

**TOWN OF SHEFFIELD
BOARD OF SELECTMEN
SEPTEMBER 2, 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
Jill Hughes, Recording Clerk

Members of the public

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

APPROVAL OF MINUTES:

Selectman Wood moved to approve meeting minutes from the August 4, 2014, August 15, 2014 and August 18, 2014 (2 sets) meetings as amended, seconded by Selectman Hawver. The motion carried unanimously.

VOTE TO RELEASE OF EXECUTIVE SESSION MINUTES:

Administrator LaBombard stated that a request has been received for the Executive Session minutes regarding Primax Properties. She recommended that the Board vote to release these minutes since the Primax Properties issue has been resolved. Selectman Wood moved to release the Executive Session minutes related to Primax Properties, seconded by Selectman Hawver. The motion carried unanimously.

DLS TECHNICAL AND FINANCIAL ASSISTANCE SERVICES:

Administrator LaBombard explained that the Division of Local Services provides a financial overview of the financial operations at no cost. Discussion ensued regarding contact DLS to schedule an overview. Selectman Wood moved to authorize the Chairman to send a letter requesting a review of financial services for the Town, seconded by Selectman Hawver. The motion carried unanimously.

PERSONNEL POLICY AMENDMENT:

Administrator LaBombard explained that the proposed change concerns the vacation schedule that needed to be changed to read clearly. A memo was sent to all employees notifying them of the proposed change and no one replied with a comment. Selectman Hawver moved to accept the change to the personnel policy as presented, seconded by Selectman Wood. The motion carried unanimously.

MASS FILM OFFICE MEMORANDUM OF UNDERSTANDING:

Administrator LaBombard explained that there is a unique opportunity to have the Town added to a list created by the Mass Film Office for possible movie locations. The Town would need to assign a liaison to work with the company. Selectman Wood asked about the time frame and for more time to review the project. It was the consensus of the Board to table this discussion until the next meeting.

SENIOR CENTER DIRECTOR POSITION:

Selectman Hawver recused herself from the discussion. Chairman Smith explained that there has been ongoing discussion about the position. The Council on Aging had voted to support a full time Director at the Senior Center and the Finance Committee had approved funding for the position. Chairman Smith stated that he supports the full-time position. He also suggested that a member of the Board, the Town Administrator and a member of the Council on Aging work together to update the job

description, set obtainable goals and direction. This hire would be based on a 12 month review. Chairman Smith also stated that he supports John Arthur Miller as being hired for the full time position. Selectman Wood moved to promote John Arthur Miller to full time Director of the Senior Center with a 12 month probationary period, and that two members of the BOS, two members of the COA and the Town Administrator work together to update the job description and mission statement with a target date of October 1, 2014 or the first Monday in October, seconded by Chairman Smith. The motion carried 2-0. Selectman Hawver abstained from the vote.

APPOINTMENTS – ZONING BYLAW REVIEW COMMITTEE, ELECTION WORKERS:

Administrator LaBombard stated that the Planning Board sent a letter nominating Anthony Gulotta to be their representative to the Zoning Bylaw Review Committee. Selectman Wood moved to appoint Anthony Gulotta to the Zoning Bylaw Review Committee, seconded by Selectman Hawver. The motion carried unanimously.

Administrator LaBombard read a list of poll workers submitted by Town Clerk Felecie Joyce. Selectman Hawver stated that she was volunteering to work that day and would not be paid for it. Selectman Wood moved to accept the list of poll workers for the September 9, 2014 State Primary as recommended by the Town Clerk, seconded by Selectman Hawver. The motion carried unanimously.

APPOINTMENT ANNOUNCEMENT – VETERAN’S SERVICES DELEGATE:

Administrator LaBombard explained that the position of Veteran’s Services Delegate is open and the Board has received three letters of interest from George Oleen, Bruce Philbrick and Frank Higgins. The Board will make the appointment in two weeks.

RATIFICATION OF CURB CUT APPROVAL FOR BARNUM STREET:

A curb cut was approved at the Selectmen’s working session and the Board was voting tonight to ratify that vote. Selectman Wood moved to approve the curb cut for the Nature Conservancy as presented, seconded by Selectman Hawver. The motion carried unanimously.

