

**TOWN OF SHEFFIELD  
BOARD OF SELECTMEN  
AUGUST 17, 2015  
TOWN HALL  
7:00 PM**

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

Board Members Absent: Andrew G. Petersen

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

Members of the public

Chairman Hawver opened the meeting at 7:00 PM.

**APPROVAL OF MEETING MINUTES:**

Selectman Smith moved to approve three sets of meeting minutes from August 4, 2015, as presented, seconded by Chairman Hawver. The motion carried unanimously.

**TOWN MEETING STATEMENT – FORMATION OF ADVISORY COMMITTEE:**

Chairman Hawver read the following statement:

I would like to make some comments about our recent Special Town Meeting.

At our STM on Aug 3<sup>rd</sup> one of our citizens questioned why the BOS spent the money to call a special town meeting on an issue that had only just been voted on in May. We have also had residents ask the same question. Per Mass General Law, a Special Town Meeting must be scheduled within 45 days of receiving a petition that has 200 certified signatures, which is what was received. A minimum of 20 signatures on a petition requires the placement of a warrant article at the Annual Town Meeting. I want to assure you that the Board of Selectmen would not spend taxpayers' dollars unnecessarily. The cost to hold a Special Town Meeting requires poll workers and Town Counsel, but the largest cost is preparation for the meeting by various departments. The Town Clerk and Board of Registrars must certify every signature on the petition, this is a lengthy process. The Town Administrator and Selectmen prepare of the warrant, the constables are required to post the warrant. The TA's office makes copies of the warrant and any supporting materials to be handed out at the meeting. The Town Clerk's office and the Town Administrator's office spend hours setting up and preparing for a town meeting. So while there is a question of perhaps an extra \$1,000 dollars being spent, much more money spent in staff hours preparing for the meeting. These are staff hours taken away from applying for grants, Chapter 90 money for roads etc. It is our hope that we do not receive another petition requiring a Special Town Meeting.

For the 2<sup>nd</sup> time in 90 days one specific issue brought both times by citizen's petition ended in the town having two extremely close results. What this says to me is that this issue is of great importance to our residents. I believe that if we see a third petition for the same vote, it will

again be a very close vote. What was the most troubling for me at the meeting was the lack of respect for one another. It is our right a citizen's to be able to express opinions directly related to the vote at hand without criticism from our fellow voters. Also, there was a lack of respect for the Moderator who has the huge responsibility of running the meeting. It is my hope that we can work together to overcome these issues and return to civil town meetings.

The Board will ask the Moderator to publicize an appointment procedure for the appointment of Finance Committee members. This will allow citizens to express their interest in serving on the Fin Comm. This Board is committed to making sure that everyone has chance to express their interest as well as making sure that qualified individuals, or individuals who are willing to attend training, are appointed.

Several months ago the Board discussed the formation of a financial advisory board at the suggestion of former Selectman Rene Wood. The creation of advisory board would assist the Board with financial suggestions as well as review the DOR report and to assist in capital planning and purchasing. This committee would consist of 3-5 members, depending on interest. At a recent working meeting the BOS agreed we would solicit letters of interest from residents who have an interest in serving on this ad hoc committee. Anyone interested should submit a letter of interest to the Board of Selectmen. The Board will develop a charge for this committee with the biggest responsibility being to suggest fiscal policy changes that can provide for a stronger Sheffield.

#### **PUBLIC HEARING – NATIONAL GRID UTILITY POLE INSTALLATION – MILLER AVENUE:**

Chairman Hawver opened the public hearing at 7:05 PM. A representative from National Grid was present and stated that the petition was to install one new sole owned pole 600 feet east of Frederick Lane and 35 feet south of existing pole number 9, in order to remove the existing pole. Norm Hettinger stated that he thinks it is a good idea to replace pole number 9. Selectman Smith moved to close the public hearing, seconded by Chairman Hawver. The motion carried unanimously. Chairman Hawver closed the public hearing at 7:07 PM. Selectman Smith moved to approve National Grid's petition for a pole location on Miller Avenue as presented, seconded by Chairman Hawver. The motion carried unanimously.

