

**TOWN OF SHEFFIELD  
BOARD OF SELECTMEN  
WORKING MEETING  
NOVEMBER 30, 2009  
SELECTMEN'S MEETING ROOM  
6:30 PM**

Board Members Present: David D. Macy, Chairman  
Julie M. Hannum, Clerk  
Rene C. Wood

Others Present: Joseph A. Kellogg, Town Administrator  
Rhonda LaBombard, Assistant Town Administrator

Chairman Macy called the meeting to order at 6:30 pm.

**POLICE DEPARTMENT POLICIES/PROCEDURES:**

Chief McGarry was present to discuss the updated Policy and Procedure Manual for the Police Department that he had earlier submitted for the Board's review. Discussion ensued and it was noted that under the provisions of M.G.L. Chapter 41, Section 97A, the manual will become effective December 1, 2009. Selectman Wood moved to accept and endorse the Policy and Procedure Manual for the Police Department as submitted by Chief McGarry, seconded by Selectman Hannum. The motion carried unanimously.

Chief McGarry expressed concern that many residents are not installing visible house numbers at their residence. A notice will be placed in the Sheffield Times reminding residents to make sure they have visible house numbers to ensure that emergency responders can find the correct address.

**TOWN BUILDING PROJECTS:**

The Board reviewed the following proposed Town building improvement projects:

Town Hall Porch- The back entrance to Town Hall needs to have protection from falling snow and ice. Administrator Kellogg stated that Architect John James has provided a design to construct a roof over the back entrance. Discussion ensued regarding ice guards on the roof and the concrete pad for the roof support. Administrator Kellogg stated that the funds for the construction would come from the Building Repairs and Improvement article approved at the Annual Town Meeting. Discussion ensued regarding the cost and the amount of funds available.

Town Hall Electric Service/Parking Lot Light – Discussion ensued regarding installation of lighting in the Town Hall parking lot. Administrator Kellogg also stated that he has become aware of a problem with the electrical service wire for the Town Hall. The wire will be replaced during a time when the Town Hall is closed. The cost will be \$500-\$1000.

Police Station Walls/Roof – Administrator Kellogg has an estimate from a mason to repoint the Police Station walls. The cost will be less than \$5,000. Once this work is done certain roof repairs will then be needed.

**ZONING BYLAW AMENDMENTS:**

The Planning Board has submitted changes to the Zoning Bylaws that would allow business types not currently allowed to operate in the General Business and Commercial Districts with a Special Permit from the Planning Board. The Planning Board has scheduled a public hearing for January 6, 2010. Selectman Hannum moved to refer the proposed by-law amendments to the Planning Board pursuant to the provisions of MGL Chapter 40 A, Section 5, seconded by Selectman Wood. The motion carried unanimously.

**STEPHEN BARRY – SENIOR CENTER:**

Stephen Barry, the proposed new architect for the Senior Center project, has written to the Board of Registration of Architects to discuss taking over the project with the drawings from Reinhardt Associates. Administrator Kellogg will follow up with Mr. Barry on the outcome of the discussion. The Senior Center Building Committee will meet December 2, 2009 at 4:00 p.m.

**SPECIAL TOWN MEETING:**

Discussion ensued regarding the possibility of holding a Special Town Meeting in January.

There are currently 3 proposed warrant articles:

American Legion Easement for the Senior Center

Zoning Amendments

Home Rule Petition re: Police Chief

A date will be set at the Selectmen’s meeting on December 7, 2009.

**HIGHWAY GARAGE STUDIES:**

The Highway Garage Design Study Committee has met twice and conducted a site visit to Town owned property on Berkshire School Road across from the Mt. Everett campus. Jeffrey Collingwood has offered, along with the Highway Department to perform a perc test.

Discussion ensued regarding this site and other Town owned sites. Administrator Kellogg asked for authorization to expend funds for studies on the Berkshire School Road site. Selectman Wood moved to authorize Administrator Kellogg to approve expenditures up to \$3,000 for the perc test, wetland delineation and endangered species notification, seconded by Selectman Hannum. The motion carried unanimously.

**EECBG APPLICATION:**

Administrator Kellogg discussed a stimulus funded grant program available for shovel ready energy improvement projects or for towns to implement recommendations from an energy audit. There is \$150,000 available for each town. The Town is in the process of applying for funding to upgrade insulation, storm windows, replace manual thermostats and various caulk and weather strip installations in the Town Hall and Police Department. Regional school districts can apply for the excess funds left from their member towns. The Southern Berkshire Regional School District is applying to use \$58,000 from Sheffield’s portion. Selectman Wood moved to authorize Administrator Kellogg to apply for the grant and to sign all related documents, seconded by Selectman Hannum. The motion carried unanimously.

**SHUNPIKE ROAD – TRUCK BAN:**

Shunpike Road recently received a new coat of oil and stone paving and Highway Superintendent Ed Lord is concerned that heavy truck traffic will damage the road. Discussion ensued regarding a truck ban on Shunpike Road. Administrator Kellogg will look into whether or not truck bans can be placed on roads that have been financed with Chapter 90 funds. This issue will be discussed at a later date.

**GREEN COMMUNITIES ACT:**

Selectman Wood discussed the requirements for a Town to be certified under the Green Communities Act. Discussion ensued regarding auditing the meetings between Berkshire Regional Planning Commission and the Towns that have signed onto the Green Communities Act. Selectman Wood volunteered to informally audit the meetings and to provide updates for the Planning Board.

**CABLE LICENSE STATUS:**

Administrator Kellogg recently spent time with a technician from Time Warner Cable to review a map of the town and the unserved areas. Approximately 60 residents were identified that do not have access to cable and did not receive the initial survey. The same survey letter will be sent to these residents.

**SHEFFIELD PLASTICS:**

Sheffield Plastics has lost their manufacturing status from the State, which means they now have to pay personal property taxes to the Town. Administrator Kellogg stated that the Town could help Sheffield Plastics by approving an Economic Development incentive project, which would also restore their manufacturing status. This would require a Town Meeting vote. Administrator Kellogg will keep the Board informed on the status of this issue.

**PERMITTING SOFTWARE:**

Administrator Kellogg stated that the Berkshire Managers Group has been discussing a permitting software program that would modernize our permit system and be user friendly to builders and residents. The Berkshire Regional Planning Commission has invited Administrator Kellogg to a meeting in which the software will be discussed.

**FY2011 ANNUAL BUDGET:**

Administrator Kellogg stated that the annual meeting for the FY 2011 budget with department heads will be on Monday, December 7, 2009 at 10:00 am.

**OTHER BUSINESS:**

**Tax Rate:** The State is behind with certifying the tax rates and the Massachusetts Association of Assessing Officers filed a bill to extend the mailing deadline for tax bills to January 31, 2010. Discussion ensued and it was noted a decision on sending out preliminary bills must be made by next week.

Discussion ensued regarding the regional transportation cuts and the effects on the Southern Berkshire Regional School District.

Discussion ensued regarding the proposed Charter School. No opinion on the proposal has been received yet from the School Committee and this discussion was tabled until the next meeting on Monday, December 7, 2009.

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

Chairman Macy adjourned the meeting at 8:30 p.m.

Respectfully submitted,

Rhonda LaBombard  
Assistant Town Administrator