

Town of Sandisfield  
Select Board  
Minutes of meeting July 22, 2021

Members Present: George Riley, Alex Bowman

Meeting called to order at 9:00 a.m.

**Interview with Janey Beardsley for the Temporary Assistant to the Select Board position**

Janey Beardsley began, stating she's been a resident of Sandisfield for 16 years, and is in the process of purchasing a Sandisfield home with her fiancé.

Janey sees this job as an opportunity to stay in a town she loves, while also further connecting with it and its residents.

Alex asks what skills Janey can bring to the table. Janey explains she is familiar with taking notes similar to what taking minutes would look like, a task that is crucial to the position. Also, she claims to be a very organized individual and works well with the community. Believes she can quickly and effectively assist any community members who come in, call or email.

Janey says she has Word processing experience. However, she is not extremely familiar with Excel, but has a basic understanding.

Alex asks for an example of research experience within her journalism background. Janey cites extensive research done when writing articles about cannabis dispensaries including interviews with shop owners and the community, as well as research into the cannabis laws created by individual towns and the Cannabis Control Commission. She finds doing the proper research can make a significant difference in your work.

George explains that the main tasks for this position would include taking minutes, processing transfer station stickers, dealing with bills and picking up and sorting the mail. Other tasks may include research.

Selectmen establish the position would be 16 hours a week, Monday-Thursday, 10am-2pm. Janey requests a wage of \$18/hr without benefits.

Janey questioned about training procedure. Selectmen would be in charge of any training, as well as assistance from the Town Clerk.

George moves to enter an executive session to discuss negotiations with non-union personnel. Alex seconds.

Roll-call vote: George Riley, yes. Alex Bowman, yes. Janey leaves the room.

### **Executive Session Begins**

George moves to hire Janey Beardsley as the Temporary Assistant to the Select Board for up to or possibly exceeding 16 hours a week, but not more than 19 hours per week, for \$18/hr. Alex seconds.

George moves to **end the executive session**. Roll-call vote: George Riley, yes. Alex Bowman, yes.

Janey Beardsley re-enters the meeting.

Janey Beardsley is hired as the Temporary Assistant to the Select Board for up to or possibly exceeding 16 hours a week, but not more than 19 hours per week, for \$18/hr. She understands that this is a temporary position, to continue only until a Town Administrator is hired and ready to hire an Assistant to the Administrator. At that time her position will end; however, she will be eligible as a candidate for the new position.

She is immediately given the backlog of minutes to transcribe, and will begin work at the Town Hall Annex on Monday.

Meeting adjourned at 9:45 a.m.