

**TOWN OF SHEFFIELD
BOARD OF SELECTMEN
NOVEMBER 4, 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 7:00 pm.

APPOINTMENT ANNOUNCEMENT – BOARD OF HEALTH:

Chairman Hannum stated that David Smith Jr. and Fred Panitz have submitted letters of interest for appointment to the Board of Health. She stated that the appointment would be made at a future meeting.

APPOINTMENT – COMMISSION ON DISABILITIES:

Selectman Wood moved to appoint Lakhan Verma to the Commission on Disabilities for a term to expire on June 30, 2013, seconded by Selectman Dobson. The motion carried unanimously. Selectman Wood stated that the reason that the appointment was done at this meeting rather than next meeting was because the Commission on Disabilities had an upcoming meeting and are very short on members.

MUNICIPAL AGGREGATION PUBLIC HEARING:

Administrator LaBombard stated that Colonial Power Group has filed the Municipal Aggregation Plan with the Department of Public Utilities on the Town's behalf. She stated that the Department of Public Utilities will conduct a public hearing at their offices at One South Station – 5th Floor, Boston, Massachusetts on November 20, 2013 at 2:00 PM to receive comments on the petition. Administrator LaBombard stated that Colonial Power Group has drafted a statement on behalf of the Town to be read at the public hearing. Chairman Hannum stated that she found a minor mistake in the statement and would like it to be corrected. Selectman Wood moved to approve the draft statement subject to modifications that the Board and Town Administrator will make, seconded by Selectman Dobson. The motion carried unanimously.

CURB CUT:

Chairman Hannum stated that Jeff and Melanie Heaton submitted an application for a curb cut permit for 180 Hulett Hill Road. Selectman Wood moved to approve the curb cut permit as presented, seconded by Selectman Dobson. The motion carried unanimously. Selectman Wood stated that she would like to know what the Building Inspector's responsibilities are regarding driveways.

BID AWARDS – SNOW PLOWING AND PAVING:

Chairman Hannum stated that the following bids were received and opened on October 31, 2013 for the Transfer Station Paving:

Palmer Paving Corporation - \$93,625.00
The Lane Construction Corporation - \$66,982.00

Administrator LaBombard stated that she had no comment on this due to a potential conflict of interest. Selectman Wood moved to award the Transfer Station Paving to the low bidder, Lane Construction Corporation at \$66,982.00, seconded by Selectman Dobson. The motion carried unanimously. Administrator LaBombard stated that work will start immediately because they are on a tight schedule with the cold weather coming.

Chairman Hannum stated that the following bids for snow plow services were received and opened on October 31, 2013.

Charles Joyce - \$60.00 per truck and plow
\$65.00 per truck, sander and plow

Arthur Mathieu - \$60.00 per truck and plow
\$70.00 per truck, sander and plow

Selectman Wood moved to award the bids to both Charles Joyce and Arthur Mathieu at the lower price of \$60.00 per truck and plow and \$65.00 per truck, sander and plow for Fiscal Year 2014, seconded by Selectman Dobson. The motion carried unanimously.

COMMUNITY INNOVATION CHALLENGE GRANT:

Selectman Wood described the 3 modules of the Community Innovation Challenge grant which are the dog permit module, the Selectmen/Town Clerk module and the Board of Health module. She stated that in order for Sheffield to be considered for the grant, the Berkshire Regional Planning Commission would need a complete list of items that the Town wants and a signed local support documentation form no later than 12:00 PM on November 18, 2013. Selectman Wood moved to sign on to the CIC grant application and authorize Chairman Hannum to sign the document stating interest in all three modules, equipment and hardware as presented, seconded by Selectman Dobson. The motion carried unanimously.