TOWN HALL HOLIDAY SCHEDULE:

Administrator LaBombard explained that the Town Hall would be closed on November 27th and November 28th for the Thanksgiving holiday. Town Hall will also be closed on Wednesday, December 24th and Thursday, December 25th for the Christmas holiday. She is proposing that Town Hall also be closed on Friday, December 26, 2014 and employees could bank their hours with her office prior to the closing, so there is no cost to the Town. Selectman Hawver asked if the Town Hall is normally slow the day after a holiday. Administrator LaBombard answered yes. Selectman Wood moved to close Town Hall on Friday, December 26, 2014 and employees will bank their hours with the Town Administrator’s office, seconded by Selectman Hawver. The motion passed unanimously.

SET BULKY WASTE DAYS:

Administrator LaBombard proposed to set the bulky waste days for October 17th, October 18th and October 19th. If residents have a current transfer station sticker they may come in or request a bulky waste coupon at no cost. For residents who do not have a transfer station sticker they may purchase a bulky waste coupon for \$25. Selectman Wood moved to accept the proposed dates of October 17, October 18 and October 19, 2014 for Bulky Waste days, seconded by Selectman Hawver. The motion passed unanimously.

PASSENGER RAIL STATION UPDATE:

Selectman Wood explained that Berkshire Regional Planning Commission had previously come to Sheffield to give an update and to get input from residents about having a station in Sheffield. She stated that the draft Passenger Rail Station report had been released and they are currently looking at having a station in Great Barrington and since there is already a station in Canaan, CT they are not interested in having one in the center of Sheffield. If there was no station in Canaan, CT, a station in Ashley Falls, near the CT state line, was recommended in the draft report. Connecticut has not been involved in the process. BRPC is still gathering public comment and Selectman Wood asked the Board if they were interested in scheduling a meeting with them. It was the consensus of the Board to not hold another public information session. Selectman Wood offered to put all of the comments received from the first public hearing into a letter to BRPC and the Board agreed.

REST OF RIVER UPDATE:

Selectman Wood stated that she is offering to take the minutes in exchange for reduced legal fees and explained that at the last meeting they extended the public comment date to October 27, 2014. She asked that if the Board had any comments to let Administrator LaBombard know. She also stated that the signature page will be signed the week of September 15, 2014, with public comment coming later. Chairman Smith and Selectman Hawver stated they are comfortable with that.

SELECTMEN'S ITEMS:

Selectman Wood commented that the event at Dewey Hall was wonderful.

Selectman Wood stated that the meeting with Superintendent Hastings regarding the Monterey school was excellent.

Selectman Wood reminded residents to vote in the State Primary on September 9, 2014.

Selectman Wood stated that there was a Board of Health training on September 15, 2014 in Great Barrington from 5:00-8:30 PM that she and Selectman Hawver are planning on attending and asked if the Board would be willing to change their meeting date to September 16th. Chairman Smith stated that he would look into changing his schedule around.

Chairman Smith reminded residents that Sheffield in Celebration is on Saturday, September 6, 2014 at the Town Park and hopes that people will attend. He also stated that the Steak Roast starts at 5:30 that day to support the Sheffield Fire Company and Sheffield Kiwanis and that there would be live music.

TOWN ADMINISTRATOR ITEMS:

Administrator LaBombard stated that notification has been received from Bay State Roads Program that Highway Superintendent Ed Lord is now a road scholar because he took all the training that was required and congratulated Ed on his accomplishment.

PUBLIC COMMENTS:

Kathy Staropoli from the Council on Aging stated that she was pleased with the Board's decision to hire John Arthur Miller as the full time Director of the Senior Center. She also stated that, as the Chairman of the COA, she would like to work with the Board to develop the job description.

Annie Ryder thanked the Board for their decision to hire John Arthur Miller as the full time Director of the Senior Center. Ms. Ryder also talked about the advantages of trains as a means of transportation and stated that she would like to see it happen in Sheffield.

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

Chairman Smith adjourned the meeting at 7:40 PM.

Respectfully submitted:

Jill Hughes
Recording Clerk

Documents reviewed at this meeting:

Letter from Division of Local Services
Personnel Policy Amendment
Mass Film Letter and Memorandum of Understanding
Letter from Planning Board
Letter from Town Clerk
Letters of Interest for Veteran's Services Delegate
Curb Cut Application