

**TOWN OF SHEFFIELD
BOARD OF SELECTMEN
APRIL 17, 2013
TOWN HALL
WORKING MEETING
5:30 PM**

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

Others Present: Rhonda LaBombard, Town Administrator
Alicia Powers, Assistant to Town Administrator

Chairman Smith opened the meeting at 5:30 p.m.

Administrator LaBombard stated that she added an article to the Annual Town Meeting Warrant regarding a Tax Increment Financing Agreement for Berkshire Mountain Distillers, Inc. She also explained some changes that were made to articles 27 and 28.

Selectman Wood moved to accept the Annual Town Meeting Warrant as amended.

Selectman Hannum stated that she would like to see any articles that have to do with zoning moved up to the top of the Annual Town Meeting Warrant because they are important issues.

Selectman Wood withdrew her motion to accept the Annual Town Meeting Warrant as amended.

Discussion ensued regarding renumbering the Annual Town Meeting Warrant so that any articles regarding zoning were at the top.

Selectman Wood moved to amend article 27 and to move articles 28, 29, 30, and 31 to articles 2, 3, 4, and 5 and renumber accordingly, seconded by Selectman Hannum. The motion carried unanimously.

Discussion ensued regarding an application for a One Day Alcohol License by Berkshire Children's Chorus for an event to be held at Dewey Hall on April 20, 2013. Selectman Hannum moved to approve the One Day Alcohol License for Berkshire Children's Chorus' event to be held at Dewey Hall pending the receipt of the liquor liability insurance certificate, seconded by Selectman Wood. The motion carried unanimously.

Discussion ensued regarding the Collins Center proposal and contract for an analysis of the Treasurer/Collector office. Selectman Hannum moved to authorize the Town Administrator to sign the contract as presented, seconded by Selectman Wood. The motion carried unanimously.

Discussion ensued regarding the Personnel Policies and Procedures Manual. Administrator LaBombard stated that under Appendix 5: Drug and Alcohol Testing Policy that the word should is being replaced with the word may. Administrator LaBombard also stated that a Town employee brought it to her attention that the Authorization section under Internet Guidelines is confusing. It was the consensus of the Board that it be taken out of the Personnel Policies and Procedures Manual until it can be rewritten.

Administrator LaBombard discussed the upcoming meeting schedule. She stated that there is a meeting on April 19, 2013 at 10:00 AM with the MassDOT to discuss the Route 7 project, on April 22, 2013 at 10:00 AM there will be a meeting with Town employees to discuss questions or concerns about the Personnel Policies and Procedures Manual and on April 22, 2013 at 5:30 PM the Library Trustees are interviewing a Library Director candidate.

Discussion ensued regarding the Library Director position and a Council on Aging Event at Dewey Hall.

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

Chairman Smith adjourned the meeting at 6:29 p.m.

Respectfully submitted:

Alicia Powers
Assistant to Town Administrator