

Town of Sandisfield

Select Board
March 11, 2022

Minutes for Select Board Work Session held on Monday, March 11, 2022 at 3:00p.m. at the Town Hall Annex, 66 Sandisfield Road, Sandisfield, MA

Members present: George Riley, Alex Bowman, Steve Seddon, Roger Brown, Barbara Cormier, Joanne Olson, Rita Kasky

1. Discuss timeframe and steps needed to prepare FY23 Budget for Finance Committee and Select Board approval, Town Counsel review and Warrant mailing

George reports the main concern upon the Town Manager resignation, is compiling the budget before the Annual Town Meeting in May. The Town Manager left the Select Board a list of projects that needed to be followed up on now that he's stepped down.

Steve would like to distribute the tasks that were left by the Town Manager. He has already taken ownership of some of the items, including the hiring of a new Building Commissioner. George explains that electricity will need to be installed in the storage container, for the humidity in the summer will damage the documents.

George motions to accept Kevin Flynn's resignation as Town Manager. Steve seconds. Motion passes unanimously.

The Select Board will need to look through the Town Manager's emails in order to determine what departments have submitted a budget. Alex notes that he was told Fire, Police and DPW were the departments who had yet to turn in their budgets.

Alex expresses concern about the time constraints on getting the budget together, especially with George going on vacation for three weeks. George hopes to get the majority of the budget done before his departure. He supposes the Select Board will receive, review, and revise each budget submission, and compile them together. The Select Board will then review the budgets individually to determine what can be approved. Steve notes that if someone like Roger Brown does not want to assist in compiling the budget, he suggests hiring a consultant. The project does not seem too difficult, but very time consuming. Alex notes there may not be enough time to go through the hiring process for a budgeting consultant..

Steve reports Joanne Grybosh would be willing to help with the clerical work for the DPW temporarily. She requests \$40/hour for eight hours a week. The work will include closing out grants.

Roger Brown is invited to speak. He reminds the Select Board that the Annual Town Meeting is scheduled for May 14, and the warrant needs to be posted by May 2. Before this Town Counsel, the Select Board and the Finance Committee all need to approve. Roger estimates there is only three weeks to put the budget together.

Roger explains that any budget information that has been submitted from departments, might be problematic, for there are errors within the Excel sheets that were asked to be submitted. Roger suggests reaching out to all the boards and committees to determine whether they have been submitted.

Alex notes that while the town may budget well, the departments do not spend their money appropriately, and often come in under-budget, which Roger suggests means Sandisfield over-taxes their residents. George notes that's why they've asked all departments to include how much they spent last fiscal year in order to create a more appropriate budget.

Roger notes that Laura Lee Bertram has expressed willingness to assist with Town Manager roles temporarily, including assistance with the budget. Steve suggests all the Select Board members contribute to compiling the budget.

George establishes the tentative steps in the budget process:

1. Assess what has been submitted to date
2. Determine what's missing
3. Divide up the work

Once it's determined what budgets have been submitted, all departments who need to submit will be invited to attend a meeting to go over the guidance. The Select Board plans to see if it is possible to get more time to develop the budget and submit to Town Counsel. Roger suggests two work sessions a week to establish and review the budgets.

George motions to grant Roger Brown access to Town Manager emails. Steve seconds. Motion passes unanimously.

George motions to appoint Joanne Grybosh as DPW Consultant for \$40/hour for eight hours a week, with her first task being compiling the DPW budget. Alex seconds. Motion passes unanimously.

The Select Board will follow up with Laura Lee Bertram in assisting with the budget and handling some Town Manager tasks. Steve will ask what Laura's capabilities and interests are. Barbara Cormier suggests asking Carl Nett to volunteer his time to dedicate to the budget process.

Roger suggests holding the Select Board and Finance Committee meeting together to review the budget. Select Board Work Sessions are scheduled for March 15 at 6:00pm, March 18 at 4:30pm, March 21 at 5:00pm, March 23 at 5:00pm, March 28 at 5:00pm, and March 30 at 5:00pm.

2. Review and discussion of Town Manager role, responsibilities and procedures

3. Topics not reasonable anticipated

Barbara Cormier requests that the Town Manager Search Committee be reinstated immediately. They will post the position on the Beacon and Joanne Olson suggests they post on a legal website as well.

George motions the Town Manager Search Committee to be reinstated. Alex seconds. Motion passes unanimously.

Meeting adjourned at 4:47pm

George Riley

Alex Bowman

Steve Seddon