

Town of Sandisfield

Select Board
November 5, 2021

Minutes for Select Board Work Session held on Friday, November 5, 2021 at 6:00p.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 6:00PM

1. Interview Kevin Flynn for Town Manager position

Upon the withdrawal of the previous Town Manager candidate's application, the Select Board re-interviewed Kevin Flynn, since Steve Seddon had yet to be elected and was not present for the first interview.

Kevin explains he appreciates the rural community Sandisfield has to offer and would look forward to getting to know everyone in the town. He also states that he has looked in Sandisfield and surrounding towns for housing, and while it has not been easy, he does not see it being an issue. He notes there may not be an immediate transition to living close to or in town, and commuting or renting may be more feasible in the beginning of his employment. Kevin would like to host an event for Sandisfield residents to meet him, as well as schedule regular hours where he would be accessible to residents and staff.

Kevin states it's important that the town employs people they can trust and do not have to micromanage. He expects all his employees to be trained and have a reasonable understanding of their expectations and responsibilities. However, he makes sure he is available to all employees for any questions or guidance. He believes in budgeting for employee training to make sure all town employees are operating at the best of their abilities.

Kevin divided up his time as Town Manager in Phillipston, as 20% with the public, 50% with employees, and 30% with administrative work. He explained that he previously spent a lot of time with personnel issues and took a lot of the administrative work home.

Kevin reviews his extensive experience with grant writing, technology updates, and budgeting.

Kevin explains that when dealing with requests of any kind, including hiring personnel, he requests a presentation stating their case and/or something in writing. If someone does not want to submit something in writing, their request will not be considered.

It is determined the Select Board would evaluate the Town Manager position, but the Town Manager would handle evaluating all other full-time town employees. These evaluations would look at specific goals and overall efficiency.

Kevin states he does not see himself as a threatening manager, but rather as approachable and understanding.

The start date for Kevin would depend on housing, but he intends to start with two or three days in the office until he is settled closer by. He is not in a contract with his current employer that would hinder his ability to start. The starting salary would be \$76,500 annually, which is in the current budget.

2. Discussion and vote to enter Executive Session for negotiations with non-union personnel

George motions to enter Executive Session for negotiations with non-union personnel. Alex seconds.

George invites Barbara Cormier and Rita Kasky as members of the Town Manager Search Committee to attend the meeting.

Steve believes Kevin has a lot of valuable experience that the town needs as soon as possible. This includes working on the budget.

George explains he does not foresee any issues arising with the contract, and the pay scale has already been discussed and approved by Kevin.

George motions to adjourn the Executive Session and return to a Work Session. Alex seconds.

Roll-call vote: Alex, yes. George, yes. Steve, yes.

George motions to hire Kevin Flynn as soon as possible. Alex seconds.

George explains he has drafted a Town Manager contract almost identical to the one they created for their previous candidate. However, the salary is altered, the contract will now include health and dental benefits, and will be a three-year term.

Roll-call vote: Steve, yes. George, yes. Alex, yes.

Meeting adjourned at 6:57pm

George Riley

Alex Bowman

Steve Seddon