

**TOWN OF SHEFFIELD
BOARD OF SELECTMEN
JANUARY 31, 2011
SELECTMEN'S OFFICE
WORKING MEETING
5:00 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

Chairman Hannum called the meeting to order at 5:00 pm and stated that the purpose of this meeting is to follow up on two previous working meetings involving Board goals and objectives.

Selectman Wood stated her concerns with the Town Administrator's evaluation process, which has stopped, the compilation of the general bylaws, which have not been updated and revision of the personnel policy. Discussion ensued. It was the consensus of the Board to meet on a regular basis to finish updating the personnel policy. The first meeting will be February 7, 2011 at 5:30 pm. Administrator Kellogg will work to try and update the general bylaws within the next two weeks.

Discussion ensued regarding the Highway Garage project, which is on hold until final wetland delineation and an endangered species study is completed.

It was the consensus of the Board to authorize Administrator Kellogg to order folding chair storage carts for the new Senior Center.

Administrator Kellogg updated the Board on Time Warner's cable license renewal process, which is on hold until he can speak with Special Town Counsel.

Administrator Kellogg will contact Mark Pruhenski to check the status of his issues regarding Pete's Sales and Service.

Chief McGarry is working on creating ID badges for Town employees.

Administrator Kellogg updated the Board on several change order items with the new Senior Center construction. The target completion and move in date is the week of February 21st. Local resident Kathy Tetro has requested to speak with the Board regarding using Old Mill Pond Road as access to the Senior Center. Administrator Kellogg will contact Ms. Tetro to discuss her issues.

Administrator Kellogg will present his proposed FY2012 Annual Budget to the Finance Committee on February 9th at 7 pm. The budgets are level funded with the exception of a 3% salary increase for employees and the highway and building and grounds budget, which have gone up mostly due to anticipated fuel cost increases. Administrator Kellogg said that he met with the Building Inspector today and will be recommending a decrease of hours in his budget due to the decrease over the past two years in building

activity. The Board will meet on February 9th at 6 pm to review the budget before it is presented to the Finance Committee.

Selectman Wood requested that Wired West be placed on the agenda of the February 22nd meeting to give a presentation on their program.

Administrator Kellogg gave a brief explanation of some of the proposed warrant articles for the Annual Town Meeting in May. Discussion ensued and will continue at a future meeting.

The Aktion Club of Kiwanis sent a letter requesting use of the Senior Center on a regular basis for their meetings twice a month. It was the consensus of the Board that any decisions on such use should wait until we get a sense of operations over the first year.

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

Chairman Hannum adjourned the meeting at 6:40 pm.

Respectfully submitted:

Rhonda LaBombard
Assistant Town Administrator