

**TOWN OF SHEFFIELD
BOARD OF SELECTMEN
WORKING MEETING
AUGUST 23, 2010
SELECTMEN'S OFFICE
4:30 PM**

Board Members Present: Julie M. Hannum, Chairman
Rene C. Wood, Clerk
David A. Smith Jr.

Others Present: Joseph A. Kellogg, Town Administrator
Rhonda LaBombard, Assistant Town Administrator
David J. Steindler, Recycling Coordinator
Eric Weiss, Consultant

Chairman Hannum called the meeting to order at 4:30 pm.

Administrator Kellogg noted that Eric Weiss has submitted a proposal to study ways of improving Transfer Station operations with three levels of pricing depending on the budget.

Option One would have the Highway Department widen the access to the Transfer Station and repair or replace the retaining wall. This option would not include any new equipment. Option Two would be to repair or replace the retaining wall and replace both the trash and paper compactors. Option Three would be to replace all the equipment and pave the disposal area.

Discussion ensued regarding the options, containers/sheds for the returnable items, changing the location for containers for disposal and the property lines. The Board will discuss the options and get back to Mr. Weiss on how they want to proceed. Mr. Weiss said that mini grants in the amount of \$500 from the MRF are available to be used for signs, pamphlets, etc.

Selectman Wood expressed her concerns with the Board's current policy of not allowing second homeowners to take advantage of the senior discount for Transfer Station stickers. Chairman Hannum said that it was too late to change the policy this year since most residents have already received their stickers. The Board agreed to consider this change next year.

Discussion ensued regarding the capital plan, local aid, budgets and revenues. Administrator Kellogg said he is concerned that Town revenues are not reported on a monthly basis since our financial software does not have a program that can provide these reports. Discussion ensued on including funds for a new financial software program in the FY2012 budget. It was also noted that we should consider establishing an account to set aside monies for future unfunded liabilities.

Discussion ensued regarding Highway equipment. Administrator Kellogg suggested that the Town may want to consider renting a grader to grade the dirt roads each spring and the current grader would continue to be used as needed during the rest of the year. This would be substantially less expensive than purchasing a new grader which will be needed in the next few years. Discussion ensued on hiring the Town of Great Barrington to do the roadside mowing since our existing mower is constantly breaking down. Selectman Wood suggested trying the rental and the mowing as discussed for one year.

Discussion ensued regarding a meeting held by Great Barrington to discuss regionalization of fire safety services. The Towns of Sheffield, Alford and Egremont attended the meeting. West Stockbridge was invited but did not attend.

Discussion ensued regarding Green Community Designation. Selectman Wood explained how the process works.

Discussion ensued regarding two employee appreciation days for FY 2011. This matter will be taken under consideration with a decision to be made at a future meeting.

David Smith Sr. submitted an application for a temporary sign to be placed in the Village Green for the Sheffield Fair. The sign would go up on September 1st and be removed on September 11th. Selectman Wood moved to approve the temporary sign for the Sheffield Fair as submitted, seconded by Selectman Smith. The motion carried unanimously.

The Board signed the warrant for the State Primary Election to be held on September 14, 2010.

It was the consensus of the Board that the switch plate and outlet covers for the Senior Center should be ivory.

Administrator Kellogg will contact Town Counsel to discuss faxing documents for the public.

Discussion ensued regarding Town Hall custodian issues and a dedication of the canoe launch that is being constructed on the Covered Bridge property.

Discussion ensued regarding cell phone usage for the Highway Superintendent who uses his personal cell phone extensively in his job. Administrator Kellogg said that purchasing a Town phone would be expensive and instead proposed that the Highway Superintendent be paid a set fee of \$25 per month to reimburse for his increased usage. Selectman Wood moved to set a monthly fee of \$25 for reimbursement to the Highway Superintendent for use of his personal cell phone, seconded by Selectman Smith. The motion carried unanimously.

Selectman Wood stated that she has finished a draft copy of a revised personnel policy and gave each Board member a copy to review.

Selectman Wood submitted a draft letter she has prepared in opposition to WMECO's rate increase request and asked the Board to review and sign. She is concerned that if WMECO's rates increase then National Grid will follow. Selectman Wood moved to sign and send a letter in opposition to WMECO's rate increase request, seconded by Selectman Smith. The motion carried unanimously.

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

Chairman Hannum adjourned the meeting at 7:00 pm.

Respectfully submitted:

Rhonda LaBombard
Assistant Town Administrator