

Town of Sandisfield
Select Board
Minutes of Work Session July 8, 2021

Called to order at 7:00pm

Remote participation information provided to the public.

Members Present: George Riley, Alex Bowman, Mark Newman

Work Session

1. Discussion and vote to appoint Janey Beardsley as part-time “Temporary Assistant to the Select Board”

- A list of responsibilities is requested from Dolores for the Assistant to the Select Board position.
- Alex encourages posting the position officially online, so any number of people could apply. George hopes to hire a Town Administrator within two months, therefore hiring the Assistant to the Select Board for two months.
- Assistant to the Select Board tasks would include at its core: taking minutes, posting agendas, collecting agendas and mail, and answering the phone/emails. Exact tasks are difficult due to the blurred line between Town Clerk position and Assistant to the Select Board.
- George notes that Janey Beardsley is aware the position is temporary and she will have to apply to the Town Administrator assistant position once one is hired.
- Barbara Cormier notes the upcoming cannabis paperwork that will need to be taken care of, as well as claims that Dolores will not be willing to be available to assist in training or helping during the transition once she leaves on July 12. She also expresses concern about hiring Janey Beardsley due to her inexperience in working in an office space. She volunteers to retrieve mail in an attempt to slow the process of hiring an Assistant to the Select Board to search for someone with experience.
- Mark suggests defining more extensively the Assistant to the Select Board position.
- The Assistant to the Select Board would work 16 hours a week, four days a week, 10am-2pm. Temporary position for 8-12 weeks.
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2. Discussion and vote to create a Town Administrator Search Committee

- George read a hiring plan which outlines a list of tasks:
 - Create a job description
 - Prepare and post a vacancy announcement
 - Set up a recruitment plan (who will the board reach out to)
 - Screening process
 - Structured interview
 - Final selections
 - Checking of references and recommendations
- No more than five people on the committee. The first task of the committee would be to look over and revise the job description of the Town Administrator.
- George believes the Town Administrator must be able to supervise town employees. He states that one of his biggest mistakes as a new Selectman was agreeing to hire a Town Administrator with no supervisory authority over employees, claiming it was a “recipe for disaster.” The Town Administrator needs the coordination of the other employees; without authority there is no cooperation.
- MN does not agree because he believes that’s the job of the Select Board.
- There was an argument between George and Mark about the reimbursements for a cardboard compactor and swap shop. Mark claimed they were never received; George disagreed and said that information was withheld.
- The Select Board will make the final decision on hiring the Town Administrator.

Alex Bowman motioned to make a Town Administrator search committee that is responsible for completing these items, using the hiring plan for guidance: Create a job description, prepare and post a vacancy announcement, set up a recruitment plan, screening process, structured interview, final selections, checking of references and recommendations.

George Riley second, passed unanimously to create a search committee for the Town Administrator.

George Riley _____

Alex Bowman _____