

**TOWN OF SHEFFIELD
BOARD OF SELECTMEN
WORKING SESSION
AUGUST 15, 2014
TOWN HALL
1:30 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
Karen Lindquist, Library Director
Pat Levine, Library Trustee Chairman

Members of the Public

Chairman Smith called the meeting to order at 1:30 PM.

Selectman Hawver recused herself from the discussion regarding the Senior Center Director due to the possibility of a conflict of interest.

SENIOR CENTER DIRECTOR POSITION:

Discussion ensued regarding a full time Director for the Senior Center. Chairman Smith stated that he was happy to see a list of answers from John Arthur Miller regarding some questions that the Board had. He stated that he would like a decision to be made in a timely manner but wants to make sure that it is the best decision for the seniors and the taxpayers. He explained that he thinks that it would be good for the Board of Selectmen to update the job description for the Senior Center Director with input from the Council on Aging. Selectman Wood stated that if the Senior Center Director job description gets updated she feels the job description for the assistant should also be updated. She also stated that she would like to clear up what she believes is a misunderstanding. She stated that she wants residents to understand that Selectman Hawver has recused herself from the Senior Center Director discussions because of the possibility of a conflict of interest. She also stated that if Selectman Hawver were interested in applying for the Senior Center Director position she would have to resign from the Board of Selectmen. Discussion continued regarding a full time Senior Center Director. Chairman Smith stated that he would still like to open the position to all people interested so the Board can find the most qualified person for the job. Selectman Wood stated that she agrees that if the Board decides to go that route that is what they should do. Administrator LaBombard stated that the Board would have to abolish the current position and create a new one. Selectman Wood stated that she supports a full time Senior Center Director with the title and job description to be determined and asked the Town Administrator to put together a salary and benefit package. She also stated that she would like to get additional information regarding the programming and the mission statement for the Senior Center. Carol Sica stated that she could not hear the conversation regarding the Senior Center Director. Chairman Smith gave an overview of the Senior Center Director discussion.

BED AND BREAKFAST LICENSE CEASE AND DESIST:

Administrator LaBombard asked the Board to skip over this item. Selectman Wood stated that the Board of Health had a discussion regarding the annual requirement for bed and breakfasts to be inspected and suggested making the inspection a condition of the license renewal. Administrator LaBombard stated that she could incorporate it into the license renewal letter. Selectman Hawver stated that her only concern is not waiting until December to send the renewal letters so that business owners can have enough time to schedule the inspection.

ELDERLY TRANSPORTATION:

Selectman Wood asked if it can be called senior transportation rather than elderly transportation. The Board agreed to call it senior transportation. Selectman Wood stated that she is interested in setting up a joint meeting with the Berkshire Regional Transit Authority and South County Transportation. Administrator LaBombard stated that she would try to set up a joint meeting.

DATE CHANGE IN SOLAR TAX AGREEMENT:

Administrator LaBombard stated that the limited liability certificate had been received for the East Stahl Road solar project and explained that there was a change of date on the solar tax agreement for either party to pull out of the Agreement if voters voted against the Agreement at the Town Meeting. That date will be May 11, 2014 Selectman Wood moved to modify the solar tax agreement as recommended by the Town Administrator, seconded by Selectman Hawver. The motion carried unanimously.

LIBRARY TRUSTEES – PERSONNEL ISSUES:

Administrator LaBombard asked the Board to skip over this item until the Library Director and Library Trustees arrive.

POLICE INVESTIGATION REPORT:

Administrator LaBombard stated that Selectman Wood had some comments regarding an investigation report received from Sergeant Kresiak. Selectman Wood stated that she had a question regarding the proper procedure and gave her comments on what would make the report stronger. Selectman Hawver stated that she thinks before the Board asks Sergeant Kresiak to make changes we should have Town Counsel review it. Selectman Wood stated that she does not have a problem with sending the report to Town Counsel first and stated that the Board should not have been asked to comment on it if this was the case.

HIGHWAY FOREMAN POSITION:

Administrator LaBombard explained that the Highway Superintendent is in the process of applying for a blanket Notice of Intent to clean and maintain culverts. She asked the Board if they would be interested in an Assistant Highway Superintendent or a foreman position. She stated that it would be about \$1.50 more an hour for Working Foreman and she believed it would be money well spent. Selectman Wood moved to further investigate an Assistant Highway Superintendent position and ask Administrator LaBombard to put a package together for review, seconded by Selectman Hawver. The motion carried unanimously.

UPDATE ON MEETING WITH NEW MARLBOROUGH:

Administrator LaBombard brought the Board up to date on a meeting that she and Chairman Smith had with Michael Skorput and Nathaniel Yohalem from New Marlborough regarding shared services. She stated that New Marlborough would be interested in discussing sharing many items and services including a roadside mower, small paver, roller and hot box. She stated that there was also discussion regarding bidding out with other towns for tires, sand and gravel.

BYLAW REVIEW COMMITTEE CLERK:

Administrator LaBombard stated that there were two applicants for the Bylaw Review Committee Clerk and she would recommend Lauren Hyde be hired for this position. Selectman Wood moved to use Lauren Hyde on a trial basis for the September 3, 2014 meeting as the Bylaw Review Committee Clerk, seconded by Selectman Hawver. The motion carried unanimously.

LIBRARY TRUSTEES – PERSONNEL ISSUES:

Library Director Karen Lindquist and Library Trustee Pat Levine were present to discuss having the Library adopt the Town's personnel policy. Discussion ensued regarding previous personnel issues and the lack of a Library personnel policy. Pat Levine stated that she will discuss using the Town's personnel policy with the Board of Trustees for the next six months and if there are no problems the Library Trustees will adopt it. Selectman Wood suggested using the policy through FY15 and then coming back to the Board of Selectmen and make a recommendation. Selectman Hawver stated that if any of the Trustees find something in the personnel policy confusing or feel that something doesn't fit bring it to the Board's attention and the Board will look at it to see if it needs to be adjusted.

The next working meeting will be held on August 25, 2014 at 7:00 PM.

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

Chairman Smith adjourned the meeting at 2:47 PM

Respectfully submitted:

Alicia Dulin
Assistant to Town Administrator

Documents reviewed at this meeting:
Senior Center Director Job Description
Letter from Senior Center Director
E-mail from Senior Center Director
Senior Center Mission Statement
E-mail Regarding Solar Tax Agreement
Police Investigation Report
Foreman Description
Personnel Policy