

**TOWN OF SHEFFIELD  
BOARD OF SELECTMEN  
JULY 3, 2007  
SPECIAL WORKING MEETING  
SELECTMEN'S MEETING ROOM  
10:00 AM**

Board Members Present: Julie M. Hannum, Chairman  
James T. Collingwood Sr., Clerk  
David M. Macy

Other Staff Present: Joseph A. Kellogg, Interim Town Administrator  
Rhonda LaBombard, Assistant Town Administrator

Chairman Hannum called the meeting to order at 10:05 am.

**MUNICIPAL PARTNERSHIP ACT:**

Discussion ensued on the Municipal Partnership Act. Administrator Kellogg explained each section. Discussion ensued on the amount of funds that would be available from a local hotel and a local meal tax. A letter will be drafted specifying the following as interests for Sheffield:

- Local Meals Tax
- Increase in Local Authority
- Removal of Utility Tax Exemptions
- Assessors Abatement Allowances
- Group Insurance Commission

**APPOINTMENT PROCESS:**

Administrator Kellogg distributed a proposed process for making appointments. Discussion ensued regarding expiration of appointments. Town Counsel will be contacted regarding the term expiration for School Committee members. Discussion ensued on having all appointments made for the fiscal year. Discussion ensued regarding appointees contacting the Town Clerk to be sworn in. Discussion ensued regarding resignations. The Selectmen will review the proposal and discuss it again at their meeting on August 6, 2007. Administrator Kellogg, Assistant Administrator LaBombard and Town Clerk Felecie Joyce will work on creating a master list for appointments. Administrator Kellogg will contact Emergency Management Director Edward McCormack and the Police Department to be sworn in. Discussion ensued on appointing Fire Department members for an indefinite term.

**SELECTMEN'S MAIL BOOK:**

Administrator Kellogg suggested that the mail stay in the Selectmen's mail book for one month unless there are three sets of initials in which case it will be removed sooner. A new file has been created for outgoing correspondence for the Selectmen to review.

**NAMING RIGHTS FOR TOWN HALL PARKING LOT:**

Discussion ensued on the letter received regarding a donation to the parking lot project in exchange for the lot being named after a family member. Chairman Hannum will contact the family to further discuss the letter and offer alternatives to the naming rights.

Administrator Kellogg advised the Board that he has talked with Berkshire Housing about working with the Town for grant funding for the Senior Center.

Selectman Macy asked Administrator Kellogg to create a form of communication that will inform the Selectmen of the daily business within his office.

Discussion ensued regarding the Town seal. The Library would like to have the seal reproduced in a plaque form for their podium. Administrator Kellogg will look into obtaining a plaque for the library.

Discussion ensued on the condition of the front of Town Hall. Town Clerk Felecie Joyce offered to do some planting if materials could be purchased.

Discussion ensued on the bulletin board in front of Town Hall. Dale Smith will be contacted to change the sliding glass doors that open from both sides.

Selectmen Macy moved to adjourn the meeting, seconded by Selectman Collingwood. Motion carried unanimously.

Chairman Hannum adjourned the meeting at 11:20 am.

Respectfully submitted,

Rhonda LaBombard  
Assistant Town Administrator