

**TOWN OF SHEFFIELD
BOARD OF SELECTMEN
JANUARY 20, 2014
TOWN HALL
7:00 PM**

Board Members Present: David A. Smith, Jr., Chairman
Nadine A. Hawver, Clerk
Rene C. Wood

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

Members of the public

Chairman Smith called the meeting to order at 7:00 PM

APPROVAL OF MINUTES:

Selectman Hawver moved to approve the meeting minutes from the December 1, 2014 and December 15, 2014 and December 29, 2014 meetings as amended, seconded by Selectman Wood. The motion carried unanimously.

2015 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATION HEARING-7:00 PM:

Chairman Smith opened the public hearing at 7:02 PM. Patricia Mullins from the Berkshire Regional Planning Commission (BRPC) was present to discuss the Community Development Block Grant application that Sheffield will be submitting with the Town of Becket for housing rehabilitation and repairs for homeowners with low to moderate income and also to seek funding for designs for architectural barrier removal at the Bushnell Sage Library and the Sheffield Police Department. She stated that Becket will be the lead community for the application and that the application needs to be submitted by February 13, 2015 and asked if anyone had any comments or questions regarding the grant application. Selectman Wood moved to close the public hearing, seconded by Selectman Hawver. The motion carried unanimously. Chairman Smith closed the public hearing at 7:06 PM.

CDBG DOCUMENT APPROVALS:

Patricia Mullins explained that there is a joint authorization form that needs to be signed along with a memorandum of understanding between the two towns. She stated that the memorandum of understanding is not yet ready and she will need to attend the next meeting to get that document signed. Selectman Wood made a motion to authorize the Chairman to sign the joint application authorization as presented, seconded by Selectman Hawver. The motion carried unanimously. Selectman Wood stated that the memorandum of understanding with BRPC also needs to be signed. Ms. Mullins stated that the memorandum of understanding with BRPC is a statement that BRPC will assist the towns with the application at no cost to the towns, with the understanding that if the grant is awarded then BRPC will be allowed to retain the \$6,000 for the grant preparation and serve as the grant administrator. Selectman Wood moved to authorize the Chairman to sign the memorandum of understanding with BRPC, seconded by Selectman Hawver. The motion carried unanimously. Selectman Wood stated that Sheffield will get extra points on the evaluation if we agree to put some money up for these projects. She stated that last year we put up \$5,000 for the housing rehabilitation and \$5,000 for the architectural

barrier removal at the Town Hall, if the grant was funded. Selectman Wood moved to authorize the Chairman or the Town Administrator to sign the commitment letter for funding under the same circumstances as last year, no grant, no funding, seconded by Selectman Hawver. The motion carried unanimously. Selectman Wood stated that Sheffield must also provide a letter of certification signed by the Town Administrator of all of the non CDBG funded activities in Sheffield that relate to our Community Development Strategy. Selectman Wood moved to authorize the Town Administrator to sign the letter of certification when it is to her approval, seconded by Selectman Hawver. The motion carried unanimously.

APPROVAL TO HIRE ARCHITECT FOR 2015 CDBG APPLICATION:

Administrator LaBombard stated that she would like to move forward with hiring an architect assess the Library and Police Department to give us estimates for the architectural barrier removal at both buildings. Selectman Wood stated that we need to get a scope from an architect and then get a second architect to certify that what the first architect gave us is reasonable. Selectman Wood moved to authorize the Town Administrator to hire an architect to scope out the architectural barrier removal projects for the 2015 CDBG application, and then an appropriate second person to certify what they have come back with, seconded by Selectman Hawver. The motion carried unanimously.

ATTORNEY MCCORMICK – SHEFFIELD BUSINESS PARK PROPOSAL:

Edward McCormick was present representing Stor-It-All Inc. to seek approval of its plans and its compliance with the Sheffield Business Park covenants from the Board. Attorney McCormick asked the Board to keep an open mind as one Board member, Rene, has expressed her displeasure and objection to the project at the Planning Board meeting. Selectman Wood stated that she has filed a 23b3 disclosure of appearance of conflict of interest form with the Town Clerk. She stated that she has expressed her disapproval she does not know that she has expressed displeasure. Attorney McCormick described the applicant's project to construct four self-storage warehouse buildings including paved access, driveway, parking area and utilities. Attorney McCormick stated that the project meets all zoning requirements and all Sheffield Business Park covenants are met or exceeded. James Scalise from SK Design Group was present to explain a scale drawing of the project and answer any questions the Board may have. Discussion ensued regarding the Sheffield Business Park covenants and if it is in the Board's purview to vote on this project. It was the consensus of the Board to get an opinion from Town Counsel regarding the Sheffield Business Park covenants and if the Board of Selectmen should be voting on this project.

