

**TOWN OF SHEFFIELD  
BOARD OF SELECTMEN  
WORKING MEETING  
JUNE 2, 2010  
SELECTMEN'S OFFICE  
4:30 PM**

Board Members Present: Julie M. Hannum, Chairman  
Rene C. Wood, Clerk  
David A. Smith Jr.

Others Present: Joseph A. Kellogg, Town Administrator  
Rhonda LaBombard, Assistant Town Administrator

Chairman Hannum called the meeting to order at 4:30 pm.

**ASSESSOR'S VACANCY:**

Selectman Wood moved to suspend the Appointment Policy for an emergency appointment to the Board of Assessors, seconded by Selectman Smith. The motion carried unanimously.  
Selectman Wood moved to appoint Robert Weitz as a temporary Assessor, effective immediately, with the appointment not to exceed one year, seconded by Selectman Smith. The motion carried unanimously.

**SELECTMEN'S PROCEDURES:**

Discussion ensued on creating a policy and procedures manual for the Board of Selectmen. Selectmen Hannum and Wood expressed their concerns that all correspondence to the Board receive a response. Administrator Kellogg will distribute copies of policy manuals from other towns. Discussion ensued regarding a letter received about the Ashley Falls Cemetery. Administrator Kellogg said he will respond and noted that most of the cemeteries in Town are privately owned.

**EECBG GRANT:**

The Town received a \$20,000 grant from stimulus funds to install insulation in Town Hall and insulation and storm windows at the Police Station. Discussion ensued regarding asking Berkshire Regional Planning Commission (BRPC) to administer the grant for a fee. Administrator Kellogg will follow up with BRPC.

**FY2011 SOLID WASTE CONTRACT/FEE:**

The solid waste hauling contract is out to bid. Administrator Kellogg suggested that the Transfer Station permit fee be set after the hauling bids are opened and proposed two options to the Board. Discussion ensued. Letters regarding the permit fees for FY2011 will be mailed to residents on July 1<sup>st</sup> and the fee will be due on August 15<sup>th</sup>. Discussion continued on education and enforcement. Selectman Wood suggested holding a meeting to obtain ideas on these two issues.

**EMPLOYEE EVALUATIONS/MERIT RAISES:**

Administrator Kellogg will be holding annual evaluation meetings with department heads to determine merit raises. Pay increases will be 1% cost of living and 1% merit. Selectman Wood moved to grant a 2% pay increase to Administrator Kellogg based on his evaluation in December, to be effective July 1, 2010, seconded by Selectman Smith. The motion carried 2-0. Selectman Smith abstained.

**SHEFFIELD WATER DRINKING FOUNTAINS:**

Sheffield Water Company has ordered and received two drinking water fountains to be installed in the Village Green and the Town Park. The exact placements at each site have yet to be determined.

**AMERICAN LEGION STORAGE:**

The Town is obligated under the agreement with the American Legion to provide storage for the Legion. Discussion ensued regarding the options for storage. Selectman Wood moved to propose to pay the American Legion \$2,000 per year for 5 years to meet the storage requirement in the deed, seconded by Selectman Smith. The motion carried unanimously.

**POLICE COLLECTIVE BARGAINING:**

Administrator Kellogg said that a meeting will be held on Friday, June 4, 2010 with the Police Department to negotiate a two year contract for FY10 and FY11. Chairman Hannum will also attend this meeting.

Selectman Smith left the meeting.

**MASS DOT – ROUTE 7 CROSSWALKS:**

Administrator Kellogg, Chief McGarry, Ed Lord, Noah Parsons, Donald Perry and two employees from Mass DOT met to look at the crosswalks and curb cuts on Main Street in front of the Village Green. Mass DOT has agreed to flag their right of way and consider installing a new curb cut in front of the Stone Store. The Town would be responsible for installing a new sidewalk on the east side of the road. The new crosswalk will be installed across Route 7, approximately in front of the Stone Store. A site visit is scheduled for June 7, 2010 at 6:30 pm for the Board to view the proposed site.

**SELECTMEN RETREAT:**

Discussion ensued regarding holding a Board retreat in July. It was the consensus of the Board to hold a retreat with the date to be determined.

**COVERED BRIDGE CANOE LAUNCH:**

Administrator Kellogg updated the Board on the work at the Covered Bridge canoe launch. ESS will do the work as stated by their agreement with the State. The work must be completed by October. The Board will schedule a site visit as a refresher on the design.

**TOWN COUNSEL:**

Discussion ensued regarding Town Counsel. Sarah Bell has requested appointment for FY2011.

**OTHER BUSINESS:**

Chairman Hannum inquired about the status of our representative to Wired West. Administrator Kellogg responded that this topic is on Monday's agenda for discussion.

Selectman Wood will attend the Teacher of the Year award for Cassie Uricchio at Mt. Everett High School.

Selectman Wood moved to adjourn the meeting, seconded by Chairman Hannum. The motion carried unanimously.

Chairman Hannum adjourned the meeting at 6:15 pm.

Respectfully submitted:

Rhonda LaBombard  
Assistant Town Administrator