

**TOWN OF SHEFFIELD  
BOARD OF SELECTMEN  
March 14, 2005 - 6:30 P.M.  
TOWN HALL MEETING ROOM**

Board Members Present: Richard J. Kirchner, Chairman  
Janet G. Stanton, Selectman  
David D. Macy, Selectman

Others Present: Robert Weitz, Town Administrator  
Diane P. Roosa, Recording Secretary  
Sheryl Lechner, Berkshire Eagle  
Rick Boardman, Fire Chief

Chairman Kirchner called meeting to order at 6:35 p.m.

**APPOINTMENTS:**

▪ **Administrative Assistant**

Town Administrator Weitz recommended that Beverly Gilbert be appointed to the position of Administrative Assistant to the Town Administrator and Board of Selectmen. Selectman Macy moved to appoint Ms. Gilbert to the position of Administrative Assistant, seconded by Chairman Kirchner. Motion carried unanimously.

▪ **Highway Department**

Chairman Kirchner recommended that this item be put on hold for another week to give Selectman Stanton and himself an opportunity to review the applications that have been received for this position.

▪ **Constable**

Town Administrator Weitz recommended that Bruce Person be appointed to the position of Constable. Selectman Stanton moved to appoint Bruce Person to the position of Constable, seconded by Selectman Macy. Motion carried unanimously.

**DEPARTMENTAL RECEIPT POLICIES & PROCEDURES**

Town Administrator Weitz stated that as a result of the recent audit performed by the firm Melanson, Heath & Co., PC, a Departmental Receipt Policies & Procedures policy should be approved and implemented (copy attached). Motion made by Selectman Stanton to approve the Departmental Receipt Policies & Procedures as submitted, seconded by Selectman Macy. Motion carried unanimously.

**TOWN PROPERTY ALCOHOL POLICY**

Town Administrator Weitz recommended that a policy be put into place for use of alcohol on Town Property. After a discussion on the matter, it was agreed to table the item until the next meeting.

**SALE OF BUSINESS PARK LOT**

Town Administrator Weitz informed the Board that a Purchase and Sale Agreement has been received from Karen and Paul Tepper for a lot at the Sheffield Business Park in the amount of \$87,000. Town Administrator Weitz further stated that a deposit check in the amount of \$8,700 was received by Town Counsel. **Selectman Stanton moved to sign the Purchase and Sale Agreement between the Town of Sheffield and Karen and Paul Tepper for a lot in the Sheffield Business Park in the amount of \$87,000, seconded by Selectman Macy. Motion carried unanimously.**

#### **EXECUTIVE SESSION**

**Selectman Stanton moved to adjourn the meeting at 6:50 p.m. to go into Executive Session for the purpose of discussing Collective Bargaining and to return to Open Session following the Board of Health meeting, seconded by Selectman Macy. Roll Call Vote: Selectman Macy - Aye; Selectman Stanton-Aye, and Chairman Kirchner-Aye.**

Board resumed Open Meeting at 8:00 p.m.

Rick Boardman, Fire Chief, joined the meeting at 8:00 p.m. for the purpose of discussing the current procedure for applicants to the Hose Company. After a brief discussion on the process, it was agreed that all applicants for the Hose Company would come to the Board of Selectmen's office for an application and upon completing it return it to the Board for their review. The application would then be referred to the Hose Company for their review and recommendation. It was also agreed that appointments would be made on a 3-month probationary period, and after 3-months either a recommendation would be made to the Board, or the probationary period could be extended for another 3-month period.

**Selectman Stanton moved to adjourn the meeting, seconded by Selectman Macy. Motion carried unanimously.**

Meeting adjourned at 8:20 p.m.

Respectfully submitted,

Diane P. Roosa  
Recording Secretary