BYLAW REVIEW COMMITTEE:

Discussion ensued regarding forming a Bylaw Review Committee. Chairman Hannum stated that she would like to see a member from each land use Board and the Building Inspector. Selectman Wood would like it to be called the Zoning Bylaw Review Committee. She also stated that she thinks that 2-3 members from the community and members from each board is a good idea. It was the consensus of the Board that a letter be sent to the Boards requesting one volunteer to serve on this committee. Selectman Wood moved to establish a Zoning Bylaw Review Committee to include members from the Zoning Board of Appeals, Planning Board, Conservation Commission, Board of Selectmen, Building Inspector, 2-3 members of the community and the Town Administrator as an ex officio member with a goal of establishing and having this Committee in place by December 1, 2013, seconded by Selectman Dobson. The motion carried unanimously.

SELECTMEN'S ITEMS:

Chairman Hannum reminded residents that there will be a public information session on November 13, 2013 at 6:30 PM to discuss the Special Town Meeting warrant articles and answer questions that residents may have. She stated that the location has not been determined at this time.

Chairman Hannum stated that she met with the 6th graders from Undermountain Elementary School for the MMA 6th grade essay contest. She stated that they had a great conversation regarding the contest and thanked Selectman Wood for setting up the meeting.

Selectman Wood reminded residents that there will be a Special Town Meeting held on November 18, 2013 at 7:00 PM at Mount Everett Regional High School.

TOWN ADMINISTRATOR ITEMS:

Administrator LaBombard reminded residents that the voter registration deadline for voting at the Special Town Meeting is November 8, 2013 at 8:00 PM.

PUBLIC COMMENT:

David West asked what the goal is for the Zoning Bylaw Review Committee, who they will answer to and how long the appointment will be. Chairman Hannum stated that the Zoning Bylaw Review Committee will review the zoning bylaws and identify problem areas, the committee will answer to the Board of Selectmen and the appointments will be for 2 or 3 years. Mr. West stated that the Zoning Bylaw Review Committee should be advised to keep better records than the previous committee did.

Dennis Sears stated that the Board should let the members of the Zoning Bylaw Review Committee decide how long they would like to serve instead of making the appointments for 2 or 3 years.

OTHER BUSINESS:

Administrator LaBombard stated that when the yearly appointments for the Plumbing and Gas Inspector were made, Robert Gennari was overlooked for his position as the Assistant Plumbing and Gas Inspector. Selectman Wood moved to appoint Robert Gennari as the Assistant Gas and Plumbing Inspector with a term to expire on June 30, 2014, seconded by Selectman Dobson. The motion carried unanimously.

Administrator LaBombard stated that Dennis Sears has requested to have Town Counsel review the Historical Commission's Demolition Delay bylaw. Mr. Sears described the bylaw and asked the Board for permission for Town Counsel to review it. Selectman Wood stated that she sees no reason to hold this up. Selectman Wood moved to grant access to Town Counsel for the purpose of reviewing the Demolition Delay Bylaw with a limit of 2.5 hours, seconded by Selectman Dobson. The motion carried 2-1. Chairman Hannum stated that she was opposed to granting access to Town Counsel as the document had only recently been received by the Selectmen's office and she was opposed to spending legal funds without previewing what was going to be submitted. Selectman Wood moved to enter Executive Session for the purpose of discussing litigation strategy concerning Primax Properties and not return to Open Session, seconded by Selectman Dobson. The motion carried as follows:

Chairman Hannum-Aye

Selectman Wood-Aye

Selectman Dobson-Aye

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

Chairman Hannum adjourned the meeting at 9:27 PM.

Respectfully submitted:

Alicia Dulin
Assistant to Town Administrator

Documents reviewed at this meeting:

Letters of Interest from David Smith Jr. and Fred Panitz – Board of Health

Letter of Interest from Lakhan Verma – Commission on Disabilities

E-mail from Colonial Powers Group and Draft Statement Regarding Municipal Aggregation

Curb Cut Permit Application – Jeff and Melanie Heaton

Bid Awards – Snow Plowing and Transfer Station Paving

Community Innovation Challenge Grant Interest Document

Dennis Sears E-mail and Demolition Delay Bylaw