

Town of Sandisfield

Select Board
June 27, 2022

Minutes for Select Board meeting held on Monday, June 27, 2022 at 6:30PM at the Town Hall Annex, 66 Sandisfield Road, Sandisfield, MA

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

Called to order at 6:30PM

1. Call to order: Note that the meeting is being recorded

2. Public Hearing with Board of Assessors to discuss hiring process for Principal Assessor

Board of Assessors Chair, Bethany Perry explains the BOA has developed a job description for the Principal Assessor position and will now publish an employment opportunity advertisement. It's suggested to post the position in more municipal specific platforms, like the Massachusetts Association of Assessing Officers.

Steve requests the BOA get an estimate from Mayflower to see how much it would cost to get Sandisfield through to the end of year or until the position is filled.

3. Discuss DayDreamz Estate's Special Permit Status and Progress

Steve summarizes that he reached out to Town Counsel to review DayDreamz Special Permit because they constructed somewhat outside the scope of their permit by erecting two construction trailers instead of a barn. Town Counsel accepted this, but noted the trailers will take away from the size of the barn when it is built.

Philip Blume, DayDreamz partner, explains he needed the trailers to climate control his product. He notes that should things with his special permit be sorted out, he should have plants in the ground by early July.

The Select Board requests they be informed should any other changes occur in the future. Steve emphasizes the importance of following the setbacks. The Select Board requests any further licensing updates.

4. Appoint Mike Morrison as Temporary Constable

Steve motions to appoint Mike Morrison as temporary Constable until the next election. Alex seconds. Motion passes unanimously.

5. Appoint Cannabis Sub-Committee Members

The Select Board will appoint Cannabis Sub-Committee members on July 11, 2022.

6. Allocation of ARPA funds

Steve summarizes there were a lot of ideas for allocation of ARPA funds from various boards and committees, the most common being paying down the broadband debt. The Select Board decided they would dedicate \$200,000 of ARPA funds to the purchase of the grader. This would allow funds already allocated for the grader to go to Free Cash and be used to pay down the broadband expense. There will be about \$66,000 leftover. The Select Board is looking into grants for local businesses and nonprofits.

7. Discuss Fire/Ambulance Insurance

Ralph explains that while Sandisfield does cover on-duty injuries, it does not have insurance that would compensate a Fire/EMT employee for lost work time. This policy has been recommended for a few years.

It's suggested the Select Board hold a Work Session to discuss the insurance options with their MIIA Representative.

Jonathan presents the Select Board with a recommended update to the Fire/EMT medical coverage policy only. The update would increase the coverage from \$100,000 per incident to \$200,000.

John motions to increase the policy from \$100,000 to \$200,000 for an additional premium of \$1,785. Steve seconds. Motion passes unanimously.

8. Discuss Job Postings

Steve reviews the open job positions which include, Planning Board Admin Assistant, Town Asset Custodian, Animal Control Officer, Webmaster, Building Maintenance Technician, Transfer Station Attendant, DPW Admin Assistant, Assistant Treasurer/ Tax Collector, Public Safety Officer, Town Manager, Principal Assessor, and Assistant Town Clerk. The majority of the positions can be found with job descriptions on the town website.

Steve questions which of these positions can be published on other platforms. Barbara Cormier notes the Town Manager ad would cost significantly to be published in the Boston Globe and Berkshire Eagle for two weeks. Instead, the Town Manager Search Committee opted to post the ad for two days for two weeks in the Eagle and scrap the Boston Globe ad altogether. The ad will also be posted in the Beacon and Shopper's Guide.

It's suggested posting the DPW Admin Assistant in the Beacon as well, Jonathan will ask Brad to take care of this posting.

9. Discuss Town Manager Bylaw

Steve summarizes this bylaw would create a Town Manager position commitment, and therefore prevent a Select Board from deciding the position was unnecessary and terminating the employee. Jonathan notes this is recommended by DLS.

10. Discuss DOR/DLS Financial Policy Recommendations

In 2017 DOR/DLS provided Sandisfield with multiple financial policy recommendations, none of which were adopted. Jonathan would like to begin the process of going through these policies and finally enacting them. The Select Board will address one policy per week; Jonathan will prioritize the list. Some of the policies will need to be voted on at Town Meeting.

11. Interim Town Manager Updates

In order to have Janey Beardsley bonded as Assistant Treasurer/Tax Collector the insurance company requires a copy of Sandisfield's response to the 2016 audit. However, the town never responded. Jonathan will begin drafting a response.

The Chapter 90 road line painting request has been approved. The roads have already been swept and some of the potholes will be filled before the painting begins.

Paul Greene will pick up violation tickets from Town Hall and begin issuing them immediately. The Town has yet to receive response from the initial letter sent to Jennifer Pilbin requesting she provide proof of residency outside of the mobile home located on her property. The fine for this situation is \$100 per violation, which can be issued every day.

Jonathan has yet to hear back from John Mayer to hook Spectrum up to town buildings. He has reached out four times this month.

The Board of Health has reconfigured, and they are now attempting to get a commitment from Jayne Smith temporarily to act as Sanitarian.

12. Select Board Updates

All three Select Board members will be on vacation the week of July 4, 2022. The Monday meeting will be canceled. The next Select Board meeting will be held July 11, 2022.

Steve motions to give Alex Bowman permission to sign the weekly warrants and payroll warrant on Friday, July 1, 2022. John seconds. Alex recuses himself. Motion passes.

13. Future agenda items

14. Discuss and sign Year-End Transfers

Steve motions to approve the year-end transfers. Alex seconds. Motion passes unanimously.

15. Review and sign minutes of meetings, purchase orders, warrants, and mail

The Select Board will request a drafted policy for software and equipment purchases for town employees from John Shannon and review this with the Fire Department.

Jonathan will review and clarify encumbrance requests.

16. Adjourn Meeting

Meeting adjourned at 8:34PM.

Steve Seddon

Alex Bowman

John Field