

**TOWN OF SHEFFIELD
BOARD OF SELECTMEN
JUNE 1, 2011
CARLTON FRENCH MEETING ROOM
WORKING MEETING
5:00 PM**

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

Others Present: Joseph A. Kellogg, Town Administrator
Rhonda LaBombard, Assistant Town Administrator

Chairman Wood called the meeting to order at 5:00 pm.

SBRSD FY12 BUDGET: Administrator Kellogg updated the Board on the status of the Southern Berkshire Regional School District's FY2012 Budget and Capital Bond. Chairman Wood and Administrator Kellogg attended the School Committee meeting last week. At that meeting the Town of Sheffield and Town of New Marlborough submitted questions regarding the capital bond. The School Committee will provide the answers to the questions before taking a vote to certify a bond.

SPECIAL TOWN MEETING/SPECIAL ELECTION: Administrator Kellogg recommended canceling the Special Town Meeting scheduled for June 27, 2011 and to reschedule it after the School Committee takes a vote regarding the capital bond. Selectman Hannum moved to cancel the Special Town Meeting scheduled for June 27, 2011 to be rescheduled at a later date, seconded by Selectman Smith. The motion carried unanimously.

EDUCATION SESSION: Selectman Wood suggested holding a public educational session regarding the school budget and bond. The session would explain the Board's position on the budget from the Town's perspective.

INTERIM TOWN ADMINISTRATOR: Administrator Kellogg said that he is willing to serve as Interim until the new Town Administrator takes office. Chairman Wood would like a list of all on going projects to prioritize, which would be the focus for the Interim Administrator. Discussion ensued regarding schedule, compensation, projects, Assistant Town Administrator LaBombard's increased responsibilities during the interim period and temporary clerical help. Selectman Smith moved to appoint Administrator Kellogg to serve as Interim Town Administrator until the new Administrator takes office, with the compensation of \$50 per hour for a maximum of 16 hours per week, seconded by Selectman Hannum. The motion carried unanimously.
Selectman Hannum moved increase Assistant Administrator LaBombard's compensation by \$300 per week beginning July 1, 2011 until the new Administrator takes office, seconded by Selectman Smith. The motion carried unanimously.

Selectman Hannum moved to authorize Administrator Kellogg to hire temporary part time clerical help at the rate of \$15.00 per hour, seconded by Selectman Smith. The motion carried unanimously.

TOWN ADMINISTRATOR SEARCH: Discussion ensued regarding the advertisement for the Town Administrator position. It was the consensus of the Board to change the wording of the ad as follows:

salary up to \$83,000 depending on qualifications

strong financial and personnel management

resumes received by July 1, 2011 will receive preference

The ad will be placed in the Berkshire Eagle, The Republican and on-line at MMA. The job description will be posted on the Town's website. Colin Smith from the Finance Committee will be asked to serve on the Search Committee with the Board.

TRANSFER STATION FY12: Administrator Kellogg distributed four options for the cost of the FY12 Transfer Station Stickers and recommended approval of Option #4, which keeps the price the same as FY11; \$185 per sticker, \$130 per sticker for residents 70 and older, including second homeowners, and \$10 per second sticker. Discussion ensued regarding each option. Selectman Hannum moved to approve Option #4; \$185 per sticker, \$130 per senior sticker for residents 70 and older, including second homeowners, and \$10 per second sticker, seconded by Selectman Smith. The motion carried unanimously.

PERSONNEL ISSUES: Administrator Kellogg brought up personnel issues. It was agreed that these issues need further discussion. It was the consensus of the Board that Administrator Kellogg will conduct the annual department head evaluations.

SBETC: Administrator Kellogg met with representatives from Southern Berkshire Elderly Transportation Corporation to discuss continuation of the program. Frances Permerlani, SBETC Chairman stated that the program has the funding to continue operating through FY12. Discussion ensued regarding the contract for FY2012. Administrator Kellogg will contact Ms. Permerlani to amend the contract to include payment language. It was the consensus of the Board to pay the FY12 assessment in two equal payments.

OTHER BUSINESS:

Highway Garage: Administrator Kellogg said that he and Highway Superintendent Ed Lord met with Larry Salvator, from Mass Highway to look at land on the corner of Route 7 and Hewins Street currently owned by the Mass Highway, which they are willing to sell to the Town as a possible site for a new highway garage. Selectman Hannum moved to authorize Administrator Kellogg to explore the possibility of obtaining the property from Mass Highway, seconded by Selectman Smith. The motion carried unanimously.

White Engineering – Library Septic: White Engineering has provided a quote of \$1,000 - \$1,200 to design the septic repairs for the Library. Selectman Hannum moved to accept the quote from White Engineering for \$1,000-\$1,200 for work on the Library septic system, seconded by Selectman Smith. The motion carried unanimously.

The meeting schedule for the month of June will be as follows:

June 13th – Working Session at 5 pm – Regular Meeting at 7 pm

June 20th – Working Session at 5 pm

June 27th – Working Session at 6 pm

Selectman Smith stated that the discussions had been held in the past regarding relocation of the Board of Health office. Chairman Wood stated that the Board of Health has plans to set up a self service space in the Selectmen/Board of Health office and put forms on the Town website to

allow people to obtain the forms when the office is not staffed. It was the consensus of the Board that this would be a disruption to the Selectmen's office. Discussion ensued regarding space issues in the Town Hall.

Chairman Wood stated that she would like to work with Administrator Kellogg on draft letters regarding recent legislations.

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

Chairman Wood adjourned the meeting at 6:55 pm.

Respectfully submitted:

Rhonda LaBombard
Assistant Town Administrator