

**TOWN OF SHEFFIELD  
BOARD OF SELECTMEN  
WORKING SESSION  
JANUARY 5, 2016  
TOWN HALL  
3:00 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  
Patricia Mullins, Berkshire Regional Planning Commission

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

**SWINGS AT LIBRARY:**

Administrator LaBombard explained that the Library Trustees and Library Director, Karen Lindquist have requested to put swings at the Library. Discussion ensued. The Board is not in favor of installing swings at the Library and asked Administrator LaBombard to inquire why they would like to install them.

**DISCUSSION ON ENGINEERING FOR BERKSHIRE SCHOOL ROAD BRIDGE:**

Administrator LaBombard explained that the Berkshire School Road Bridge is on the TIP schedule for repair in 2019. She stated that she has talked to BSC Group, Inc. and they have given a quote of \$52,000 for the engineering services for this project. Administrator LaBombard stated that she was concerned with the bridge repair waiting until 2019 and expressed her opinion on maybe it would be better to hire BSC Group to get a construction cost and possibly use Town funds or Chapter 90 to do the work before 2019. This issue will be discussed again at a future meeting.

**DOG LICENSING SOFTWARE:**

Administrator LaBombard explained that Town Clerk, Felecie Joyce has scheduled a demonstration on January 11, 2016 for the dog licensing software that would allow dog licensing to be done online. She stated that she would update the Board after the demonstration.

**AIR QUALITY REPORT:**

Administrator LaBombard updated the Board on the results of the Town Hall air quality report that was done by the Executive Office of Health and Human Services, Bureau of Environmental Health. She stated that it was determined that the Town Hall did not have air quality issue but did have some structural issues that should be evaluated in the future. Discussion ensued. It was the consensus of the Board to have Administrator LaBombard talk with the Building Inspector to find out if there is someone he would recommend to evaluate the issues.

**TRANSFER STATION HOLIDAY PAY:**

Administrator LaBombard explained that the Transfer Station employees have submitted for holiday pay for Christmas Day and asked the Board how they would like to handle this. Discussion ensued. It was the consensus of the Board to follow the Personnel Policy, which does not allow part time employees paid holidays.

**MEET WITH BRPC FOR 2014 CDBG:**

Patricia Mullins was present to distribute and discuss the draft construction cost estimate for the architectural barrier removal for the back entrance of the Town Hall. Discussion ensued regarding the draft estimate and the amount that Sheffield would be willing to contribute. Selectman Smith moved to contribute \$24,000 towards the architectural barrier removal construction costs for the back entrance of the Town Hall if Sheffield is awarded the 2016 Community Development Block Grant, seconded by Selectman Petersen. The motion carried unanimously. Ms. Mullins reminded the Board that the inter-local agreement would need to be signed in the month of January. The Board thanked Ms. Mullins.

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

Chairman Hawver adjourned the meeting at 4:00 pm

Respectfully submitted:

Alicia Dulin  
Assistant to the Town Administrator

Documents Reviewed at this meeting:  
Sheffield Town Hall Architectural Barrier Removal Schematic Construction Cost Estimate from  
Clark & Green Architecture Design