

**TOWN OF SHEFFIELD  
BOARD OF SELECTMEN  
MAY 20, 2013  
TOWN HALL  
WORKING MEETING  
6:00 PM**

Board Members Present: Julie M. Hannum  
Rene C. Wood

Others Present: Rhonda LaBombard, Town Administrator  
Alicia Powers, Assistant to Town Administrator  
David West

Selectman Hannum opened the meeting at 6:00 PM.

Discussion ensued regarding a meeting that was held on April 19, 2013 with the MassDOT. Administrator LaBombard stated that a decision needs to be made by the Selectmen on which crosswalks on Main Street to keep and which ones to eliminate. Discussion ensued regarding placement of crosswalks on Main Street. It was the consensus of the Board that Selectman Wood contact Berkshire Regional Planning Commission Transportation Staff and ask them to review the aerial map provided by MassDOT of the crosswalk area in question and provide their input on the crosswalk question. It was also the consensus of the Board that Administrator LaBombard call the MassDOT and find out what the deadline for making a decision on the crosswalks is.

David West stated that he would like to bring it to the attention of the Selectmen that there are very large holes in the road at the end of the Village Green and at the north end of Main Street right before the bridge.

David West was present to discuss his request to the Zoning Board of Appeals for draft minutes from previous meetings. He stated that he is concerned that they are not available to the public within the required ten day period.

Selectman Wood stated that she would like Administrator LaBombard to send out a memo to all Boards about the procedure for meeting minutes.

Selectman Hannum added that she would like the memo to also state the importance of Board member punctuality and the procedures for posting meetings.

Administrator LaBombard stated that she would speak to the Chairman of the Zoning Board of Appeals about using the sound system at meetings and having personal listening devices available for Board members who would like to use them.

Discussion ensued regarding posting minutes on the Town website. Selectman Wood stated that there is some concern about posting the Board of Health minutes on the Town website because some of those minutes contain residents addresses. It was the consensus of the Board to have Administrator LaBombard ask Town Counsel for their opinion on this issue.

Administrator LaBombard stated that a letter written by the Director of the Senior Center had been received requesting a handicapped parking space in front of the Post Office/Berkshire Bank. Discussion ensued. It was the consensus of the Board that Administrator LaBombard

contact the Director of the Senior Center and tell him that a handicapped parking space in front of the Post Office/Berkshire Bank is in the plans for this summer.

Administrator LaBombard stated that there are some missing meeting minutes from the Zoning Bylaw Review Committee, along with some confusion as to who is appointed to the Zoning Bylaw Review Committee. Discussion ensued.

Discussion ensued regarding Town Counsel's opinion on notices of determination. It was the consensus of the Board to have Administrator LaBombard contact Town Counsel and ask for clarification regarding their opinion on notices of determination.

Administrator LaBombard stated that she spoke with someone from the State and they stated that the Tax Increment Financing Agreement for Berkshire Mountain Distillers will not be on the agenda until September. Discussion ensued.

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

Selectman Hannum adjourned the meeting at 6:58 PM

Respectfully submitted:

Alicia Powers  
Assistant to Town Administrator