

Town of Sandisfield

Select Board
December 13, 2021

Minutes for Select Board meeting held on Monday, December 13, 2021 at 7:00p.m. at the Town Hall Annex, 66 Sandisfield Road, Sandisfield, MA

Members present: George Riley, Alex Bowman, Steve Seddon, Kevin Flynn

Called to order at 7:00PM

- 1. Call to order: Note that the meeting is being recorded**
- 2. Review and sign minutes of meetings. Points to minutes**
- 3. Review and sign purchase orders**

4. Discuss and act on the sale of surplus Fire and Police Department equipment

George Riley reads a list of surplus Police and Fire Department equipment provided by Ralph Morrison. The list includes a 1984 Kaiser Jeep, 2004 Ford E-250 van, 1991 Ford F-350 rescue truck, 1980 Peterbilt tanker, and 2008 Ford Explorer. All of these vehicles have been removed from service.

George motions to declare these vehicles surplus and authorize they be disposed of. Alex seconds. Motion passes unanimously.

5. Discuss and vote to continue Laura Lee Bertram as temporary part-time consultant to assist Treasurer with tax backlogs

George explains he never received definite hours Laura would be operating when this was voted on previously. It was expected Laura would complete her work within 40 hours, but she now suspects it will take about 80 hours.

Alex Bowman questions whether the additional 40 hours is necessary; Kevin Flynn explains the work Laura has been doing would take significant time. Mary Turek questions whether Laura was able to be bonded as consultant or if the Select Board opted to hire her as a temporary employee. Laura is still only a consultant, and Roger Brown notes that the Select Board should reach out to the authority that bonds town employees for confirmation whether she can be bonded in this position. Kevin will do so.

George motions to authorize Laura Lee Bertram to continue as temporary part-time consultant to assist Treasurer with tax backlogs for an additional 40 hours. Alex seconds. Motion passes unanimously.

6. Review Planning Board's Accessory Dwelling Unit Bylaw

George reads the purpose and intent of the proposed bylaw, which can be found on the town website under News and Announcements or at the link listed below:

https://www.sandisfieldma.gov/sites/g/files/vyhlif1171/f/news/21.11.24_accessory_dwelling_unit_bylaw.pdf

Alex expresses support in adding an accessory dwelling bylaw. Once approved by the Select Board the bylaw would require a hearing and then receive a $\frac{2}{3}$ vote at Town Meeting.

Steve Seddon suggests changing limitations to be based on percentage of the lot size, rather than the size of the residence. This is how many other towns calculate the ADU. Kevin clarifies the change Steve suggests would read similarly to: no larger than a certain percentage of the main house, no larger than a certain percentage of the lot coverage and no more than 900 square feet.

George mentions that the ability to add an additional or larger septic system may hinder the ability for an accessory dwelling without the implication of a bylaw. Steve notes that some situations could request a special permit.

The Select Board will send their concerns and suggestions to the Planning Board, but approves the bylaw to move forward with a hearing without reviewing it for a second time.

7. Town Manager Updates

Kevin updates that the security system has finished being installed, and all town employees to frequent the Town Hall have been given a fob to enter the building as well as a code, which can be changed via a virtual keypad.

A locksmith will be changing the locks of the Town Hall exterior doors Wednesday, 12/15. There will be four emergency keys that will allow access to the building should the power go out and the security system not work. Mike Morrison, Ralph Morrison, Brad Curry, and Kevin will be the key holders.

Paul Greene was encouraged by Sandisfield's current Building Inspector, Matt Kollmer, to express his interest in filling his vacancy. Paul is currently the Building Inspector in Hinsdale, Sheffield, Richmond and Washington, MA, but did express interest in taking on Sandisfield as well. It is clarified that a Building Inspector is expected to become

licensed as a Building Commissioner within a certain amount of time. Kevin requests the opinion of the Select Board regarding the possible hiring of Paul, and expresses the possible concern of how many towns he's already serving. Steve mentions the construction of Sandisfield's two incoming cannabis establishments, and notes that the new Building Commissioner would need to have familiarity and time dedicated to these establishments. Alex requests it be put in the agreement that the Building Commissioner is given a certain amount of time to respond to requests. The Select Board will add the appointment of a Building Commissioner to next week's meeting.

Kevin has received a few applications for the position of Town Manager Administrative Assistant and will begin the interviewing process shortly. Advertisements for the positions have been posted on the town website, the Shopper's Guide and The Sandisfield Times.

There are two grant cycles Sandisfield will be eligible for, one being a historical grant due in March. This is a 50/50 grant for municipalities and nonprofits used for planning or engineering work, or structural exterior work. The Town Hall Annex, Old Town Hall and the Library are all eligible, and Kevin notes he's had success with this grant in the past. The second grant is a cybersecurity grant that will provide cybersecurity awareness training to employees. Employees will receive certification once completed and will allow for some relief on the town's cybersecurity insurance. An additional grant open to Sandisfield is from Berkshire Trail Riders, which is a small money grant, but will assist emergency providers. This grant application is due January 31, 2022.

Transfer Station sticker applications have been mailed out, so residents should be receiving them in the mail soon. The website has been updated to remind residents of the renewal, an application will be available online as well.

Kevin requests confirmation from the Select Board about vacant positions. George explains the Finance Committee position has been put on hold, and the Asset Custodian was held off until a Town Manager was hired. Kevin has received two applications for this position and will reach out to them shortly. The Conservation Commission has filled their position, but the Select Board is still waiting on a letter of appointment. The Town Clerk Assistant is still vacant and a job description is needed for the website. George notes the Assistant Treasurer/ Tax Collector position has yet to be posted.

8. Select Board Updates

A Christmas party for town officials, employees and guests has been scheduled for Thursday, December 16 at the Old Town Hall from 4:00-6:00pm. This will also be an opportunity to meet the new town employees.

Steve updates that a glass company has taken a look at the windows in the Old Town Hall after receiving complaints of drafts in the building. It has been discovered that many of the windows are broken or no longer close entirely. Steve received a proposal to install glass panels and air-seal them, he sent the quote to the Select Board and Kevin and proposed they add this to the agenda for next week. He notes it is relatively inexpensive, but it may be possible to get the repairs covered by the historical grant Kevin previously mentioned.

Alex requests to have a discussion about rentals and Airbnbs in the town and the obligations the town makes for these types of establishments.

9. Future agenda items

10. Review mail

11. Review and sign warrants

12. Topics not reasonably anticipated by the Chair 48 hours in advance of the meeting

Larry Dwyer updates he received confirmation on installation of solar panels on the Town Hall and Town Garage, and is now waiting on a date for installation. He is still working on upgrades to the street lights. Alex suggests turning the street lights off, for they do not seem to be very helpful. Roger explains that street lights are required at every intersection and if they were to be removed they could lose Complete Streets funding. He suggests confirming this is the case before shutting any of the lights off.

Mary Turek notifies the Select Board that the mouse control at the library has been altered, and two mechanical mouse traps have been installed in their ductwork. It is now a concern that once caught, the mouse might flip into the furnace or cause a smell. George explains Braman, the pest control company used by the town, was only authorized to remove the external traps from the buildings. The traps in the ducts will be removed.

Meeting adjourned at 8:30pm.

George Riley

Alex Bowman

Steve Seddon