

**TOWN OF SHEFFIELD  
BOARD OF SELECTMEN  
JUNE 20, 2011  
CARLTON FRENCH MEETING ROOM  
WORKING MEETING  
5:00 PM**

Board Members Present:     Rene C. Wood, Chairman  
                                     Julie M. Hannum, Clerk  
                                     David A. Smith, Jr.

Others Present:                Joseph A. Kellogg, Town Administrator  
  
                                     Members of the Public

Chairman Wood called the meeting to order at 5:08 pm.

Building Inspector Thomas Carmody was present for a discussion regarding zoning enforcement specifically as it relates to signs, illegal apartments, and private restricted landing areas (PRLA). It was noted that Special Town Counsel Ellen Doucette had provided information regarding case law in another community which had ruled the existence of a PRLA was in violation of the Town's Zoning Bylaw since the Bylaw did not specifically provide for PRLA's as an allowed use. Mr. Carmody said he had not reviewed the information and was not prepared to discuss it. Chairman Wood gave Mr. Carmody her file to review and said the matter would be discussed at the Board's June 27<sup>th</sup> meeting. Discussion ensued both on the existence of several apartments which were created in violation of zoning as well as the need to develop a new sign bylaw. It was agreed additional review of these issues will be needed.

David West appeared before the Board with a letter asking that his appointment to the Zoning Board of Appeals be reconsidered. He noted that following discussions with the Ethics Commission, if Selectmen Smith filed certain paperwork disclosing his family connection with Mr. West, he would be allowed to participate in the vote. Selectmen Smith said he understood the Ethics Commission guidelines, however felt that even an appearance of a conflict in a small community was something he wished to avoid and declined to change his position. Chairman Wood said she had not changed her mind regarding the appointment, but advised Mr. West that he would be given time on the July 5<sup>th</sup> agenda in response to his request to be heard on the matter.

It was noted that in order to conduct an initial screening of applications for the Town Administrator position in Executive Session, a search committee needed to be formally appointed. Selectman Hannum moved to appoint Rene Wood, Julie Hannum, David A. Smith, Jr. and Colin Smith to the Town Administrator Search Committee, seconded by Selectman Smith. The motion carried unanimously.

Chairman Wood noted that, following the authorization of voters at the Annual Town Meeting to lease the storage building at the Town Park to the Sheffield Kiwanis Club, a negotiation committee needed to be appointed. Selectman Hannum moved to appoint Joseph Kellogg, Julie Hannum and Michael Ovitt to the Town Park Storage Building Negotiation Committee, seconded by Chairman Wood. The motion carried 2-0-1 (Selectmen Smith abstaining).

Administrator Kellogg advised that the Sheffield Water Company was potentially in need of a waiver of certain conditions regarding their funding from the State Revolving Fund (SRF) for a new water storage tank. Discussion ensued regarding the need for support of their request from the Town. Selectman Hannum moved to authorize Chairman Wood and Administrator Kellogg to draft and send a letter of support for the Sheffield Water Company request to waive certain conditions of their SRF loan, seconded by Selectman Smith. The motion carried unanimously.

Discussion ensued about the June 23<sup>rd</sup> Special Town Meeting being held to consider two articles relative to the Town's assessment from the Southern Berkshire Regional School District for their FY2012 Operating and Transportation Budget. It was noted that Article One requests funding in the amount of \$5,812,155 for a portion of the assessment, that amount which will not require a Proposition 2½ Override. Article Two requests funding in the amount of \$83,000 for the remaining portion of the assessment, said amount to be contingent on the passage of a Proposition 2½ Override. Discussion ensued as to whether the Board wished to take a position on the articles. Selectman Smith moved to recommend approval of Article One on the Warrant for the June 23, 2011 Special Town Meeting, seconded by Selectman Hannum. The motion carried unanimously. Selectman Smith moved to not recommend approval of Article Two on the Warrant for the June 23, 2011 Special Town Meeting, seconded by Selectman Hannum. The motion carried unanimously.

Administrator Kellogg provided a brief update on remaining items to be completed at the Senior Center. He noted receipt of a proposal from the contractor, Salco Construction, to complete the paving of the side and rear driveway in the amount of \$4,140.00. Board members said they were in agreement and authorized the work to proceed.

Administrator Kellogg said only one proposal was received in response to an Invitation for Bids on the Town Hall and Police Station EECBG project to provide energy improvements involving increased attic insulation in the Town Hall and storm windows at the Police Station. The proposal was from Northeastern Commercial Services of Pittsfield in the amount of \$14,300 for the base bid, \$3,900.00 for Alternate #1 and \$1,900.00 for Alternate #2. Discussion ensued about the amount of funding available. Administrator Kellogg said he would confirm the numbers with Berkshire Regional Planning Commission (BRPC) who is administering the grant, but asked for authority to proceed should there be sufficient funding. Selectman Hannum moved to award the contract for the Sheffield Energy Efficiency Improvements Project to Northeastern Commercial Services contingent on the confirmation of sufficient funding from the EECBG grant, seconded by Selectman Smith. The motion carried unanimously.

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

Chairman Wood adjourned the meeting at 5:56 pm.

Respectfully submitted:

Joseph A. Kellogg  
Town Administrator