

Town of Sandisfield

Select Board

Minutes for Select Board meeting held on Wednesday, August 31, 2022 at 11:00AM at the Town Hall Annex, 66 Sandisfield Road, Sandisfield, MA

Members present: Steve Seddon, John Field, Alex Bowman by remote, Barbara Cormier, Joanne Olson, Rita Kasky, Roxanne McCaffrey

1. Interview with Roxanne McCaffrey for Town Manager position

Roxanne McCaffrey is from Stockbridge; her career was in information technology, and most recently she served as a Select Board member in her town. She has experience in management and finds municipal a comfortable area of work. While Roxanne has minimal knowledge of Sandisfield's recent history, she believes there is a lot of opportunity in town.

Similarly to Sandisfield, the Select Board is the Special Granting Authority in Stockbridge, which has allowed Roxanne to gain experience with Special Permit applications.

Setting and reaching goals, would need to be overseen by the Select Board. Should the Select Board develop a priority list, a plan could be instituted by Roxanne to obtain these goals. Financial responsibility is an important aspect when determining what goals should be prioritized.

An accomplishment of Roxanne's during her time on the Stockbridge Select Board surrounded the Stockbridge Bowl Association suing the town and the Conservation Commission over a proposed herbicide project and the effect it had on the dynamic of the town. While serving on the Board she was able to assist in restoring civility in the town and establishing the Stockbridge Bowl Stewardship Commission.

Aside from the day-to-day operations, the largest responsibility of the Town Manager in Sandisfield is assembling the budget. Roxanne was majorly involved with the Stockbridge budget process, and found that working jointly with the Finance Committee allowed for an easier creation of a finalized budget.

Success was measured by completion of goals on a priority list in Stockbridge. Since issues are constantly arising in any town, it's important to understand where the concerns are and where the priority should be.

Roxanne has human resource experience from the last three years on the Select Board. While the Stockbridge Town Manager position was vacant, Roxanne was given the opportunity to work closely with the Town Hall staff. Additionally, during her time in IT, she managed her department.

Forming relationships with all the town staff is important. To build those relationships, Roxanne would conduct frequent check-ins and ask a lot of questions to make sure she understands how a department is operating. Creating an open line of communications is also important in maintaining a healthy and functioning work environment.

Examples of a high-performing town include infrastructure improvements and a smooth functioning Town Hall. Town employees should enjoy the work they do in a pleasant environment.

Alex asks how Roxanne would go about investigating the viability of a residential tax exemption. She notes that this can be a tough situation because you have to consider both the primary residents and second home-owners as part of the community. This may raise questions of fairness.

Meeting adjourned at 11:52am.

Steve Seddon

Alex Bowman

John Field