

**TOWN OF SHEFFIELD
BOARD OF SELECTMEN
MARCH 19, 2012
UPSTAIRS MEETING ROOM
7:00 PM**

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

Others Present: Rhonda LaBombard, Town Administrator
Jennifer Goewey, Assistant to Town Administrator
Thomas Carmody, Zoning Enforcement Officer

Members of the public

Chairman Wood called the meeting to order at 7:00 pm.

APPROVAL OF MINUTES:

Selectman Hannum moved to approve the minutes from the February 16, March 5, and March 9, 2012 meetings seconded by Selectman Smith. The motion carried unanimously.

HIGHWAY TRUCK STABILIZATION FUND:

Discussion ensued regarding establishing a Highway Truck Stabilization Fund for the purpose of setting funds aside for the purchase of a truck. Selectman Hannum moved to establish a Highway Truck Stabilization Fund and to transfer \$50,000.00 from free cash into the fund, seconded by Selectman Smith. The motion carried unanimously.

MUNICIPAL HEALTH CARE REFORM:

Discussion ensued regarding the Health Care Reform. The Board will vote on Chapter 32B, sections 21-23 on their March 26, 2012 meeting.

Administrator LaBombard recommended that the Board offer both the Value Plus and Benchmark health insurance plans to employees FY 2013. Discussion ensued. Selectman Hannum moved to offer employees the Value Plus and the Benchmark health insurance plans as presented, seconded by Selectman Smith. The motion carried unanimously.

CITIZENS PETITION:

Discussion ensued regarding a Citizens Petition received regarding Zoning Bylaws. Selectman Hannum moved to refer the Citizens Petition to the Planning Board, seconded by Selectman Smith. The motion carried unanimously.

ZONING BYLAW REVIEW COMMITTEE:

Discussion ensued regarding the formation of the Zoning Bylaw Review Committee including the Boards charge, terms and appointments.

APPOINTMENT-HOUSING COMMISSION:

Selectman Hannum moved to appoint Christine Ludwiczewski as a member of the Housing Commission for a term to expire June 30, 2014, seconded by Chairman Smith. The motion carried unanimously.

TRANSFER STATION POLICIES & PROCEDURES:

Administrator LaBombard recommended that the Board adopt the Transfer Station Policies & Job Descriptions as submitted. Selectman Hannum moved to adopt the Transfer Station Policies & Job Descriptions as presented, seconded by Selectman Smith. The motion carried unanimously.

SALARY SURVEY:

It was consensus of the Board to put this item on hold until a future meeting.

RATIFICATION OF EMERGENCY APPOINTMENT:

Janet Stanton was appointed by Administrator LaBombard as an investigator for a citizen's complaint regarding a Town employee and has asked the Board to ratify the appointment. Selectman Smith moved to ratify the appointment of Janet Stanton as an investigator for a citizen's complaint, seconded by Selectman Hannum. The motion carried unanimously. This appointment is a one time appointment for this incident only.

PERMITTING SOFTWARE:

Thomas Carmody was present to discuss the contract with Full Circle Technologies for the online permitting software. Discussion ensued regarding the capabilities of the program. Selectman Hannum moved to authorize Building Commissioner Thomas Carmody to sign the contract with Full Circle Technology as presented, seconded by Selectman Smith. The motion carried unanimously.

WOODEDGE LANE ZONING ENFORCEMENT UPDATE:

Thomas Carmody, Zoning Enforcement Officer, was present to give an update on the Woodedge Property. Discussion ensued and Carmody stated that the building had been removed at the expense of the owner.

TOWN ADMINISTRATOR ITEMS:

Administrator LaBombard announced that the elevator was in full service.

PUBLIC COMMENT:

David West inquired about the maintenance of the Town's website.

David West submitted a letter to the Board.

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

Chairman Wood adjourned the meeting at 7:40 pm.

Respectfully submitted:

Jennifer Goewey
Assistant to Town Administrator