

Town of Sandisfield

Select Board

Minutes for Select Board meeting held on Monday, December 11, 2023 at 6:30PM at the Town Hall, 66 Sandisfield Road, Sandisfield, MA

Members present: Steve Seddon, John Field, Robert Fedell, Jonathan Sylbert

Participants: Michael Morrison, Eric Pahculski, Matt Pachulsk, Mary Turek, Carl Nett, Douglas Segrin, Kathleen Segrin

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

2. Timesheet Personnel Policy Update

Section 8: Payday was updated in the Sandisfield Personnel Policy to change all employees of the Town from being paid weekly to biweekly as of January 1, 2022. The Union Contract was renegotiated thereafter and it was discovered that there is nothing in the Union Contract that explicitly states the Union members are paid weekly. Instead it states that should an employee be paid bi-weekly, they would receive one extra personal day. However, this Union Contract specification was made prior to the Personnel Policy Update and when the Select Board recently went into renegotiations to increase the wage rates, the Union did not choose to make any other amendments including the explicit option to Union members for weekly pay.

The new proposed wording for this section is as follows: Employees of the Town of Sandisfield are paid weekly until January 1, 2022, and thereafter biweekly. Employees of the Town of Sandisfield who work 15 hours or more per week are paid biweekly. Employees who work less than 15 hours per week may submit no less than monthly. If an employee receives a stipend over \$1,000, the stipend amount will be divided into 12 payments and paid out monthly. Stipends under \$1,000 will be paid once annually. Payroll sheets must be submitted by 10 AM on Monday. Payday will be Thursday for the preceding week. If Thursday is a holiday, every effort will be made to have paychecks available on Wednesday. The effective date for direct deposit checks will remain Thursday. Direct Deposit is required for all employees. If an employee fails to set up direct deposit, the Town may lower or stop your cash benefits.

Direct deposit will now be required for all employees. Many other Towns require direct deposit, as it saves both the time of the Treasurer and money of the Town. A grace period to make the adjustment will be established by the Treasurer.

A motion was made, seconded and so voted to approve the update to Section 8: Payday of the Sandisfield Personnel Policy as written.

Steve Seddon	Aye
John Field	Aye
Robert Fedell	Aye

3. Review and Make Appointments for Plumbing Inspector, Gas Inspector, 911 Address Coordinator, Emergency Management Director, & Fire/Smoke Inspector

A motion was made, seconded and so voted to appoint Bob Krupski as Plumbing & Gas Inspector

Steve Seddon	Aye
John Field	Aye
Robert Fedell	Aye

A motion was made, seconded and so voted to appoint Douglas Miner as Interim 911 Address Coordinator until the new Fire Chief or DPW Superintendent are hired and take on the role.

Steve Seddon	Aye
John Field	Aye
Robert Fedell	Aye

A motion was made, seconded and so voted to appoint Jonathan Sylbert as Emergency Management Director

Steve Seddon	Aye
John Field	Aye
Robert Fedell	Aye

A motion was made, seconded and so voted to appoint Paul Greene as Fire/Smoke Inspector

Steve Seddon	Aye
John Field	Aye
Robert Fedell	Aye

Michael confirms the Assistant Police Chief position is vacant, but notes he would like to recommend appointing Adam Gonska to that position. Jonathan requests Michael submit a written recommendation.

4. Discuss Process of Hiring a Temporary or Interim Fire Chief

Steve notes the Select Board does not intend to make any formal decisions tonight, but rather wants to assure the Town that the Select Board is making efforts towards filling the Fire Chief position. Some information about the position was passed on to Michael Morrison and Eric Pachulski, Deputy Chiefs of Sandisfield for review. Additionally, a memorandum of understanding was drafted to help understand the goals of filling the position. This will be brought to sign at the next Select Board meeting.

5. Discuss New Address Issuance Procedure/Policy

Item is tabled.

6. Town Manager Updates/Project List

The Town has signed a twenty-four month contract with a new electric supplier, Dynegy Energy Services. Beginning with the January 2024 meter reads, the Sandisfield Community Choice Power Supply Program will have a new rate of \$0.14000 per kWh. This rate is better than Eversource's winter rate and the Town encourages residents to opt into the program.

The non-emergency number, 413-258-4742, is being forwarded to Berkshire County Sheriff's Department. If the call requires Fire or Police Chief assistance, Michael Morrison will be contacted by BCS. The non-emergency number is monitored 24/7 on a recorded line.

The Burn Permit Application process has been updated to an online form. More information is available online at

<https://www.sandisfieldma.gov/fire-department/pages/burn-permit-application>

The budget calendar has been updated and posted online,

https://www.sandisfieldma.gov/sites/g/files/vyhlif1171/f/uploads/fy25_budget_calendar.pdf Should there be any questions or concerns, feel free to reach out to Jonathan.

Budgets from all Boards/Committees/Departments were due December 1, 2023. If you have yet to submit your budget, contact Janey or Jonathan for assistance.

Jonathan would like to digitally publish the Town Report by December 22, 2023. There are two reports that cannot be submitted until the books are closed and free cash is certified, so he suggests putting in TBD for the time being.

Jonathan reviews some DPW projects including grant work, road work, replacement of the salt shed liner, and hiring of Joe Dieterle as a DPW Laborer.

7. Select Board Updates

Robert Fedell briefly reviews the public safety vehicles and the issues that must be resolved within each vehicle. Robert will work directly with the Fire and Police Departments to make a schedule to prioritize the maintenance schedule.

Due to the vacancies within the DPW, Steve found it beneficial to create a bid package for local companies/individuals to take care of the intersections, tailings, and Town Buildings with a smaller plow truck. This will be an interim contract until the vacancies within the department are filled. Steve reached out to three local companies already and plans to post online. It's questioned whether other Town employees could assist in

plowing, as members of the Select Board and Fire Department have the licenses and experience with large trucks.

There is a brief discussion on the budget process and adding the tanker truck to the Capital Plan.

8. Future Agenda Items

9. Topics Not Anticipated

10. Public Comment

Mary Turek questions whether there is legal advice for when the Town receives requests for road maintenance, as the Town likely cannot fund larger road projects with such little notice. Jonathan confirms there is no way to request residents make road maintenance requests in advance, but assures that the Town is still prioritizing the maintenance based on the needs to the Town as a whole, not individual requests.

Carl Nett reports that in a recent Executive Session, the minutes reflected that there was a motion made and seconded, but not formally voted on and therefore the motion is still alive. Steve confirms they will look into closing that motion out.

11. Review and vote to approve minutes of meetings

A motion was made, seconded and so voted to approve minutes of the 11/27 meeting.

Steve Seddon	Aye
John Field	Aye
Robert Fedell	Aye

12. Review and sign purchase orders, warrants, and mail

13. Adjourn Meeting

Meeting adjourned at 8:05pm

Steve Seddon

John Field

Robert Fedell