

**TOWN OF SHEFFIELD
BOARD OF SELECTMEN
SEPTEMBER 10, 2012
TOWN HALL
WORKING MEETING
4:30 PM**

Board Members Present: David Smith, Jr., Chairman
Rene C. Wood

Others Present: Rhonda LaBombard, Town Administrator
Jennifer Goewey, Assistant to Town Administrator
Donald Wilson, Head Transfer Station Attendant
Diane Farnham, Transfer Station Attendant
Rose Cronk, Transfer Station Attendant

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

Discussion ensued regarding Transfer Station policies and job descriptions.

Discussion ensued regarding the metal bin, signage, and the neatness and appearance of the Transfer Station.

The Board reminded the Transfer Station employees that the Town Administrator must approve in advance employees working beyond ½ hour before opening or ½ hour after closing and that all air conditioner and heaters are to be turned off when the Transfer Station is closed.

Discussion ensued regarding keeping the premises clean and cleaning out the sheds. The Board requested that all buildings be cleaned out within the next two weeks.

Discussion ensued regarding layout, design and the swap shop.

Amelia Wolfe has submitted a Temporary Roadside Event Sign Permit to extend Farmers Market September 7, September 14 and September 21, 2012. The sign would be erected on the Village Green September 7, September 14, and September 21, 2012 in the morning, and removed the same evening. Selectmen Wood moved to approve the Temporary Roadside Event Sign Permit to the Sheffield Farmer's Market for September 7, September 14 and September 21, 2012, seconded by Chairman Smith. The motion carried unanimously.

The Sheffield Police Department has submitted a Temporary Roadside Event Sign Permit for a Prescription Round Up to be held on September 29, 2012 at Senior Center. The sign would be erected at the Transfer Station on September 11, 2012 and removed on September

24, 2012. The sign would be erected on the Village Green on September 24, 2012 and removed on September 30, 2012. Selectmen Wood moved to approve the Temporary Roadside Event Sign Permit to the Sheffield Police Department for a Prescription Round Up to be held on September 29, 2012, seconded by Chairman Smith. The motion carried unanimously.

Chairman Smith adjourned the meeting at 5:50 pm.

Respectfully submitted:

Jennifer Goewey
Assistant to Town Administrator