

# Town of Sandisfield

## Select Board

Minutes for Select Board meeting held on Monday, July 25, 2022 at 6:30PM at the Town Hall Annex, 66 Sandisfield Road, Sandisfield, MA

Members present: Steve Seddon, Alex Bowman, Jonathan Sylbert

Called to order at 6:30PM

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

Points to the Minutes: On June 26, 2022 Steve Seddon read a letter from Lynn Rubenstein who noted the Select Board agreed to help fund a community event, but failed to do so. The minutes incorrectly identified the event as the Memorial Day Parade, but was actually the Christmas Party. The minutes on the website now reflect the correct event.

### **2. Discuss Board of Health fees**

Jayne Smith and the Board of Health have compiled a new fee schedule that can be published on the website for reference. This fee schedule was unanimously approved at a Board of Health meeting.

Alex Bowman motions to accept the Sandisfield Board of Health proposed fee schedule recommended by the Sandisfield Board of Health on July 19, 2022. Steve seconds. Motion passes.

Jayne requests the Select Board acknowledge that once they sign the contract with the Southern Berkshire Public Health Collaborative, she will be working for Sandisfield in two capacities, temporary Sanitarian and Shared Service Coordinator for the SBPHC. The Select Board has no problem with Jayne operating under both these titles.

### **3. Sign Special License for the one-day sale of wine and malt beverages at the Annual Steak Roast hosted by the Sandisfield Fire Department**

The Select Board signs the license.

### **4. Sign Retail Liquor License Renewal Certification**

The Select Board signs the Liquor License Renewal Certification. It's noted that MJ Tucker's has opted not to renew their license.

## **5. Discuss and act on Cannabis Sub-Committee Appointments**

Steve reports that there were six applicants to the Cannabis Sub-Committee. However, only five members can be appointed. The Town Clerk asked all six members if one would be willing to withdraw their request for appointment, but has not received any response. Should no one withdraw, the Select Board will remove one member at random. The Cannabis Sub-Committee meeting will be held on August 17, 2022, a decision must be made before this time.

## **6. Discuss and vote on Reserve Fund Transfer Policy**

Steve motions to approve the Reserve Fund Transfer Policy as described by DLS. Alex seconds. Motion passes.

## **7. Discuss Financial Policies**

Jonathan Sylbert reviews the Financial Management Team, which is a policy that encourages the Town Administrator to meet with the Accountant, Treasurer/Collector, and Assessor on a monthly basis for a check-in.

Steve motions to adopt the Financial Management Team Policy. Alex seconds. Motion passes.

The next policy to review is the Financial Reserves, which determines the limits for the town's three basic cash reserves, which include Free Cash, General Stabilization, and Overlay Surplus. The policy sets parameters for the percentage of the budget to keep in each of these reserves. The policy suggests the total of all three reserves should be funded at a target of between 13%-19% of the annual operating budget. This total would be about \$481,700 for the town this fiscal year. The recommendation for Free Cash is 5%-7%, which would be \$185,000-\$259,000 this fiscal year. General Stabilization is recommended at 7%-10%, which would be \$259,000-\$370,000 this fiscal year. The Stabilization fund should not be reduced by more than one third; should it be reduced further, the town will have two years to bring it back to the minimum level. The recommendation for the Overlay Surplus is 1%-2%, which should put the town at \$37,000-\$74,000; however, the town currently has almost \$400,000 in this reserve. Regardless, the policy should be created on the basis of good practice.

Jonathan recommends adopting the policy with Free Cash at 5%, General Stabilization at 10%, and Overlay Surplus at 1%-2%, which would bring the total to \$605,000 maximum. This total would be 16.5%, right in the middle of the DLS recommendation.

Alex motions to accept the Financial Reserve Policy with 5% inserted into the Free Cash section, 10% into General Stabilization Fund section, and 1%-2% inserted into the Overlay Surplus section. Steve seconds. Motion passes.

Jonathan reviews the Year-End Closing policy. The town's current policy only includes provisions for Year-End Transfers, but the entire policy should be adopted. This policy holds all committee/department heads accountable for closing their accounts at the end of the year and includes submission deadlines. Jonathan recommends the policy be adopted as written by DLS.

Steve motions to adopt the Year-End Closing Policy from DLS. Alex seconds. Motion passes.

The last policy reviewed is Capital Planning, which Jonathan recommends they adopt in replacement of their current policy, which includes problematic requirements. It's suggested the policy be adopted as is, but change the target maintenance level for this reserve from "15-25%" to "25%" of the Town's annual operating budget.

Alex motions to adopt the Capital Planning Policy with tangible assets or projects estimated to cost over \$25,000 and to have or extend five or more years of useful life, and to be 25% of the town's annual operating budget. Steve seconds. Motion passes.

## **8. Town Clerk Updates**

Douglas Miner reports he will be appointing Brenda Larson as Assistant Town Clerk.

## **9. Interim Town Manager Updates**

Brad Curry has posted all of his out-of-service equipment on GovDeals and the current bids total over \$30,000. It's questioned if the old Emergency Management ATV is included on GovDeals. Steve reports it is not, but this will need to be revisited as a future agenda item.

Smitty Pignatelli now has all the information needed to address DOR about the Minery property. Jonathan anticipates hearing from him soon.

Micah Morrison has begun developing the documents for the culvert bridge by 90 Sandisfield Road. Mary Turek notes that in three years an extension will need to be requested from the Conservation Commission. The project is most likely to be completed before this deadline.

Jonathan will be attending a PermitEyes training run by the PermitEyes service representative, Michael Tandoc. Michael has also offered to host an additional training for all committee/department heads that will be utilizing the service.

Jonathan will create a list of all projects in the works and update it every Wednesday, so the Select Board can consider them as items for the agenda.

It's noted that the Rudolph's should conduct a title search on the property they are trying to purchase from the town, as referenced on the warrant at Town Meeting.

## **10. Select Board Updates**

Steve updates he attended a meeting for newly elected Select Board members, which he found valuable.

## **11. Future agenda items**

Carl Nett suggests having a discussion regarding the direction the town would like to take in light of survey results from the Teacher's Union. This discussion should take place after the next School Committee meeting on August 1, 2022.

## **TOPICS NOT ANTICIPATED**

Steve was notified by the State Executive Office of Energy and Environmental Affairs that Sandisfield is at level one minor drought condition. While Sandisfield is not in critical condition, it's recommended all residents be mindful about how water is being used.

## **12. Review and sign minutes of meetings, purchase orders, warrants, and mail**

## **13. Adjourn Meeting**

Meeting adjourned at 8:42PM.

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Steve Seddon

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Alex Bowman