

**TOWN OF SHEFFIELD  
BOARD OF SELECTMEN  
AUGUST 5, 2013  
TOWN HALL  
7:00 PM**

Board Members Present: Julie M. Hannum, Chairman  
Rene C. Wood  
Edwin J. Dobson

Others Present: Rhonda LaBombard, Town Administrator  
Alicia Dulin, Assistant to Town Administrator

Members of the public

Chairman Hannum called the meeting to order at 7:05 pm.

**APPROVAL OF MEETING MINUTES:**

Selectman Wood moved to approve the minutes from the July 15, 2013, July 22, 2013 and July 24, 2013 meetings, seconded by Selectman Dobson. The motion carried unanimously.

**CONSERVATION RESTRICTION – LEGEYT ROAD:**

Kathy Orlando distributed a draft of the conservation restriction regarding the Nature Conservancy on LeGeyt Road for the Selectmen to review and stated that if there are any questions please contact her.

**USE OF THE LIBRARY:**

Administrator LaBombard stated that an e-mail had been received from Karen Lindquist, Library Director regarding the possibility of renting out the meeting room at the Library for private functions and asked if alcohol would be allowed on the premises. Discussion ensued. Chairman Hannum stated that she would like to know if surrounding towns have policies for this and what they are. It was the consensus of the Board to look at the policies for Stockbridge and Great Barrington and set up a meeting with the Library Director and the Library Trustees and look at the policies from Stockbridge, Great Barrington and the policy for the use of the Senior Center.

**INDEFINITE APPOINTMENTS:**

Administrator LaBombard stated that the Board of Selectmen changed all the indefinite appointments to set terms, when this was done, the Sanitation Inspector's were omitted and continue to have indefinite terms. Terms need to be set for the two positions. It was the consensus of the Board to seek a recommendation from the Board of Health on who should be appointed as Sanitation Inspector and for what terms.

**APPOINTMENT ANNOUNCEMENT:**

Carol Sica submitted a letter of interest to be reappointed to the Council on Aging. Action on this appointment will take place at the next meeting.

**UPDATE ON HANLON APPEAL:**

Administrator LaBombard stated that the discovery process closed in January 2013 and now they are waiting for the land court to schedule a hearing date.

**INTERMUNICIPAL AGREEMENT – REST OF RIVER:**

Selectman Wood explained the intermunicipal agreement that spells out a framework of how the six rest of river communities will work together. She stated that a formula still needs to be worked out for the cost and gain for the six communities depending on impact. The final formula would need the Boards approval. This will be on the next meeting agenda.

**SPECIAL TOWN MEETING DATE:**

Administrator LaBombard explained that Chris Weld, owner of Berkshire Mountain Distillers, has requested a Tax Increment Financing Agreement (TIF) from the Board of Selectmen for property located at 354 South Main Street. It was the consensus of the Board to approve his request pending the outcome of a Special Town Meeting. Administrator LaBombard recommended having a Special Town Meeting on September 23, 2013. It was the consensus of the Board to wait to schedule a date for the Special Town Meeting until they know that all of the application deadlines were met.

**BUSINESS PARK AGREEMENT – BORESTONE/FOUR CORNERS:**

Administrator LaBombard explained that Borestone has agreed to the proposal of sharing the profits from the Sheffield Business Park property minus any improvement costs. Selectman Wood moved to authorize the Town Administrator to talk with Town Counsel to draft an agreement between Borestone/Four Corners in order to split any profit made from the sale of the property at the Sheffield Business Park minus the cost of any improvements, seconded by Selectman Dobson. The motion carried unanimously.

**COMMUNITY DEVELOPMENT STRATEGY:**

Selectman Wood stated that the public session will be held on September 10, 2013 or September 11, 2013 at 6:30 PM or 7:00 PM which would introduce the process to the community and gather public input. Chairman Hannum asked if a letter had been written to the Town Boards asking for volunteers for this committee. Administrator LaBombard stated that she had written a memo to all Boards and that she would follow up on that.

**WEBSITE REDESIGN:**

Administrator LaBombard stated that the new website would go live on August 6, 2013. She stated that the new website is more user friendly and easier to navigate. She reminded residents that it is not the official posting board for meetings and residents should still check the board in front of Town Hall for meeting times.

**BLACKBOARD CONNECT TEST:**

Administrator LaBombard stated that there would be a test of the emergency notification system on August 8, 2013. An e-mail blast will be sent on August 6, 2013 to remind residents and provide contact information if they have any questions.

**PERSONNEL POLICY AMENDMENT:**

Administrator LaBombard explained that the way the personnel policy is written, it is not clear for new employees when they will accrue new vacation time. Administrator LaBombard recommended adding an asterisk before the second sentence under vacation accrual, add an asterisks after six months in the vacation table and to add the following sentence at the end of vacation accrual "All eligible employees shall be credited with their applicable days of vacation leave at the beginning of each fiscal year. Selectman Wood moved to accept the change in the Personnel Policy Manual as presented, seconded by Selectman Dobson. The motion carried unanimously.

