several applications received. He has spoken with a few town residents who could possibly be interested in joining, if needed.

Terry suggested separating the roles from Accounting Officer and Town Administrator as Christine was both so the Town Accountant will be able to cover and handle the financial and the new Administrator can focus on the grants and the administrative work. Neil responded the roles have been historically together. Terry replied not any more as it has been changed to the UMAS through the state of Massachusetts which has changed from previous years. Now the Town Accountant is separate from the Town Administrator allowing for checks and balances. Neil suggested Brent Bergandahl used to do it but unsure if he'd be interested in doing it full time. Terry felt it is a 5-10 hour per week position. There is a separate line item in the budget to pay this position.

Mike asked if Christine submitted her resignation in writing and if it is supposed to be in writing for them to accept the resignation. It had not been submitted in writing. Neil believes it should be in writing to make it official. Ericka added she does need a written copy to submit to the retirement board.

The board reviewed the Town Administrator position posted compared to others found online in the state. Some discussion took place about job duties but ultimately the posting was left as is and specific duties can be reviewed and discussed with candidates. Discussion was held regarding how the resumes would be received. Neil explained they would be sent to the town email for the Iberkshires applicants, mailed to town hall or delivered in person.

Neil suggested if Christine does not have another job they should ask if she would stay on through town meeting to get the warrants prepared.

The board received letters of resignations from Ericka Oleson, Tax Collector/Treasurer and Stephanie Pare, Assistant Tax Collector/Treasurer. Ericka informed them when she submitted her budget request she did put in for an increase in the salary line so if they think of putting the two positions together again they could find someone for two days per week, at \$20,000 yr and that would help in covering the office as well. Terry agreed they should combine the positions. It was suggested to post the job openings also on MMA and MCTA.

Mike Bedini made a motion to accept the resignations of Ericka Oleson and Stephanie Pare as Treasurer/Collector and Assistant Treasurer/Collector effective June 1, 2022. Terry Green seconded.

In addition to the regular scheduled bi-weekly Selectboard meetings the board agreed to meet on Wednesday, April 20, 2022 at 6pm.

5:47 pm Mike Bedini made a motion to adjourn the meeting. Terry Green seconded. Unanimous.