LETTER TO SOUTHERN BERKSHIRE REGIONAL SCHOOL DISTRICT REGARDING FY2016 BUDGET:

Administrator LaBombard stated that New Marlborough has sent a letter to Southern Berkshire Regional School District requesting that their FY16 assessment be at the same level as their FY15 assessment. She stated that New Marlborough has asked if we would also send a similar letter. Discussion ensued. Selectman Wood moved to authorize the Town Administrator to write a letter to the Southern Berkshire Regional School District and have the Chairman sign requesting that the entire budget be level funded, seconded by Selectman Hawver. The motion carried unanimously.

APPOINTMENT – BOARD OF ASSESSORS:

Administrator LaBombard stated that the appointment announcement was made at the last meeting for D. Matthew Emprimo to be appointed to the Board of Assessors. Selectman Wood moved to appoint D. Matthew Emprimo to the Board of Assessors, seconded by Selectman Hawver. The motion carried unanimously. The Board thanked Mr. Emprimo for his interest in serving on the Board of Assessors.

BERKSHIRE HOUSING DEVELOPMENT CORPORATION – LETTER OF CONSENT:

Administrator LaBombard stated that a letter was received from Berkshire Housing Development Corporation stating that they have served as the administering agency on some grants that have been received in the past. In that capacity they have maintained client files and acted as the loan servicer. They are asking for an updates consent form to continue to act in this capacity. Selectman Wood moved to authorize the Chairman to sign the Berkshire Housing Development Corporation letter of consent, seconded by Selectman Hawver. The motion carried unanimously.

ADA SELF EVALUATION AND TRANSITION PLAN AMENDMENTS:

Administrator LaBombard explained that Christopher Becker from the Massachusetts Office on Disability came out to assess the Town buildings for accessibility and has suggested some amendment to the ADA Self Evaluation and Transition Plan. Selectman Hawver requested that this item be tabled until the Board has had a chance to review the amendments.

DOLLAR GENERAL LETTER OF APPRECIATION:

Selectman Wood stated that she drafted a letter of appreciation to Dollar General for their very generous donation of \$25,000 to Mount Everett Regional High School Library and \$25,000 to Undermountain Elementary School Library. Selectman Hawver stated that the money was not a gift to the Town and was not sure why the Town is thanking them. Selectman Wood stated that thought since the School that received the donation was in our town and our children attend that school she thought it was appropriate. Chairman Smith stated that with all of the issues that have arisen with Dollar General over the past few years that he would not have a problem signing the letter. Selectman Wood moved to approve the letter of appreciation to Dollar General, seconded by Selectman Hawver. The motion carried unanimously.

LETTER REGARDING RELEASE OF CHAPTER 90 FUNDS AND COMMITMENT NOT TO CUT LOCAL AID:

Selectman Wood explained that she has drafted a letter Governor Baker expressing the Boards appreciation for releasing \$100 million in Chapter 90 funds and stating his strong opposition to any further cuts in local aid. Selectman Hawver moved to approve the draft letter to Governor Baker as presented, seconded by Selectman Wood. The motion carried unanimously.

SELECTMEN’S ITEMS:

Selectman Wood stated that she has not forgotten about the foundation letter and it will be finished in February.

TOWN ADMINISTRATOR ITEMS:

Administrator LaBombard stated that that the agreement for engineering services with BSC Group, Inc. for design of culvert and bridge replacement will be ready for the Board to sign at the next meeting. She stated that Town Counsel has approved the agreement.

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

Chairman Smith adjourned the meeting at 7:46 PM.

Respectfully submitted:

Alicia Dulin
Assistant to Town Administrator

Documents reviewed at this meeting:
FY15 CDBG Public Hearing Document
FY15 CDBG Joint Application Authorization
Memorandum of Understanding with Berkshire Regional Planning Commission
Sheffield Business Park Proposal
Sheffield Business Park Covenants
Board of Assessors ó Letter of Interest
Berkshire Housing Development Corporation ó Letter of Consent
ADA Self Evaluation and Transition Plan Amendments
Draft Dollar General Letter of Appreciation
Draft Letter to Governor Baker
BSC Group, Inc. Agreement