

Town of Sandisfield

Select Board

November 22, 2021

Minutes for Select Board meeting held on Monday, November 22, 2021 at 7:00p.m. at the Town Hall Annex, 66 Sandisfield Road, Sandisfield, MA

Members present: George Riley, Alex Bowman, Steve Seddon

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 take action on Capital Planning Committee policy in regards to appointments

George summarized from last week's meeting that the Select Board was unsure about the policy for appointing non-residents to the Capital Planning Committee. He notes that only the Finance Committee has membership restrictions in their bylaws, which states only one non-registered voter may be on the committee. Steve Seddon researched the Capital Planning Committee policy and discovered the committee shall consist of five members, one of which is the Town Manager as Chair, and the Select Board will then appoint registered voters or tax payers of Sandisfield, no more than one of the four may not be a registered voter.

George points out that this policy is problematic for a number of reasons, and suggests changing the policy to remove the inconsistencies. George states the Capital Planning and Finance Committees should be primarily made up of registered voters. Alex agrees, but raises concerns with the lack of registered voters volunteering for this committee. He notes that Capital Planning has no power, and would only be submitting recommendations, meaning it might not matter if members were registered voters or not.

George proposes that the sentence which states the committee shall consist of five members be amended to state "committee shall consist of up to five members." He would like to add that no more than two of the committee members may not be registered voters.

George motions to approve the Capital Planning Committee policy as amended. Alex seconds. Vote passes unanimously.

George motions to appoint Steve Seddon to the Capital Planning Committee. Alex seconds. Steve abstained.

5. Discuss and take action on bid for emergency generator for Town Hall

George summarizes that he spoke with Brad Curry who suggests based on the amount of power outages, an emergency generator be installed at the Town Hall. Brad received a bid from Andrus Power Solutions for a generator that will power all critical lights, computers, etc for over \$12,000. Steve requests a comprehensive load test be done to determine how much power is being used in the building and the necessary wattage needed for a generator.

Alex questions the impacts of power outages, and considers the generator to be an unnecessary expense. George explains during an extended power outage in the winter, it's important that the pipes don't freeze, so he believes a generator to keep the boiler going is critical, but any additional power is optional because town employees could work from home. George is not opposed to the installation of a generator, but does not think they need such a powerful one and could possibly even use a portable one.

Roger Brown suggests handing the proposal to the Town Manger to determine what the best option for the town would be. He notes there are a lot of factors into making a large investment like this. George agrees to hand this over to the Town Manager and ask for his recommendation. Alex proposes adding this as an item for Town Meeting.

6. Discuss and act on budget calendar

Kevin Flynn proposes he, the Select Board and the Capital Planning Committee have a Work Session to discuss the timetable for the budget. He would also like to schedule a meeting with the Capital Planning Committee as soon as possible. He notes he would like to get started on the inventory.

7. Acting Town Manager Updates

George notes there have been numerous maintenance issues within the Town Hall, including plumbing issues and boiler issues. A plumber will be present tomorrow to take a look at an inoperable urinal and a vent pipe leak.

George reports MT Cavanaugh's informed him that one reason the Town Hall struggles to get heat is because the heat registers are clogged with dust preventing circulation. George suggests hiring a Town Hall custodian, who can come as needed to assist with servicing items, like vacuuming out the heat registers or hanging signs. Alex questions how this custodial position would be structured. George notes one option would be making the position a senior citizen tax writeoff, but this limits operation to 40 hours per year. This position would be paid hourly, and an on-call retainer would be established.

George updates that the owner of the Minery Rd property has an agreement with DOR for the forgiveness of the taxes on their property. Treasurer, Gina Campbell calculated all the back taxes on the property, and now the Assessors will be in touch with the property owners.

The turnover period between George as Acting Town Manager and Kevin Flynn as Town Manager has proven more involved than anticipated. However, George is

confident in Kevin's ability to operate on his own at this point and will transition completely within the next week or two.

George suggests scheduling regular staff meetings. He also notes that the Administrative Assistant position job description will be posted online soon. This position will be administrative assistant to the Select Board and the Town Manager for 32 hrs/wk. It's suggested, should this employee want to work 40 hours, they could work as DPW secretary for one day per week. Alex raises concerns whether there is enough money in the budget for a 32 hour administrative assistant. George notes that an item on the Special Town Meeting agenda will be to look at all the salary budgets.

8. Select Board Updates

Steve updates that the boiler in Town Hall still has a significant life expectancy, but a water softener was suggested to be installed. They received an estimate for a water softener from Culligan. However, the Select Board decides that with the minimal water usage at Town Hall, a water softener does not seem necessary.

9. Future agenda items

George invited Chief of Police, Michael Morrison to come and discuss Massachusetts Police Reform and its implications for the town.

Sale of surplus DPW equipment and Transfer Station sticker fiscal year change.

10. Review mail

11. Review and sign warrants

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

Meeting adjourned at 8:08pm

George Riley

Alex Bowman

Steve Seddon