

# Town of Sandisfield

Select Board  
December 20, 2021

Minutes for Select Board meeting held on Monday, December 20, 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**

George Riley notes at the last meeting a Library Trustee complained of the installation of mechanical mouse traps in ductwork at the library without their knowledge. George states it is in the Select Board meeting guidelines that all topics not reasonably anticipated must be brought to the Select Board before the meeting begins. This rule has not previously been enforced, but will be from now on.

George explains the Library Board of Trustees was given a memo, sent an email, and a personal conversation with the librarian was had. During this discussion other methods of mouse control were reviewed, including the possibility of getting a cat. The solution to adopt a cat was rejected by the Library Board of Trustees citing liability. George goes on to question whether this issue should have been brought to a Select Board meeting at all.

## **3. Review and sign purchase orders**

## **4. Discuss and take action to appoint Building Commissioner**

Kevin Flynn explains the appointment of a Building Commissioner will be interim and the position has been posted on the town website and in the Shopper's Guide. Steve Seddon spoke with the Building Commissioner in Monterey, Don Torrico who agreed to step in temporarily.

George motions to appoint Don Torrico as temporary Building Commissioner not to exceed 60 days. Steve seconds. Motion passes unanimously.

## **5. Discuss and take action on liquor license renewals**

## **6. Discuss and take action on common victualler licenses**

Kevin explains there are two businesses that have applied for liquor license renewals, New Boston Inn and MJ Tuckers. These establishments will also need a common victualler's license because they serve prepared food. Additionally, New Boston Inn will receive an innkeepers license.

New Boston Inn will be inspected by the Fire Chief, Ralph Morrison on Wednesday, 12/22. Receiving these licenses will be contingent on passing inspection. Kevin explains Marty Cormier has requested renewal of his licenses despite being unsure whether he will rebuild MJ Tuckers. There are no rules against permitting these licenses to a non-operational business. However, MJ Tuckers will not need a fire inspection completed at this time for renewal approval.

Kevin mentions MJ Tuckers has back taxes on their establishment, and the Select Board can withhold their liquor license. The process is to grant the establishment their license, hold a public hearing, then revoke and withhold their license.

George motions to approve the liquor and common victualler's licenses for MJ Tuckers, and the liquor, common victualler's, and innkeepers licenses for New Boston Inn. Alex seconds. Motion passes unanimously.

## **7. Discuss hiring an IT consultant to review the possibilities and costs of digitizing Town Halls documents**

Steve would like to make documents in Town Hall more organized and cohesive, for he and other town employees have had a difficult time finding certain documents. He would like to hire an IT consultant to make recommendations of what can be done to avoid long searches. Steve has already spoken with a few candidates and John Shannon, Sandisfield's IT Manager, will also provide a reference.

George mentions there is a sheet inside the storage container for people to record documents that have been searched for. At the end of the year, the documents that have been searched for the most should be digitized.

The money for an IT consultant could come out of the technology budget, or possibly the technology salary budget.

## **8. Discuss hiring the glass company to remove the old defective storms and seal up the windows at Old Town Hall. Also consider adding insulated drop ceiling tiles**

Steve clarifies that insulation would be added between the ceiling and drop ceiling, an entirely new ceiling would not be installed. He also notes that both of these items could be obtained through historic preservation grants, and he is unsure that the updates should be pursued right away. However, starting to make the building more energy efficient is important, for the town spends around \$4,000 heating the Old Town Hall annually. Larry Dwyer will look into a DOER grant for the insulation install.

Steve also updates that wifi thermostats have been donated to the Town Hall to better regulate the heat. This will allow the thermostats to be controlled remotely.

## **9. Town Manager Updates**

Kevin updates that the DPW used about 15 tons of sand this weekend treating the roads, conducting a pre-treat, sanding once during the storm and once afterwards. He notes this is well within standard practice.

Kevin points out discrepancies between the disposal fees posted on the town website and the fees mailed out with the transfer station permit application. He and Brad Curry reviewed the fees and noted some of the items are considered bulky waste and others are not the correct price. The second wave of mailers sent to second homeowners will not include the disposal fees, but rather refer recipients to the website with the correct costs. Kevin would also like to include examples of bulky waste items on the website. An announcement for residents to disregard the disposal fees on the mailer will be posted on the website as well.

The job posting for a Building Commissioner is online and in the Shopper's Guide. Mary Kronholm and Kevin have gone over the job description for the Town Clerk and Assistant Town Clerk, this will be posted on the website shortly.

The tentative town schedule has been reviewed for the Special Town Meeting, Annual Town Meeting and Town Election. There are still questions regarding time and location of the caucus. This schedule runs through March into May. Kevin notes that Sandisfield has the Town Election scheduled before the Annual Town Meeting. This results in newly elected members making decisions about budgets they are unfamiliar with. Kevin suggests reversing the bylaws allowing for the Annual Town Meeting to come before the Town Election. The Select Board believes they already operate with the election following the meeting.

George notes the Annual Town Meeting traditionally falls on the second Saturday in May, and the Election would be the following Tuesday. The Annual Town Meeting

typically begins at 10:00am and the polls open for the Town Election at 10:00am and close at 8:00pm.

Kevin will be applying for the cybersecurity grant and be enrolled in the training in January.

Kevin raises a question from town employees whether they will be paid for a holiday if it falls on a Saturday and they are not scheduled to work the Friday before. It is determined they should be paid because that has previously been practice, but the personnel policy is subject to change in the new year.

Kevin questions when the DPW will see the adjustment in their pay. George notes this depends on when Gina Campbell can process the change, but hopes by Friday, 12/24.

## **10. Select Board Updates**

George updates there have been some issues with the new security system, and people have been unable to arm the system or enter the building with their fobs. Kevin notes that the door often sticks and must be yanked on to enter, he will also draft directions and post them on the exterior door and next to the interior keypad.

George announces the annual MMA meeting starts on Friday, January 21, 2022 in Boston, MA and ends the following evening. If registered before January 12, you will receive a discounted rate, and hotels should be booked before December 23. It is determined Kevin and George will attend this meeting.

Alex and Steve both spoke to Brad about some morale issues within the DPW. It appears as though the tension has been resolved.

The position of Assistant Treasurer/ Tax Collector should be posted soon. It was proposed the position be offered to Laura Lee Bertram. Alex questions whether an assistant is necessary. George notes an assistant is budgeted for and Gina was told she would get one.

George announces the Special Town Meeting will be held on Saturday, February 26, 2022. The warrant will need to be finalized by January 14. Alex requests to vote to approve this date at the next meeting.

The cannabis facility, Berkshire Mountain Cannabis has agreed on an extension for their public hearing. A meeting to negotiate their HCA has been proposed for next week.

**11. Future agenda items**

**12. Review mail**

**13. Review and sign warrants**

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

Mary Turek asks about the protocol for the Select Board to reevaluate a decision they made during a meeting. George explains anyone can contact the Select Board at any time and depending on the request or reasoning, the item can be put back on the agenda. Alex states that the agenda is always posted at least 48 hours before the meeting, and if someone has opinions on an item, they are encouraged to attend the meeting or email them.

Meeting adjourned at 8:32pm

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George Riley

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Alex Bowman

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Steve Seddon