

Town of Sandisfield

Select Board

Minutes for Select Board meeting held on Monday, August 15, 2022 at 6:30PM at the Town Hall Annex, 66 Sandisfield Road, Sandisfield, MA

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

Called to order at 6:30PM

- 1. Call to order: Note that the meeting is being recorded**
- 2. Sign Farmland of Local Importance Designation Letter**

Steve Seddon signed this letter two weeks ago, but takes the time to acknowledge it, as it was not included on the agenda. The letter gives farmers the ability to apply for grants based on their soil type.

3. Annual Appointments

<ul style="list-style-type: none">• Town Counsel – Kopelman & Paige• Fire Inspector – Ralph Morrison• Veteran’s Service Director – Laurie Hils• Building Inspector – Paul Greene• Alt. Building Inspector – Don Torrico• Wiring Inspector – Jay Reynolds	<ul style="list-style-type: none">• Asst. Wiring Inspector – Jeffrey Aloisi• Asst. Wiring Inspector – Robert Kimberly• Plumbing Inspector – Charles Pease Jr.• Asst. Plumbing Inspector – Brian Middleton• Tree Warden – Brad Curry
---	--

Steve motions to make all of the listed annual appointments. Alex seconds. Motion passes unanimously.

Roll-call vote: Alex, yes. John, yes. Steve, yes.

4. Re-Appointments

- **COA – Anina Carr**
- **Conservation Commission – Paul Gaudette**
- **Historical Commission – Ron Bernard**

Steve motions to re-appoint all listed members. Alex seconds. Motion passes unanimously.

Roll-call vote: Alex, yes. John, yes. Steve, yes.

5. Appointment Term Determination

Recreation Committee, Green Committee, and Yanner Park Committee do not have designated terms. The Select Board supports creating terms for these committees. Jonathan will present a term suggestion and schedule for their next meeting.

6. Ron Bernard in to announce Historical Commission event

Ron Bernard announces the Historical Commission will host an event on Saturday, September 17 at 11:00AM at Wilbur Park to celebrate the dedication of New Boston as a National Historic District. Smitty Pignatelli will be speaking, as well as Jonathan on behalf of the town. The Commission will be unveiling a historical marker to be installed at the park. Additionally, three signs will eventually be installed at three entrances into the district that say "Welcome to New Boston National Historic District."

Ron goes on to explain that the New Boston National Historic District is strictly prestigious and has no authority over homeowners in regards to changes they make to their homes within the district.

8. Sign letter of Support for BRPC Advisory Committee

Letter serves to notify BRPC of Sandisfield's commitment to participate as a member of the Advisory Committee. Letter is signed.

9. Appoint BRPC Alternate

John Field previously served as the BRPC Delegate while on the Planning Board, but can no longer hold the position since he's left the Board. Planning Board must designate a new Delegate, and an Alternate must be nominated.

10. Unemployment Services Program from MIIA

The Unemployment Services Program is a free service offered by MIIA to assist with any unemployment claims. Steve motions accept the MIIA Unemployment Services Program participation application. Alex seconds. Motion passes unanimously.

Roll-call vote: Alex, yes. John, yes. Steve, yes.

11. Discuss Local Room Occupancy Excise Rate of up to 6%

Sandisfield has the opportunity to charge up to 6% for local room occupancy. This is typically done in higher tourist areas, including Otis and Great Barrington. This rate would be an additional fee for Airbnbs, and other similar organizations. Should the Select Board be interested in establishing a local room occupancy excise rate, they could conduct research and include it on the warrant for the upcoming Special Town Meeting.

Planning Board requests a joint meeting with the Select Board to discuss the priorities the town might have with short-term rentals and other bylaws/enforcement. There will be a Public Hearing for the Accessory Dwelling Unit and Shared Driveway Bylaw on August 23, 2022 at 6:30pm held at the Old Town Hall.

7. Brad Curry in for DPW Updates

Speed signs on Route 57 are in need of updating. Locations for new signs are being marked out, and once all signs have been delivered, the DPW crew will begin installation.

Paving on Route 183 and 57 is about 90% complete. Brad reached out to the state to ask about the possibility of continuing the remaining three miles of Route 57.

DOT confirmed that as long as Sandisfield has a signed copy of the RAP program, they can continue and the remaining \$270,194 can be dedicated to completing the drainage/paving over drainage work on Town Hill Road by Yanner Park.

Palmer Paving Co has scheduled overlayment on the far end of Town Hill Road on the Otis townline. The price must be recalculated due to cost increase. The cost will determine how far the overlay will go.

The large storage container at Town Hall will be moved to the Transfer Station tomorrow, August 2, 2022. Some of the shelving will be brought to the Old Town Hall, and any remaining documents/archives will be stored in the new smaller storage unit.

The DPW has received a \$42,000 deposit for the sale of surplus equipment. Additionally, three more pieces of equipment will accumulate around \$20,000 more. The grader, an old asphalt drag-box, and two old snow plows will be listed on DougDeals soon. Once the new firetruck is in service, it will need to be decided what the best way to sell the old truck is.

Last winter a vehicle destroyed a guardrail on New Hartford Road; the driver never came forward. It's questioned if the guardrail could be replaced under insurance or if some remaining RAP money could be allocated towards replacement. Jonathan and Brad will look into both of these options.

