

**TOWN OF SHEFFIELD  
BOARD OF SELECTMEN  
WORKING SESSION  
MARCH 30, 2015  
TOWN HALL  
6:30 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  
Donald Ward, Conservation Commission, Chairman  
Eric R. Munson III, Police Chief  
Kathleen Staropoli, Council on Aging, Chairman

Members of the public

Chairman Smith called the meeting to order at 6:00 PM.

**ZONING BYLAW REVIEW COMMITTEE MEMBERSHIP:**

Administrator LaBombard explained that there have been some issues with the Zoning Bylaw Review Committee having a quorum. She suggested making the Building Inspector and the Conservation Commission representative ex officio members. Discussion ensued. Selectman Wood moved to appoint the Building Inspector and a representative from the Conservation Commission as ex officio members of the Zoning Bylaw Review Committee, and ask that the Planning Board suggest a second member to be appointed to the Zoning Bylaw Review Committee by the Board of Selectmen, seconded by Selectman Hawver. The motion carried unanimously.

**EAGLE SCOUT PROJECT – TRAIL TO TOWN PARK:**

Eagle Scout candidate Sean Smith was present to ask the Board to support his Eagle Scout project to cut a trail at the Town Park. Discussion ensued. Selectman Wood moved to support Sean's project of a trail at the Town Park pending further presentation, seconded by Selectman Hawver. The motion carried unanimously.

**MEET WITH CONSERVATION COMMISSION CHAIRMAN:**

The Board met with the Chairman of the Conservation Commission Donald Ward to discuss the job description and role of the Conservation Commission Clerk. Discussion ensued regarding the role of the Conservation Commission Clerk versus the role of an agent, the possibility of sharing an agent with another town, the role of the Conservation Commission members and the importance of following the Open Meeting Law.

**RESERVE INTERMITTENT POLICE OFFICERS:**

The Board interviewed Jennifer Brown for the position of Reserve Intermittent Police Officer. Selectman Hawver moved to appoint Jennifer Brown as a Reserve Intermittent Police Officer for a probationary period of one year, seconded by Selectman Wood. The motion carried unanimously.

The Board interviewed Brennon Stockton for the position of Reserve Intermittent Police Officer. Selectman Wood moved to appoint Brennon Stockton as a Reserve Intermittent Police Officer for a probationary period of one year, seconded by Selectman Hawver. The motion carried unanimously.

**EDUCATIONAL INCENTIVES – EXECUTIVE DIRECTOR TO THE COA:**

Administrator LaBombard explained that the Executive Director to the Council on Aging (COA) has requested an education incentive. Selectman Wood stated that she would like any educational incentive given to be conditional on the Director to the COA being in that position for six months, after the six months she would suggest \$250 per course up to \$1,000. Selectman Wood stated that it was previously discussed that there would be no educational incentive included in the offer to the Director to the COA. Selectman Wood brought up the matter of the educational incentive originally offered as part of the full time Director's compensation package to clarify whether it was originated with the Board of Selectmen or the Council on Aging, as claimed in a correction to COA's January meeting minutes. Both the Town Administrator and Chairman Smith stated it was developed by the Selectmen and not by the COA. Chairman Smith stated that he would like to table this discussion until the Board's next working meeting so he can have a chance to look back at the minutes.

**SOUTHERN BERKSHIRE ELDERLY TRANSPORTATION CORPORATION AGREEMENT:**

Selectman Hawver stated that she and Director Goewey have submitted a grant application for a van and should know if the grant has been awarded to Sheffield by May. She stated that if the grant is not awarded to Sheffield there are alternatives such as volunteer drivers, the SBRSD busses and Cabulance and she does not see the need to renew the memorandum of understanding with Southern Berkshire Elderly Transportation Corporation (SBETC). Selectman Wood asked if the Council on Aging is on Board with this plan. Selectman Hawver stated that the Council on Aging is on Board. Discussion ensued regarding insurance coverage for volunteer drivers. Selectman Hawver moved to not sign the Southern Berkshire Elderly Transportation Corporation memorandum of understanding for Fiscal Year 2016 and notify SBETC as soon as possible, seconded by Selectman Wood. The motion carried unanimously.

**DISCUSSION ON FY 2016 SCHOOL BUDGET:**

The Board looked at a draft letter to the Southern Berkshire Regional School District regarding the FY 2016 budget. Selectman Wood suggested adding a line regarding why Sheffield's assessment has changed and a line stating that current negotiations are the place to address some of the concerns with employee benefits. Selectman Wood moved to support the letter to the Southern Berkshire Regional School District as amended, seconded by Selectman Hawver. The motion carried unanimously. Selectman Wood offered to present the letter to the School Committee at their next meeting. It was the consensus of the Board that Selectman Wood would present the letter to the School Committee.

**FARM ANIMAL EXCISE TAX:**

Administrator LaBombard stated that the Agricultural Commission would like to stop the farm animal excise tax. She stated that it would then switch over to either excise or personal property tax for equipment and vehicles. The Agricultural Commission requested that the question be put on the Annual Town Election ballot. Discussion ensued. Selectman Wood moved that the Board of Selectmen support this and put the removal of the farm animal excise tax on the Annual Town Election ballot, seconded by Selectman Hawver. The motion carried unanimously.

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

Chairman Smith adjourned the meeting at 7:56 PM

Respectfully submitted:

Alicia Dulin  
Assistant to Town Administrator

Documents reviewed at this meeting:  
List of Conservation Commission Clerk/Conservation Members duties  
Reserve Intermittent Police Officer Applications  
Southern Berkshire Elderly Transportation FY 2016 Agreement  
Draft Letter to SBRSD  
Farm Animal Excise Tax Bulletin