

Town of Sandisfield

Select Board
March 18, 2022

Minutes for Select Board Work Session with the Finance Committee held on Friday, March 18, 2022 at 4:30p.m. at the Town Hall Annex, 66 Sandisfield Road, Sandisfield, MA

Members present: Alex Bowman, Steve Seddon, Roger Brown, Laura Lee Bertram

1. Discuss FY23 budget planning

Before budgeting for an audit, Laura Lee Bertram notes the importance of speaking with the Treasurer and Account to see where they are in regards to cash flow monthly and how comfortable they are. \$18,000 is tentatively budgeted for an audit.

A new budget line will be created for the Select Board/Town Manager Assistant position. This position should no longer be combined with Select Board Salaries.

Roger Brown emphasizes the importance of holding a presentation to explain how all the budgets have been determined. Laura suggests holding this meeting two weeks prior to the Annual Town Meeting.

The Town Manager salary line will be level funded for the time being. It is noted that this position may not always need to be full-time. The full Board should revisit this item, as well as Town Manager expenses.

Actions that need to be taken include verifying KP Law's FY23 estimate, Technology Salary and Expenses require their actual expenditures to be analyzed and determine if there are any capital plans dedicated to these lines, Custodian's rate needs to be confirmed, a bid needs to be requested for mowing at town buildings and cemeteries, Eldery Transport Clarification, and Berkshire County Sheriff Control clarification.

Changes to budget items include decreasing Employee Incentive from \$9,000 to \$7,000 because there are less full-time employees than last fiscal year. Level funding ZBA Salary and Expenses. Roger recommends keeping the Reserve Fund at \$10,000.

There are a number of lines that no longer serve a purpose for they were for specific purchases or are no longer utilized. These items include Treasurer Salaries, Tax Collector Salaries, and Tax Collector Expenses because the Treasurer position has been combined with the Tax Collector and no longer need to be separated. Other budgets to consider removing are Technology Upgrade, F350 Pickup FY2020, Highway

Machinery Maintenance Salary, Purchase & Install Library Shelves, Vehicle Extrication Equip, Op Maintenance Salary, and Record Storage Facility.

Brad Curry is responsible for the following items which have yet to be received: Snow/Ice Salary, Highway Strap Grant, Chapter 90, Competitive Street Grant, MVP Grant. Brad is also requested to provide policy and language for the Highway Fire Insurance.

Conservation still needs to submit their budget, Kim Spring will be in to compile the Board of Health budget with the Interim Town Manager next Friday at 10am. The Animal Control Officer position is vacant at the moment, but needs to be budgeted for someone who is certified or willing to get certified.

A discussion about how to go about paying for Broadband ensues. Alex questions whether they could ask for more time, Roger does not see this as possible. Roger goes on to explain they will need to create a warrant item for Town Meeting ensuring that ARPA funding will go towards Broadband. However, since ARPA will only reimburse money that has already been used, they need to plan where this money will come from. While there is not a capital plan in place, Roger can support Broadband coming out of Capital Expenses. However, this means there will be significantly less money for other capital requests. It is determined that Sandisfield has \$1,231,000 in certified Free Cash.

The Select Board goes over Laura's role at Town Hall. Steve summarizes that their other applicant would be taking on the role of full-time Interim Town Manager. This could leave additional administrative duties for Laura. Laura believes if the other applicant is willing to be in Sandisfield full-time there is no need to employ her as well. However, she requests the opportunity to interview for the permanent Town Manager position when the time comes.

Meeting adjourned at 7:50pm.

Steve Seddon

Alex Bowman