

**TOWN OF SHEFFIELD
BOARD OF SELECTMEN
JUNE 3, 2013
TOWN HALL
WORKING MEETING
5:30 PM**

Board Members Present: Julie M. Hannum
Rene C. Wood
Edwin J. Dobson

Others Present: Rhonda LaBombard, Town Administrator
Alicia Powers, Assistant to Town Administrator
David West

Selectman Hannum opened the meeting at 5:30 PM.

Administrator LaBombard stated that Interim Police Chief Eric R. Munson III is due for his one year evaluation and appointment. Administrator LaBombard asked the Selectmen when they would like to schedule his evaluation. Discussion ensued. It was the consensus of the Board that they would check their schedules and let Administrator LaBombard know what works best for them.

Discussion ensued regarding the meeting schedule for the month of June.

Administrator LaBombard stated that a letter has been received from the attorney representing Borestone LLC/Four Corners LLC regarding a lot in the Business Park. Discussion ensued regarding the terms of the original sale. Administrator LaBombard will contact Town Counsel to draft a new agreement with Borestone LLC/Four Corners LLC and to get the lot cleared of old machinery.

Administrator LaBombard stated that there seems to be some confusion about Bylaw Review Committee members. Administrator LaBombard recommended that the Selectmen disband the Bylaw Review Committee. Discussion ensued. It was the consensus of the Board to have a joint meeting with the Planning Board to discuss the confusion that there seems to be with the Bylaw Review Committee. The Selectmen are in agreement that it would be a good idea if the Bylaw Review Committee were comprised of members from all Boards.

Discussion ensued regarding possible tasks for special needs high school students. It was the consensus of the Board that Administrator LaBombard contact the school to find out what the students capabilities are. Once the students capabilities are known then a list of tasks could be discussed.

Selectman Wood discussed creating a guidebook for new and current Boards and Commissions and stated that she contacted the MMA and currently there is no guidebook for Boards and Commissions. It was the consensus of the Board to work on creating a guidebook for Boards and Commissions that would include the following sections: How to run a meeting, open meeting law, and ethics.

Administrator LaBombard stated that she has been in discussion with Berkshire Regional Planning Commission (BRPC) regarding towns sharing IT services. BRPC stated that the project would not go out to bid until FY2015. It was the consensus of the Board that they would like to explore IT services sooner and Administrator LaBombard will research this issue.

Administrator LaBombard stated that a letter had been received from David West regarding his concerns that Boards are not approving and submitting minutes in a timely manner. Mr. West stated that he had filed an Open Meeting Law violation against the Zoning Board of Appeals (ZBA). Administrator LaBombard stated that she has talked to the ZBA Chairman about approving and submitting minutes in a timely manner. She stated that the ZBA will discuss the complaint at their next meeting and draft a response to Mr. West's complaint.

Discussion ensued regarding the Electric Aggregation Plan. Town Counsel has reviewed the plan.

Administrator LaBombard stated that James Kelly has contacted her to see if the Board might have any interest in cleaning up the Town Forest. He stated that he is currently working on the adjacent property and has installed an access road which would give easier access to the Forest. Discussion ensued. It was the consensus of the Board that Administrator LaBombard schedule Mr. Kelly to attend a meeting to discuss the proposed project.

Selectman Wood stated that Pat Mullins from Berkshire Regional Planning Commission will be here on Monday, June 17, 2013 at 5:45 PM to present the DLTA Housing Report.

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

Selectman Hannum adjourned the meeting at 6:58 PM

Respectfully submitted:

Alicia Powers
Assistant to Town Administrator