**SELECTMEN'S ITEMS:**

Selectman Wood stated that she attended a demonstration of the online Building Permit Application permitting software and the demonstrator stated that it really helps in freeing up staffs time. Selectman Wood stated that she thinks it would be a good idea to schedule a demonstration of the online permitting Building Permit Application software, especially the component that allows people to view approved

permits, at a Selectman's meeting. She also stated that Berkshire Regional Planning Commission has said they are looking at working with interested communities in filing a Community Innovation Grant a grant application, which if awarded would available cover things such as computers, software, tablets for expanding the on-line permitting to other departments, such as the Board of Health.

Selectman Wood stated that she was very disappointed to see an article in the Berkshire Record, which if true, reporting a leak from someone involved in executive sessions regarding the Primax suit. She indicated the leak could not have come from any ZBA member as potential legal costs were not discussed with the ZBA.

Selectman Dobson apologized for not being more involved. He stated that he has been very busy the past few months.

Chairman Hannum stated that she would like to take a moment of silence for Eric Blackburn former member of the Town's Zoning Board of Appeals and Planning Board, a previous Memorial Day Speaker and retired, long-time Band Director at Mt. Everett High School who recently passed away.

Chairman Hannum stated that as the Chairman of the Board of Selectmen she plans to start attending other Town Boards meetings to see if they are need of anything and in the hopes of improving communication between boards. Chairman Hannum also stated that she would like to have scheduled meeting hours in which residents can come and speak with her about any questions they might have. Selectman Wood stated that she thought this was a great idea and also thinks that when letters are received from residents that they should all be answered.

**TOWN ADMINISTRATOR ITEMS:**

Administrator LaBombard explained that there is a problem at the Covered Bridge with people not cleaning up after their dogs, she reminded people to please clean up after their dogs. George Oleen stated that the problem is not just with Town properties but also with residential properties. Selectman Wood stated that if residents have a problem with these types of things at their homes they should call the Animal Control Officer Martin Clark-

**PUBLIC COMMENT:**

David West stated that there is a problem with the Personnel Policy on page 53 under the Whistle Blower law where a phrase is missing that should be added. Mr. West also stated that no one from the United Sheffield group has identified themselves and he has not been provided with the 900 signature petition that he has asked to see.

Claudia Martin stated that there would be a Senior Center trip to Atlantic City on September 17<sup>th</sup>, 18<sup>th</sup> and 19<sup>th</sup> and if anyone is interested they should call the Senior Center by August 13, 2013.

Priscilla Cote stated that she no longer gets the local TV channels because the cable company has gone completely digital so residents will now need a special box to receive the local channels.

George Oleen from the American Legion submitted an application for a Temporary Roadside Event Sign Permit for the American Legion Chicken Barbeque. Chairman Hannum stated that the Selectman would take this up under other business. Mr. Oleen also asked where the \$1400 budget for Veteran's Graves goes. Administrator LaBombard stated that the Town is billed for the number of graves by the Cemetery Association. Mr. Oleen also inquired about plot plans for cemeteries. Chairman Hannum stated that Mr. Oleen should contact Frank Higgins with any questions regarding plot plans for cemeteries.

Susan Butler thanked Administrator LaBombard for finding out what was happening with the Hanlon appeal and stated that when the written update is received from the attorney she would like a copy of it.

**OTHER BUSINESS:**

Administrator LaBombard distributed the draft policy for access to Town Counsel to the Selectmen for their review and stated that it would be discussed at the next Board of Selectmen meeting.

Administrator LaBombard explained that the Historical Commission has submitted a demolition delay bylaw that the Selectmen should review and be prepared to discuss at a future Board of Selectmen meeting.

Administrator LaBombard reported that Robert Krupski, Gas and Plumbing Inspector and Richard Cappadona, Electrical Inspector are both doing very well with the online permitting system. She stated that their appointments would expire at the end of August and recommended extending their appointments to June 30, 2014. Selectman Wood moved to appoint Robert Krupski as the Gas and Plumbing Inspector for a term to expire June 30, 2014 and to appoint Richard Cappadona as the Electrical Inspector for a term to expire June 30, 2014, seconded by Selectman Dobson. The motion carried unanimously.

George Oleen submitted an application to erect two signs on the Village Green on August 8 for the American Legion Annual Chicken Barbeque to be held on August 18. The signs will be removed on August 20. Selectmen Wood moved to approve the Temporary Roadside Event Sign Permit to George Oleen for the American Legion Annual Chicken Barbeque to be held on August 18 pending approval from Chief Minson, seconded by Selectman Dobson. The motion carried unanimously.

Selectmen Wood moved to enter Executive Session for the purpose of discussing litigation strategy concerning Primax Properties and to not return to Open Session, seconded by Selectmen Dobson. The motion carried as follows:

Chairman Hannum-Aye

Selectmen Wood-Aye

Selectmen Dobson-Aye

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

Chairman Hannum adjourned the meeting at 8:25 PM.

Respectfully submitted:

Alicia Dulin  
Assistant to Town Administrator

Documents reviewed at this meeting:

Draft Conservation Restriction – Nature Conservancy  
E-mail regarding Library Usage  
E-mail Regarding Indefinite Appointments  
Appointment Request form Carol Sica  
E-mail Regarding Sheffield Business Park Property  
Personnel Policy Amendment – Pg.17  
Draft Policy for Access to Legal Council  
Temporary Roadside Event Sign Application – American Legion

