

Town of Sandisfield

Select Board

Minutes for Select Board Work Session held on Friday, March 3, 2023 at 2:30PM at the Town Hall, 66 Sandisfield Road, Sandisfield, MA

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

1. Joint Meeting with the Cemetery Committee to discuss Cemetery Committee budget and future plans for Sandisfield Cemeteries/Committee

Cemetery Committee members present: Kathie Burrows, Brenda Larson, Laurie Foulke-Green

Jonathan reviews the Cemetery Committee budget expenditures from the last three fiscal years. Kathie explains the only thing the Committee has spent money on in the last few years is to pay their Cemetery Superintendent for when he sells cemetery plots, as well as for the CIMS software. Years prior, the Cemetery Committee would have volunteer clean-up days at the cemeteries where lunch would be provided, as well as a maintenance person. Both of these expenses were prohibited by a previous Select Board for liability purposes.

It's noted that there is plenty of maintenance work that can be done at all the cemeteries due to fallen trees and damage to headstones. The Select Board recommends the Cemetery Committee meet independently and decide the next steps for the committee as they have not met since December of 2021. At this meeting hiring of local landscapers, addressing damaged headstones, and scheduling regular site visits can be discussed. It's suggested an arborist be hired to evaluate and address the needs of all the cemeteries. It's noted that the Committee still has the opportunity to spend any money in their expenses to hire a maintenance person before July 1, 2023.

Budgeting for FY24 will involve some estimation and potentially gathering some estimates for repairs or maintenance crews. The CIMS software, which is a compilation of every person buried at Center Cemetery and information pertaining to that person, has a set cost. The Select Board requests the Cemetery Committee submit their final budget numbers by the end of the month.

Since the Committee now has a vacancy and is anticipating another, it's recommended they advertise for new members. Once the Committee is full again, a Chair and Secretary can be designated.

3. Review Capital Plan

Jonathan reviews some of the issues with the Financial Policies the Select Board approved in July and August of 2022.

A motion was made, seconded and so voted to reduce the Capital Improvement Plan maintenance level from 25% to 10%.

Steve Seddon	Aye
Alex Bowman	Aye
John Field	Aye

A motion was made, seconded and so voted to change the Reserve Policy percentages from 13-19% to 20-30% and increase the three reserve policies to four to accommodate the inclusion of the Ambulance Stabilization.

Steve Seddon	Aye
Alex Bowman	Aye
John Field	Aye

2. Review Entire FY24 Budget & Salaries

It's reiterated that the appropriation for the Transfer Station will decrease since the sticker cost will increase to \$90 for one and \$10 for the one additional sticker per household. This increase is justified by the significant cost it takes to operate the facility. Should the town vote to appropriate more money for the Transfer Station at Town Meeting to keep the cost the same, they can.

The two salaries that need to be addressed are Brad Curry as DPW Superintendent and Janey Beardsley as Administrative Assistant and Assistant Treasurer/Tax Collector. Jonathan supplied supporting documentation for both positions. The Select Board supports Janey's increase to \$25/hour in both her positions.

The Select Board supports increasing Brad Curry's salary to align him closer to surrounding towns. It's noted they would like to create a metric to hold him more accountable in his department. It suggested Brad's salary be increased by the 3% COLA and an additional 3.5% on top of that, making his salary \$77,461.54. The Select Board agrees with the recommendation.

A motion was made, seconded and so voted to include a \$15,000 allowance for a stand-by generator for the Town Hall.

Steve Seddon	Aye
Alex Bowman	No
John Field	Aye

A motion was made, seconded and so voted to approve the draft FY24 budget and send it to the Finance Committee for review.

Steve Seddon	Aye
Alex Bowman	Aye
John Field	Aye

Meeting adjourned at 3:49pm.

Steve Seddon

Alex Bowman

John Field