

# Town of Sandisfield

## Select Board

Minutes for Select Board Work Session held on Friday, March 3, 2023 at 1:30pm at the Town Hall, 66 Sandisfield Road, Sandisfield, MA

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

### **1. Town Manager Evaluation**

Each Select Board member filled out a Town Manager evaluation form. They give a general overview of scores, suggestions, and goals/priorities. Steve Seddon gave Jonathan a 1 (Exceptional) or 2 (Exceeds expectations) score for the majority of the evaluation, noting Jonathan knows the position well and takes initiative on projects. Alex Bowman agrees. John Field notes he's especially impressed by Jonathan's management of the day-to-day operations in town. Jonathan expresses gratitude for all the Select Board members and their dedication to the town.

Alex questions whether Jonathan is providing information on equal bases to all members of the board, as it appears he works more closely with Steve. Jonathan explains he works with Steve during the week to determine what items will be added to the Town Manager Updates or must be put on the Monday meeting agenda, since the Select Board members cannot deliberate outside of an open meeting. Any and all updates within the town are included on the rolling project list, and therefore always reported to every Select Board member. There may be exceptions regarding executive sessions or instances with the attorney. However, it is the responsibility of the Select Board Chair to be the point person for the board. Jonathan notes that he is in touch with John and Alex on certain issues throughout the week too, and those conversations also determine what projects should take priority. Every board member communicates with Jonathan independently for suggestions, questions, etc. Should a situation arise during the week, Jonathan notifies Steve as Chair and liaison for the Board, and the rest of the Board is notified as soon as it's decided deliberation is necessary.

Steve came up with some goals for Jonathan to work on, which included finalizing the capital improvement plan/fixed asset list, continuing to work with the state on grant opportunities, continuing to operate as DPW liaison, track materials and record equipment maintenance to assure proper caretaking, and succession plans for Police and Fire. Alex's goals included creating further transparency within town operations by developing a metric of accountability within all departments.

Before the end of the fiscal year, Jonathan suggests conducting a SWOT (strengths, weaknesses, opportunities and threats) meeting where all committee/board/department members bring these items up for discussion. This creates a sort of metric for the following year, as it can be determined how many items have been eliminated or improved upon.

Meeting adjourned at 2:04pm

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Steve Seddon

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Alex Bowman

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John Field