

**TOWN OF SHEFFIELD  
BOARD OF SELECTMEN  
WORKING SESSION  
AUGUST 25, 2014  
TOWN HALL  
7:00 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

Chairman Smith called the meeting to order at 7:00 PM.

**IT SERVICES FOR POLICE DEPARTMENT:**

Administrator LaBombard explained that a proposal had been received from Network Engineering & Security for IT Services at the Police Department. She stated that the proposal includes free phone support with guaranteed callback within one hour and 24 hour phone support. Discussion ensued. Selectman Wood moved to accept the proposal from Network Engineering & Security for IT Services at the Police Department and to authorize the Administrator LaBombard to utilize the Berkshire School gift account money to pay for it, seconded by Selectman Hawver. The motion carried unanimously.

**FULL-TIME DIRECTOR POSITION FOR SENIOR CENTER:**

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

Discussion continued regarding hiring a full-time Senior Center Director. It was the consensus of the Board to make the Senior Center Director a full-time position with a one year probationary period and to do six month and one year evaluations. The Board also discussed updating the mission statement, and the job description for the Director and Assistant to the Director. It was the consensus of the Board to take a vote at their meeting on September 2, 2014. Discussion ensued regarding the salary and hours of the full-time Senior Center Director.

**BENCHES IN BARNARD PARK:**

Administrator LaBombard explained that the Highway Department fixed up a bench that was donated by Beth Bartholomew. She stated that Highway Superintendent Ed Lord contacted Paul Nardi from the American Legion to ask about putting benches at Barnard Park. Mr. Nardi thought that it was a great idea. Administrator LaBombard also discussed the stone bench donated by David Smith, Jr., one bench will be in memory of Richard Kirchner and the other will be dedicated to James McGarry for his many years of service to the Town. It was the consensus of the Board to allow both benches to be placed in Barnard Park.

**RECORD RETENTION – FILE STORAGE:**

Administrator LaBombard explained that the records room in the basement of the Town Hall needs to be cleaned out and all cleanup will be in accordance with the Massachusetts Record Retention procedures. She stated that she would like to close the Town Hall for two consecutive days, preferably

a Thursday and a Friday sometime in September so that each department can help clean out the records room. Selectmen Hawver stated that the company that picks up books from the Senior Center would also pick up books from the Town Hall if there were any to get rid of. It was the consensus of the Board to close the Town Hall, dates to be determined, for two days to allow each department to clean out the records room.

**RELEASE OF EXECUTIVE SESSION MINUTES:**

Administrator LaBombard stated that a records request had been received for the Executive Session minutes pertaining to the Primax Properties Appeal. She stated that the Board needed to vote to release them before the records request could be answered. It was the consensus of the Board to take a vote to release those Executive Session minutes at their next regular meeting.

**BED AND BREAKFAST CEASE AND DESIST:**

Selectman Hawver recused herself from the discussion regarding the bed and breakfast cease and desist due to the possibility of a conflict of interest.

Administrator LaBombard stated that she is ready to issue the cease and desist for the bed and breakfast and just wanted the Board to be aware.

**LIBRARY PERSONNEL POLICY:**

Administrator LaBombard stated that the Library Trustees said that they will use the Town's personnel policy to the best of their ability; she also stated that they will not allow her to sit in on the interview for the new Library employee. Selectman Hawver stated that the Library is required to have a personnel policy and stated that if they do not want to use the Town's policy she would like Administrator LaBombard to request to see their Personnel Policy. It was the consensus of the Board to allow Administrator LaBombard to discuss the issue with Town Counsel.

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

Chairman Smith adjourned the meeting at 8:07 PM

Respectfully submitted:

Alicia Dulin  
Assistant to Town Administrator

Documents reviewed at this meeting:  
Network Engineering & Security Proposal for IT Services at Police Department