

**TOWN OF SHEFFIELD
BOARD OF SELECTMEN
JULY 20, 2015
TOWN HALL
7:00 PM**

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

Others Present: Rhonda LaBombard, Town Administrator
Members of the public

Chairman Hawver opened the meeting at 7:00 PM.

APPROVAL OF MEETING MINUTES:

Selectman Smith moved to approve the meeting minutes from June 22, 2015, June 30, 2015 and two sets for July 6, 2015, as presented, seconded by Selectman Petersen. The motion carried unanimously.

FY2016 APPOINTMENTS:

Selectman Smith moved to appoint Frank Higgins as Veteran's Agent, seconded by Selectman Petersen. The motion carried unanimously.

ADOPTION OF SENIOR TAX WORK-OFF PROGRAM POLICY:

Board members have reviewed the changes to the Senior Tax Work-off Program polices. Selectman Smith moved to adopt the Senior Tax Work-off Program Policy, seconded by Selectman Petersen. The program is now open for applications. Applications may be obtained from the Town Administrator's office, the Senior Center and on the Town website.

FY15 AUDIT ENGAGEMENT AGREEMENT:

Melanson and Heath sent a proposed audit engagement agreement for a Fiscal Year 2015 audit. Selectman Smith moved to accept the agreement and authorize Administrator LaBombard to sign the agreement, seconded by Selectman Petersen. The motion carried unanimously.

S. COUNTY COMMUNITY HEALTH COALITION – UNDERAGE SUBSTANCE ABUSE:

Ananda Timpane, Executive Director of the Railroad Street Youth Program was present to give an overview of a program that will look at ways to reduce underage substance abuse. A coalition will be formed with the towns of Great Barrington, Egremont, Sheffield and Stockbridge. The group will consist of Town Managers and Administrators, a member of the Police Department and a member of the Board of Health. Selectman Smith moved to join the coalition and to authorize Administrator LaBombard to sign the agreement for the program, seconded by Selectman Petersen. The motion carried unanimously.

TOWN ADMINISTRATOR EVALUATION PROCESS:

Chairman Hawver stated that is it time for Administrator LaBombard's evaluation. Discussion ensued regarding the process. It was the consensus of the Board that all

members should turn their completed evaluation sheets into Chairman Hawver and she will meet with Administrator LaBombard to conduct the evaluation.

AGREEMENT FOR ACTUARIAL VALUATION:

Administrator LaBombard stated she has received a proposal from Segal to conduct an actuarial valuation of post employment benefits and recommends that the Board vote to hire Segal. The cost will be \$4,000 which is based on many of the towns in Berkshire County joining together and jointly hiring Segal. Selectman Smith moved to hire Segal for the actuarial valuation and to authorize the Administrator LaBombard to sign the agreements, seconded by Selectman Petersen. The motion carried unanimously.

FY16 TRANSFER STATION PERMITS:

Administrator LaBombard reminded residents that Transfer Station stickers are due and must be on vehicles by July 31, 2015. Stickers may be obtained from the Selectman's office in Town Hall. The cost of the stickers will increase by \$10 after September 30, 2015.

TITLE VI NON DISCRIMINATION ASSURANCES:

MassDOT sent notice of non discrimination assurances that must be adhered to and signed to be eligible for Federal and State funds. Selectman Smith moved to authorize Chairman Hawver to sign the non discrimination assurances, seconded by Selectman Petersen. The motion carried unanimously.

APPOINTMENT OF DESIGNER FOR CDBG TOWN HALL ACCESSIBILITY:

The Designer Selection Committee met and interviewed three firms for the design of the Town Hall Accessibility project. They used set criteria in their evaluation and voted to recommend the appointment of Clark and Green from Great Barrington as the designer for the project. Selectman Smith moved to appoint Clark and Green as the designer for the Town Hall Accessibility project, seconded by Selectman Petersen. The motion carried unanimously.

REQUEST FROM FIRST CONGREGATIONAL CHURCH TO HANG A FLAG:

The First Congregational Church has submitted a letter of request to hang a peace flag in the Village Green. Discussion ensued. Selectman Smith moved to approve the Church's request to hang a flag in the Village Green with the following conditions: The Church would be responsible for maintaining the flag and the flag is to be installed and removed on the same schedule as the American Legion flags in the Village Green, seconded by Selectman Petersen. The motion carried unanimously.

RESIGNATION – ASSISTANT TO THE SENIOR CENTER DIRECTOR:

Nadine Hawver has submitted her resignation as Assistant to the Senior Center Director. Selectman Smith moved to accept her resignation and to send her a letter of thanks, seconded by Selectman Petersen. The motion carried 2-0, Chairman Hawver abstained.

PUBLIC RECORDS ACT EXPANSION:

Administrator LaBombard explained that the Legislature is considering changes/expansion to the Public Record Act. The changes would not be favorable for municipalities. Discussion ensued. Selectman Smith moved to send a letter of opposition to the expansion of the Public Records Act, seconded by Selectman Petersen. The motion carried unanimously.

SELECTMEN'S ITEMS:

Chairman Hawver noted that the potholes at the intersection of Route 7A and Ranappo Road have been filled by the State.

Chairman Hawver noted that Ranappo Road and Bow Wow have been resurfaced. Administrator LaBombard stated that a top coat will be on both roads in the fall.

PUBLIC COMMENTS:

Rene Wood stated that she was glad that the Board voted to send a letter of opposition to the Public Records Act expansion and requested that a copy also be sent to the Governor's office.

Rene Wood inquired on the status of the Route 7 paving. Administrator LaBombard responded that the State has not provided any updated information.

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

Chairman Hawver adjourned the meeting at 7:26 PM.

Respectfully submitted:

Rhonda LaBombard
Town Administrator

Documents reviewed at this meeting:
Letter of Interest of Veteran's Delegate
Senior Tax Work-off Program Policy
Audit Engagement Letter
Overview of S. County Community Health Coalition
Town Administrator Evaluation Sheets
Actuarial Agreement from Segal
Title VI Non Discrimination Letter
Email from BRPC for Designer Selection Recommendation
Letter from First Congregational Church
Resignation from Nadine Hawver
Overview of Public Records Expansion from MMA