

Town of Sandisfield

Select Board

Minutes for Select Board meeting held on Monday, August 1, 2022 at 6:30PM at the Town Hall Annex, 66 Sandisfield Road, Sandisfield, MA

Members present: Steve Seddon, Alex Bowman, John Field, Jonathan Sylbert

Called to order at 6:30PM

1. Call to order: Note that the meeting is being recorded

2. Michael Garrold in to discuss insurance policies

Michael Garrold, a MIIA representative, reviews all the insurance policies Sandisfield has. Building coverage is \$2.9 million and equipment breakdown coverage is \$1.6 million. Additional coverages include crime, money and security, embezzlement, etc. General liability, automobile, worker's compensation and are all under a larger umbrella coverage. The Select Board previously voted to increase Accidental Medical Coverage, as recommended by MIIA. Michael will be sure to make this adjustment, as it has not yet been updated.

3. Appoint Kim Spring as Animal Inspector

Steve Seddon motions to appoint Kim Spring as Animal Inspector. Alex Bowman seconds. Motion passes unanimously.

4. Discuss letter from Jayne Smith, RE: Exemption under Chapter 20

Steve motions to acknowledge that Jayne Smith is serving the Town of Sandisfield as both the interim Health Agent/Sanitarian and as the Shared Services Coordinator for the SBPHC and authorize her to hold both of the positions listed above per § 20 of the conflict-of-interest law, G.L. c. 268A. Alex seconds. Motion passes unanimously.

5. Sign letter to R Levesque Associates, Inc regarding replacement septic system

Recently, an applicant for a septic system was told they could receive special approval from Highway Super., Brad Curry to move forward with their septic plan despite it not being within the required setbacks. However, this creates an opportunity for other applicants to disregard the septic regulations and instead seek special permission from Brad. To avoid this, it's recommended the Select Board sign a letter rejecting the applicant's plan and require them to explore other design options.

Alex motions to send a letter to Ryan Nelson of R Levesque Associates, Inc. notifying them that their septic plan cannot be approved and other designs must be explored. Steve seconds. Motion passes unanimously.

6. Discuss and act on designating Police Chief as the authority to assign Police Officers/ Constables for elections

Steve summarizes there is a new law which makes scheduling of the Constable/Police Enforcement and the amount of personnel required at elections the Select Board's responsibility. However, the Select Board sees it fit to turn over the responsibility to the Police Chief.

Steve motions to approve a sufficient number of police officers, but not less than one, at the polling location at every election therein to preserve order and to protect the election officers and supervisors from any interference with their duties and to aid in enforcing the laws relating to elections, as required by Section 72 of MGL Chapter 55 which was changed in section 13 of Chapter 92 of the Acts of 2022. Further, move to designate the Police Chief the authority to assign specific police officers according to scheduling and availability. The Town Clerk will advise the Police Chief on the location and time the officer is needed. Alex seconds.

Alex motions to amend Steve's motion to include police officers and constables, "to approve a sufficient number of police officers and constables, but not less than one, at the polling location at every election..." Steve seconds. Motion passes unanimously.

Original motion as amended passes unanimously.

7. Michael and Ralph Morrison in to discuss Polaris ATV Replacement

In May of 2022, Michael Morrison, as the Emergency Management Director, submitted a letter and purchase order to the Select Board for a new Polaris ATV to replace their current ATV, which was said to no longer be reliable for off-road emergencies. Upon asking when the old ATV would be surplus, Michael stated Emergency Management would be keeping it, which is in conflict with his initial statement to replace the vehicle.

Michael notes he should have read his letter more carefully, but explains despite being 26-years-old, the old ATV has very light use and is sufficient as a secondary off-road vehicle.

Emergency Management is now in possession of the old and new ATV, as well as an RTV, which has limited terrain capability. The ATV is typically the vehicle used in emergencies, but Michael notes it is safer to have more than one person patrolling the

woods. He reports that personal equipment had previously been used alongside Emergency Management in an emergency.

Steve reiterates that the Department did not ask to increase their inventory; they asked to replace an unreliable piece of equipment. It's noted that every purchase made should be justified and supported by evidence. The Select Board requests the Fire/Police/Emergency Management present a monthly update, as they had done in the past.

There is discussion regarding the town's obligation to purchase replacement equipment as recommended by the drafted Capital Improvement Plan. It's questioned why Sandisfield is paying for equipment that is not owned by the town, but instead owned by the Fire Department.

Michael recommends the Select Board have a conversation with any board/committee/departments submitting a large purchase order in the future, despite receiving a letter of intent. Steve notes that while it was made very clear in the [letter from Michael](#) that the unreliable ATV was to be replaced, the Select Board will allow Emergency Management to keep the used ATV as a backup to avoid a potential need for personal vehicles being used. The Select Board will expect more clearly written details and documentation to prove the need for future capital requests to create transparency.

8. Discuss Financial Policies

Jonathan recommends adopting the Grant Management policy as written under the agreement that the "project manager" is seen as a role, rather than a position. Alex motions to adopt the Grant Management policy as written. Steve seconds. Motion passes unanimously.

The Procurement Conflict of Interest policy is a standard ethics policy, which reiterates Mass General Law. Alex motions to adopt the Procurement Conflict of Interest policy as written by the state. John Field seconds. Motion passes unanimously.

The Reconciliations policy addresses how to reconcile the Accountant's numbers with the Treasurer's. Steve motions to adopt the Reconciliation policy as written by the state. John seconds. Motion passes unanimously.

Steve motions to approve the Revenue Turnover policy. Alex seconds. Jonathan suggests changing "each department must turn over at least weekly and must do so immediately whenever receipts total \$100 or more," to "...\$500.00 or more." The Treasurer agrees with this adjustment. Additionally, it's suggested to change "No less

than weekly, the Treasurer/Collector will review the turnover documents and receipts, enter the data in an Excel cashbook, reconcile the cashbook amounts with the SoftRight postings, and create a bank deposit package,” to “no less than monthly...” While completing this process weekly is good practice, the Treasurer cannot currently keep up with the backlog of work. However, this can be revisited in the future and be reverted back to “weekly.” Motion passes as amended unanimously.

9. Interim Town Manager Updates

The Board of Assessors has the job description and benefits package for the Principal Assessor. The job has not yet been posted. Jonathan suggests writing the BOA a letter requesting an update on the process and urging them to move forward.

Laura Rogers-Castro has agreed to withdraw from the Cannabis Sub-Committee. Alex motions to remove Laura Rogers-Castro from the Cannabis Sub-Committee. Steve seconds. Motion passes unanimously.

Steve signs a letter of support that will allow local farmers to apply for grants based on their soil enrichment levels. Tests will be done to determine their eligibility for grants.

The DPW has sold over \$60,000 worth of surplus equipment thus far.

A Work Session should be scheduled to review all current contracts and discuss missing contracts.

10. Select Board Updates

11. Future agenda items

- Disposal of surplus army equipment
- Ambulance Fee Structure from Tolland
- Annual Appointments

12. Review and sign minutes of meetings, purchase orders, warrants, and mail

13. Adjourn Meeting

Meeting adjourned at 9:25PM.

Steve Seddon

Alex Bowman

John Field