

**TOWN OF SHEFFIELD
BOARD OF SELECTMEN
WORKING SESSION
FEBRUARY 26, 2020
TOWN HALL 2:00 PM**

Board Members Present: Rene C. Wood, Chairman
Nadine A. Hawver, Clerk
Martin C. Mitsoff

Others Present: Rhonda LaBombard, Town Administrator
Jill Hughes, Assistant to Town Administrator

Chairman Wood called the meeting to order at 2:00 PM.

The Board reviewed and discussed the Host Community Agreement amendments that Chairman Wood drafted. Chairman Wood stated she will make the changes that were discussed and send the final draft to Administrator LaBombard.

Selectman Mitsoff stated that he has completed the draft Demolition Grant application. He stated that a detailed written estimate of cost will be submitted with the application. A discussion ensued. Selectmen Hawver moved to authorize Selectman Mitsoff to sign and submit the Demolition Grant application on behalf of the Board, seconded by Chairman Wood. The motion carried unanimously.

Administrator LaBombard stated that she and Selectman Hawver will be attending the meeting in Egremont on Friday to discuss a shared staff position.

Administrator LaBombard stated that the Selectmen received a letter from a resident regarding their delinquent real estate taxes. She stated that the auditors have advised that written payment plans should not be arranged unless a lien has been placed on the property. Administrator LaBombard stated that the resident was advised that they could make payments at any time, but have not done so. A discussion ensued. The Board reviewed and amended a draft letter to the resident. Selectman Hawver moved to send the letter as amended and to authorize Administrator LaBombard to sign on behalf of the Board, seconded by Selectman Mitsoff. The motion carried unanimously.

Administrator LaBombard stated that the Highway Garage Committee had a meeting yesterday and discussed that she and Edward Pickert meet with someone to review specifications of the land and building. She stated that they recommended hiring EDM since they worked on the Custom Extrusion building. Administrator LaBombard stated that Tim Eagles from EDM would be available to meet on March 11th. Selectman Hawver moved to hire EDM to work on a highway garage design, seconded by Selectman Mitsoff. The motion carried unanimously.

Chairman Wood gave a brief update on the Highway Garage Committee meeting.

Chairman Wood presented a Parks and Recreation Committee Policy that she drafted. Selectman Mitsoff stated that he had drafted a policy that he will send to Administrator LaBombard. It was the consensus of the Board to hold Chairman Wood's draft policy. A discussion ensued regarding handling reservations for the Town Park. The Board

discussed whether there was a need for a Parks and Recreation Committee, since they cannot get volunteers to serve. It was the consensus of the Board to table the matter at this time.

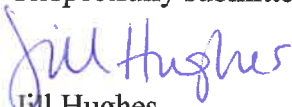
The Board discussed getting quotes from other vendors for a Fire truck.

The Board discussed the upcoming meeting schedule. It was the consensus of the Board to hold a working meeting on March 12th at 11:00 AM and to not hold a meeting on March 16th.

Selectman Mitsoff moved to adjourn the meeting, seconded by Selectman Hawver. The motion carried unanimously.

Chairman Wood adjourned the meeting at 3:24 PM.

Respectfully submitted:



Jill Hughes
Assistant to Town Administrator

Documents reviewed at this meeting:
Draft Host Community Agreement Amendments
Draft Parks and Recreation Committee Policy
Draft Letter to Resident