The GPS testing in Brad's truck has gone well. The system will notify Brad if a vehicle goes outside the parameters that have been programmed, including speed limits, stopping abruptly, etc. Additionally, Brad will be alerted of the location and time the GPS is unplugged.

The Select Board may consider asking the town for another F550 for the DPW at the STM. The Select Board will need an estimated cost of the vehicle, as well an explanation of need for the vehicle. The cost of a used truck may be explored, but the Select Board wants to avoid the need for constant repairs. Brad will begin gathering this information.

Brad, Jonathan, and Michael Morrison will be meeting with Micah Morrison to discuss the NO-NAME Route 57 culvert bridge. The bid deadline is Tuesday, September 20, 2022, substantial project completion deadline is June 30, 2023, final project completion deadline is August 14, 2023, and the maximum road closure duration is 28 business days. Jonathan spoke with Eric Jesner about the school buses, which he confirmed will not cause a problem.

12. Discuss Financial Policies

Antifraud is a fairly straightforward policy. The policy states that, "The Town Administrator will create a set of procedures to be appended to this policy or incorporated by reference," which is then followed by a list of nine procedures. Jonathan suggests the Select Board adopt this policy pending the compilation of the procedures.

Steve motions to adopt the Antifraud policy recommended by DLS. Alex seconds. Motion passes unanimously.

Roll-call vote: Alex, yes. John, yes. Steve, yes.

Credit Card Usage is another standard policy, which states that "The Town shall have only one credit card account with just one physical credit card, both under the custody and control of the Treasurer/Collector." Sandisfield currently follows this procedure. Payment for trainings/seminars can be made on the credit card. A detailed set of procedures will be created by the Town Manager and Treasurer/Collector.

Steve motions to adopt the Credit Card Usage policy recommended by DLS. Alex seconds. Motion passes unanimously.

Roll-call vote: Alex, yes. John, yes. Steve, yes.

The Forecasting policy gives the town instruction on doing forecasting up to five years for budgeting purposes. The policy establishes a priority order when appropriating one-time revenues:

- [Snow and ice deficit]
- [General stabilization fund]
- [Capital stabilization fund]
- [Cash capital budget] - Jonathan recommends removing this one-time revenue because it does not apply to Sandisfield.
- [Other] - Recommends removing "Other" as well.

The policy also allocated the responsibility of annually creating a detailed budget forecast and a [five]-year financial projection of revenues and expenditures for all operating funds to the Town Accountant. While he agrees with the five-year financial projection, Jonathan notes this may be too much to allocate to the Accountant, but recommends moving the responsibility to the Town Manager.

Steve motions to adopt the Forecasting policy as recommended by DLS, and in Section C. Financial Forecast Guidelines change the bracket to state Sandisfield "should generally [stay between 70 to 90] percent of the prior year's actual collections without firm evidence otherwise." Alex seconds. Motion passes unanimously.

Roll-call vote: Alex, yes. John, yes. Steve, yes.

Alex motions to include Snow and ice deficit, General stabilization fund, and Capital stabilization fund as the priority order when appropriating one-time revenues, and replace the variable for [five]-year financial projection of revenues and expenditures to "five-year financial projection..." Steve seconds. Motion passes unanimously.

Roll-call vote: Alex, yes. John, yes. Steve, yes.

13. Interim Town Manager Updates

Jonathan has been working on acquiring the Fire/EMT Incidents list. He currently has June & July. Once provided with January-May, he will be able to estimate the cost of the ambulance and begin negotiations with Tolland again.

Upon review of the insurance list from MIIA, it has been determined there are a number of vehicles no longer in service that the town has continued to insure, as well as multiple vehicles that have yet to be insured. The goal is to have an accurate vehicle schedule within the next couple of weeks.

Jennifer Pilbin was sent a violation from Building Inspector Paul Greene a few months ago. Jonathan recommends sending another letter which will include her current violation balance.

A BRPC Delegate and Alternate must be appointed for grant funding for roads and bridges. Steve motions to appoint Jonathan Sylbert as BRPC Delegate and Brad Curry as the Alternate. Alex seconds. Motion passes unanimously.

Roll-call vote: Alex, yes. John, yes. Steve, yes.

As a reminder all town employees should make sure their ethics and conflict of interest trainings are up to date.

14. Select Board Updates

Alex has been developing a plan to get the secondary telephone polls removed. He intends to have the Select Board amend their agreement to state that the MBI project is not complete until all double polls are removed. No money can be assessed until the project is complete, thereby incentivizing Verizon, Eversource, and Spectrum to address the issue.

15. Future agenda items

- Appointment Designations
- BRPC Alternate
- Discuss function of the ZBA
- Properly digitizing all dept/boards/committee meeting minutes
- Discuss and schedule STM
- Accessway permits

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

Alex motions to delegate signing warrants and purchase orders to Steven Seddon for the week of August 15. John seconds. Motion passes.

Roll-call vote: Alex, yes. John, yes.

Select Board sets aside a PO for repairs and updates to the new police car. They will ask for more specifications on the incident and insurance policy.

17. Adjourn Meeting

Meeting adjourned at 8:17PM.

Steve Seddon

Alex Bowman

John Field