

**TOWN OF SHEFFIELD
BOARD OF SELECTMEN
WORKING SESSION
OCTOBER 25, 2016
TOWN HALL
3:30 PM**

Board Members Present: Nadine A. Hawver, Chairman
David A. Smith, Jr., Clerk
Andrew G. Petersen

Others Present: Rhonda LaBombard, Town Administrator
Alicia Dulin, Assistant to Town Administrator
Rene Wood, Rest of River Representative

Chairman Hawver called the meeting to order at 3:00 PM.

REPLACEMENT OF SHRUB ON COUNTY ROAD:

Discussion ensued regarding the replacement of a forsythia bush on a resident's property that was damaged by roadside mowing. It was the consensus of the Board to not replace the bush, and to have Administrator LaBombard draft a letter to the homeowner stating that the Town had a tree expert look at the bush, who said that the bush would recover.

DISCUSSION ON SENIOR CENTER DIRECTOR HOURS:

Chairman Hawver explained that the Senior Center Director has requested a change in her work hours, from 9:00 AM to 4:00 PM to 8:15 AM to 3:15 PM. Discussion ensued. It was the consensus of the Board to allow the Senior Center Director to change her work hours to 8:15 AM to 3:15 PM.

DISCUSSION ON NEW HIGHWAY GARAGE:

Administrator LaBombard suggested that the Board work on the new highway garage project, discussion ensued. The Board asked Administrator LaBombard to set up a time when they can tour Sheffield's current highway garage and New Marlborough's highway garage. The Board also asked Administrator LaBombard to schedule an appointment with the owner of a property that is being considered.

DISCUSSION ON CHANGE TO PERSONNEL POLICY – SICK TIME:

Administrator LaBombard explained that there has been a request to change the Personnel Policy so that sick time can be taken in half hours. Discussion ensued regarding allowing sick time to be taken in half or full day increments. The Board asked Administrator LaBombard to send a memo to all employees requesting input on the proposed change to the Personnel Policy.

Administrator LaBombard explained that she had received a call from the MassDOT informing her that the Route 7 Bridge would be closed for a total of four nights for repairs. First, two nights to remove beams, and then, two nights to replace the beams in the bridge. It would close around 9:00 PM and reopen at 5:00 AM.

Administrator LaBombard informed the Board that there are still two pieces of Fire Department equipment that remain uninsured. Discussion ensued. It was the consensus of the Board to have Administrator LaBombard send Chief Getchell a memo stating that the uninsured equipment may not be used until it is properly insured.

Administrator LaBombard stated that a coach from Berkshire School had called regarding a community service project for her team. Administrator LaBombard suggested roadside cleanup, and the Board agreed.

REST OF RIVER:

Rene Wood updated the Board on the Rest of River.

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

Chairman Hawver adjourned the meeting at 4:30 PM

Respectfully submitted:

Alicia Dulin
Assistant to the Town Administrator

Documents reviewed at this meeting:
Senior Center Director Request
Personnel Policy ó Sick Time