

**TOWN OF SHEFFIELD
BOARD OF SELECTMEN
WORKING MEETING
SEPTEMBER 8, 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.

Sheffield in Celebration will be held this weekend. Chairman Hannum discussed whether we will be hosting a Town table. Administrator Kellogg will prepare a box of information and pictures to put on the table.

Discussion ensued regarding Boards and Committees. It was the consensus of the Board to hold at least two All Boards Meetings. The first meeting will be held on October 18, 2010 at 6 pm for the land use boards to include the Board of Health, Zoning Board of Appeals, Planning Board, Conservation Commission, Building Inspector and Assessors. A second meeting for other boards and committees will be held at a future date. Topics will include the Open Meeting Law, attendance, ethics, member interaction, review of laws, use of counsel, etc.

The Board discussed a letter received from David West. Chairman Hannum will contact Mr. West to discuss his concerns. It was the consensus of the Board that Administrator Kellogg be available for advice to the Board/Committees, if requested.

The Board will meet with Department heads on September 23, 2010 at 9:00 am. The purpose of the meeting will be to continue the topic of discussion that was held at the Department Head meeting with Administrator Kellogg.

Discussion ensued regarding a job description for the Senior Center Director. Chairman Hannum will contact the Director to discuss the job description.

Discussion ensued regarding the Green Communities Designation. Tom Carmody, Building Inspector, will be asked to meet with the Board on September 23, 2010 at 8:15 am to discuss the Stretch Code, one of the requirements of the designation. Administrator Kellogg will create a list of energy savings measures that could be taken by the Town.

Selectman Wood would like to attend sessions and webinars regarding Board of Health training. She said that between BOH member, Priscilla Cote and herself, all of the sessions would be covered. It was the consensus of the Board that Selectman Wood and Priscilla Cote attend the sessions and webinars.

Discussion ensued regarding the DCR Forestry survey on Forest Preservation. It was the consensus of the Board to pursue this issue. A draft letter will be ready to be placed on the agenda of the next meeting for discussion and signatures.

Discussion ensued regarding installation of a single ladder sign for the Village Green to accommodate requests from all groups rather than multiple signs. Further discussion on this will take place at the next working session along with Transfer Station procedural issues.

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

Chairman Hannum adjourned the meeting at 6:10 pm.

Respectfully submitted:

Rhonda LaBombard
Assistant Town Administrator