

**TOWN OF SHEFFIELD
BOARD OF SELECTMEN
WORKING SESSION
JULY 25, 2014
SENIOR CENTER
2:30 PM**

Board Members Present: David A. Smith, Jr., Chairman
Nadine A. Hawver, Clerk
Rene C. Wood

Others Present: Rhonda LaBombard, Town Administrator
Alicia Dulin, Assistant to the Town Administrator
Kathy Staropoli, Chairman of the Council on Aging
Dorris VanDeusen, Council on Aging
Carol Sica, Council on Aging
Richard Magenis, Council on Aging
David Steindler, Council on Aging
Janet Stanton, Council on Aging
Annie Ryder, Council on Aging
Michelle Harwood, Council on Aging
Helen Johnston, Council on Aging
Patricia Hardisty, Council on Aging
John Arthur Miller, Senior Center Director

Members of the Public

Chairman Smith called the meeting to order at 2:38 PM.

Chairman Smith stated that the reason for meeting with the Council on Aging was to discuss the staffing at the Senior Center, the possibility of a full time Senior Center Director and what the Council on Aging would be interested in.

Kathy Staropoli read the Senior Center mission statement and stated that it can only be accomplished by hiring a full time Senior Center Director. She asked why the budget has a line for other staff instead of a full time Director. Selectman Wood explained that it is presented the way it is because the Board has not decided whether they would hire a full time Director or hire another part-time staff, she apologized to the Council on Aging if they were under the impression that a decision had been made. Selectman Wood stated that she would like to see what the money will be used for; she stated that she would like to know what this person will do and what the Council on Aging is trying to achieve.

Selectman Hawver stated that she could not participate in the conversation due to a possible conflict of interest because she is also the Assistant to the Senior Center Director.

Discussion ensued regarding reasons that the majority of the Council on Aging feel there needs to be a full time Senior Center Director, outreach and the Senior Center being open more hours. The Council on Aging asked when a decision would be made. Chairman Smith stated that the Board would set up some meetings to discuss this issue. Selectman Wood stated that she feels a decision can be made by September 1st.

The Council on Aging members left the meeting at 3:45 PM.

Administrator LaBombard stated that she has asked Principle Assessor Tammy Blackwell to fit the Berkshire School solar project numbers into the East Stahl Road solar projects format since it has already been accepted. Selectman Wood suggested giving Berkshire School a draft contract and have them fill in the payment schedule.

Administrator LaBombard explained that Selectman Wood's draft letter regarding appointments did not go out with appointment letters and asked the Board if they would like to keep it for the future or send it out now. Selectman Wood suggested that the other Board members read it and see if it can be used in the interim for people who will be appointed, she also suggested putting it on the website so it can be tested with people who are applying. Administrator LaBombard stated that she would put in on a future agenda. Selectman Hawver stated that she would like to participate in writing a handbook for the Boards and Committees.

Alicia Dulin left the meeting at 4pm. Selectman Wood volunteered to take the minutes.

Administrator LaBombard discussed the current vacation leave policies in the Town's personnel manual in light of some recent questions. Discussion ensued. The Board agreed a definition of "years of continuous service" should be added as well as corrections made in the Completed Full-time Years of Continuous Service section, line 2 to read: Three (3) to Five (5) years of service and line 4 to read: Eleven (11) or more years of service. Changes will be discussed with employees before the Board formally considered adoption.

Administrator LaBombard discussed several library personnel issues and sought the Board's input. It was the consensus of the Board that she should seek legal input on these matters before additional review or action by the Board.

Administrator LaBombard discussed positive feedback and interest received from several department heads regarding jobs for the Senior Work Off Program. Discussion ensued with Selectman Hawver agreeing to complete her draft of the program upon input from Selectman Smith. While it will require approval either at a Special Town Meeting or an Annual Meeting, the Board agreed to get the warrant article finished.

Administrator LaBombard brought the Board up to date on the Rannapo Road situation.

Selectman Wood sought clarification on several items from the earlier discussion with the COA. Discussion ensued.

Selectman Wood motioned to adjourn the meeting, which was seconded by Selectman Hawver, and approved unanimously.

The meeting adjourned at 5:05 pm.

Respectfully submitted:

Rene C. Wood
Selectman

Alicia Dulin
Assistant to Town Administrator

Documents:
Council on Aging Budget
Senior Center Director Job Description
Draft Appointment Letter
Vacation Leave Section, pages 17 -18, of the Town Personnel Policies and Procedures Manual