

**TOWN OF SHEFFIELD
BOARD OF SELECTMEN
SELECTMEN'S OFFICE
NOVEMBER 3, 2009
6:30 PM**

Board Members Present: David D. Macy, Chairman
 Julie M. Hannum
 Rene C. Wood

Others Present: Joseph A. Kellogg, Town Administrator

Chairman Macy called the working meeting to order at 6:30 p.m.

Edward Lord, Highway Superintendent, as well as Barry Kaufman and Don Kettles of the Option Institute were present for a discussion about the condition of Mount Washington Road. Administrator Kellogg said the road has been deteriorating for some time and is now beyond the point of being able to be easily repaired. He asked that the Board make a decision as to whether to invest in upgrading the road, abandon maintenance, or discontinue it as a public way. He noted the road is primarily used by only two property owners, Susan and Barry Kaufman, (leased to the Option Institute) and Barry and Marilyn McMennamin and neither of those properties requires the frontage on that road since both also have frontage on Undermountain Road. Superintendent Lord estimated that it would cost \$20,000 to completely repave the road or \$10,000 to reclaim and oil and stone the road. In any case, it was too late in the season to make either of these improvements now.

Mr. Kaufman asked that the Town not discontinue the road as a public way or abandon maintenance. He noted that he is a major taxpayer and some 80-90 of his employees use the road every day as well as some 1,000 persons visiting his facility annually. Discussion ensued and Mr. Kaufman agreed that he would be willing, at his expense, to have a contractor install an asphalt re-grind material they have been using to repair roads on his property. It was noted that this work would only be a temporary solution, but will hopefully last through the winter. Such work would be done under the supervision of Superintendent Lord. In the meantime, the Board will consider the options available for a permanent solution.

Administrator Kellogg said the Board has received a letter from the Library Trustees asking that some resolution be reached relative to the conflict between the use of the driveway to the Library and the conflict to such use created by access to the driveway from the abutting Camp/Davidson property. Discussion ensued about possible solutions including the installation of a speed bump as well as suggestions from Town Counsel. Administrator Kellogg said he had discussed the matter with Nancy Hahn, Library Director, who asked if the driveway could be widened by removing the sidewalk on the north side. It was noted that the sidewalk gets minimal use by pedestrians and a wider driveway may solve the

conflict of vehicles entering the driveway from Route 7 and those backing out of the Camp/Davidson driveway. It was agreed that Administrator Kellogg and Superintendent Lord will investigate the feasibility of the proposal and report back.

It was noted that James McGarry, Chief of Police, has been working on an update of his department's policies and procedures and has asked the Board for their review and approval. It was agreed each member will review the voluminous document over the next month or so and have comments ready for a future meeting to consider formal adoption.

There was a brief discussion about a letter recently received, complaining about dogs running loose. Board members reviewed the Town's existing animal control bylaw which appears to provide some authority over the matter, but is somewhat broad. Administrator Kellogg will obtain copies of other Town bylaws which are more specific and the Board will review and have further discussion about whether a new leash law should be placed before voters at next year's Annual Town Meeting.

Administrator Kellogg requested that the Board set an actual date for a possible Special Town Meeting in January. He noted that the original intent was to wait and see if the Planning Board would be ready with proposed Zoning Bylaw amendments before deciding whether or not to schedule a meeting. However, in order for the Senior Center project to move forward, we will need voter approval of an easement from the American Legion in order to install part of the Center's septic system on Legion property. Initial percolation tests showed the soils on the Senior Center property were inadequate to support a leech field. Administrator Kellogg said that Legion officials have verbally agreed to the field being constructed on their property, but a formal easement agreement (requiring a Town Meeting vote) will be needed before the project can be bid. A tentative date of January 25, 2010 was set, subject to availability of the Moderator and High School Auditorium.

Chairman Macy noted that, with the Senior Center project now moving ahead, it was important that the Board take steps to assure proper management of the construction process in order that the building is constructed in an efficient and timely manner to keep costs at a minimum. He further said that this process also needs to keep the Building Committee involved. Discussion ensued and it was agreed that Administrator Kellogg needs to take charge of the process and keep a close eye on all facets of the project. Selectmen Hannum moved to appoint Administrator Kellogg as Project Manager of the Senior Center Project with responsibility for all project components, including day to day administration as well as management of the CDBG grant, and that he meet regularly with the Senior Center Director and Building Committee to both provide updates on the construction progress and to receive input as required. The motion was seconded by Selectmen Wood and carried unanimously.

Chairman Macy adjourned the meeting at 8:05 p.m.

Respectfully Submitted

Joseph A. Kellogg
Town Administrator