

Draft
TOWN OF SHEFFIELD
BOARD OF SELECTMEN
WORKING MEETING
SEPTEMBER 20, 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.

Salisbury Bank has requested a one-day Wine and Malt license for an event on October 6, 2010. Selectman Wood moved to grant a one day Wine and Malt license to Salisbury Bank for an event to be held on October 6, 2010, seconded by Selectman Smith. The motion carried unanimously.

Christ Church has submitted an application for a temporary roadside event sign to be placed on the Village Green for a Silent Auction to be held on October 9, 2010. Selectman Smith moved to grant the temporary roadside event sign to Christ Church for an event on October 9, 2010, seconded by Selectman Wood. The motion carried unanimously.

Police Officer Eric Munson has submitted an application for a temporary roadside event sign to be placed on the Village Green for an Rx Roundup event to be held at the Town Hall on September 25, 2010. Selectman Wood moved to grant the temporary roadside event sign to Eric Munson for an event to be held on September 25, 2010. The motion carried unanimously.

Discussion ensued regarding Transfer Station stickers and the number sold, fees and the number of people that have not responded to the billing letters.

Discussion ensued regarding the returnable containers at the Transfer Station. Several containers are being thrown in the recycling container instead of the Kiwanis barrels to be redeemed for the deposit. Administrator Kellogg will work on creating a sign asking residents to not put their returnable items in the recycling containers. Selectman Wood will draft a one page letter that can be handed out at the Transfer Station regarding trash tips to encourage such action.

Selectman Wood would like to hold a recycling informational session. Discussion ensued regarding a recycling monitor and whether the Town should provide a roll off box for demolition debris. Administrator Kellogg will research the pro's and cons of providing such a box for residents only.

Discussion ensued regarding a dress code for Transfer Station employees. Appropriate long pants, socks, shoes and shirts should be worn at all times. Administrator Kellogg will look into ordering shirts.

There was a brief discussion about Consultant Eric Weiss's proposal to provide design services to improve Transfer Station Operations. Selectman Wood moved to authorize Eric Weiss to proceed with preliminary design services at the rate of \$45/hour for a total not to exceed \$1,600, seconded by Selectman Smith. The motion carried unanimously.

Discussion ensued regarding a policy for what may be included on each department/committee's page on the Town website as well as interior colors and roof shingles for the Senior Center.

It was noted that the Council on Aging has not yet voted on a furniture needs list for the Senior Center. Discussion ensued regarding issues surrounding how this needs list should be developed.

The Department Head meeting scheduled for Thursday, September 23, 2010 has been canceled. The Board would like to meet with the Building Inspector on September 27, 2010 at 5:30 pm to discuss the Stretch Code and then continue with a working meeting.

There will be a meeting on September 23, 2010 at 5:00 pm, at the Great Barrington Firehouse to discuss regional fire department cooperation. Administrator Kellogg, Chief Boardman, Chief McGarry and the Board will attend.

The new tanker truck for the Fire Department is in Foxboro and almost complete. Payment for the truck will be prepared and released when the truck is delivered upon Chief Boardman's acceptance.

Administrator Kellogg noted that an employee has been out with an extended illness and is out of sick leave. He would like to start a bank that allows employees to donate some of their accrued leave. Selectman Smith moved to authorize the establishment of a sick leave bank to allow employees to donate sick leave to a co-worker, seconded by Selectman Wood. The motion carried unanimously.

Discussion ensued regarding the contract for the Police Officers and an appreciation day for employees.

It was noted that Boards and Committees are looking for storage space, file space and work space. Discussion ensued regarding space and office security.

Administrator Kellogg said that Valley View Road and a small portion of Polikoff Road will be reclaimed on Wednesday. Both roads will then be entirely paved with new oil and stone next week.

Administrator Kellogg said that a brush chipper approved at the Annual Town Meeting in 2009 will finally be ordered at a cost of \$30,000. He also noted that he is hoping to begin work on the porch over the back entrance to Town Hall within the next month.

Discussion ensued regarding Mt. Washington Road and a new contract for electric service. The electric service discussion will be on the agenda for the next meeting.

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

Chairman Hannum adjourned the meeting at 6:50 pm.

Respectfully submitted:

Rhonda LaBombard
Assistant Town Administrator