#### **PUBLIC HEARING – NATIONAL GRID UTILITY POLE INSTALLATION – BARNUM STREET:**

Chairman Hawver opened the public hearing at 7:07 PM. A representative from National Grid was present and stated that the petition was to install one new pole number 37 130 feet north of existing pole number 38. Joel Cartinelli asked where the pole will be located. The representative from National Grid stated that the new pole would be located in front of 544 Barnum Street. Pat Elsbach asked why she received notification of this public hearing since she lives on Salisbury Road and not Barnum Street. The National Grid representative stated that her property was listed as an abutter to the property where the pole will be installed. Ms. Elsbach stated that she is not an abutter to that property. Administrator LaBombard stated that she would check to see why Ms. Elsbach received the notification for the public hearing. Selectman Smith moved to close the public hearing, seconded by Chairman Hawver. The motion carried unanimously. Chairman Hawver closed the public hearing at 7:10 PM. Selectman Smith moved to approve National Grid's petition for a pole location on Barnum Street as presented, seconded by Chairman Hawver. The motion carried unanimously.

**PUBLIC HEARING – VERIZON UTILITY POLE INSTALLATION – HULETT HILL ROAD:**

Chairman Hawver opened the public hearing at 7:10 PM. A representative from Verizon was present and stated that the petition was to install one pole at 185 Hulett Hill Road to provide new service. There were no public comments. Selectman Smith moved to close the public hearing, seconded by Chairman Hawver. The motion carried unanimously. Chairman Hawver closed the public hearing at 7:11 PM. Selectman Smith moved to approve Verizon's petition for a pole location on Hulett Hill Road as presented, seconded by Chairman Hawver. The motion carried unanimously.

**APPROVAL OF CREDIT CARD USE POLICY:**

Administrator LaBombard explained that the Town will be getting a credit card for online purchases and a policy for the use of the credit card is ready for approval. She stated that cash advances on the credit card are not allowed, the credit card is to be used for business purchase only, all on-line purchases are to be completed by the Town Administrator's office, there is a \$1,000 limit on purchases, the credit card will not be used for travel, education, meal or training purchases, there will be limited users for the credit card, all purchases must be accompanied by an original receipt to be turned into the Town Administrator's office, misuse of the credit card may be grounds for immediate dismissal. Selectman Smith moved to approve the credit card policy as presented, seconded by Chairman Hawver. The motion carried unanimously.

**ONE DAY ALCOHOL LICENSE APPLICATIONS – BIG ELM BREWERY, KEVIN RUEGER:**

Administrator LaBombard stated that Big Elm Brewery has submitted applications for two one day alcohol licenses. The first is for the Uke NøBrew to be held at the Sheffield Town Park on August 23, 2015 and the second is for Sheffield in Celebration to be held at the Sheffield Town Park on September 20, 2015. Administrator LaBombard stated that Kevin Rueger has also submitted an application for a one day alcohol license for a birthday party to be held at the Sheffield Town Park on August 30, 2015. Selectman Smith moved to approve the one day alcohol license for Big Elm Brewery for the Uke N' Brew at the Town Park on August 23, 2015, the one day alcohol license for Big Elm Brewery for Sheffield in Celebration to be held at the Town Park on September 20, 2015, and the one day alcohol license for Kevin Rueger for the birthday party at the Town Park, seconded by Chairman Hawver. The motion carried unanimously.

**PLANNING BOARD ALTERNATE MEMBER VACANCY:**

Administrator LaBombard stated that there is currently an opening for a Planning Board Alternate member to attend meetings when other members are not able to. She stated that anyone that is interested should submit a letter.

**ELECTRIC AGGREGATION CONTRACT EXTENSION:**

Administrator LaBombard explained that the Town is currently in a one year electric aggregation contract with Hampshire Power that will expire in November. She stated that they would like Sheffield to enter into a 3-5 year agreement that would be 100% green for the remainder of the contract at no extra charge. Selectman Smith moved to enter into the electric aggregation agreement with Hampshire Power, seconded by Chairman Hawver. The motion carried unanimously.

**ROUTE 7 BRIDGE OVER THE HUBBARD BROOK:**

Administrator LaBombard stated that she received notification this week that the bridge over the Hubbard Brook will be reduced to one lane for repairs starting next week and possibly continuing until spring.

**BID AWARD FOR CHIP SEAL PAVING:**

Administrator LaBombard stated that the following bids were received for the chip seal paving:

The Gorman Group, LLC - \$89,786.05

All State Asphalt - \$106,287.27

Comer Contracting - \$95,580.67

Administrator LaBombard recommend award the bid to the Gorman Group, LLC.

Selectman Smith moved to award the bid for the Chip seal paving to The Gorman Group, LLC in the amount of \$89,786.05, seconded by Chairman Hawver. The motion carried unanimously.

**APPOINTMENT OF ELECTION POLL WORKERS:**

Chairman Hawver stated that the Town Clerk has submitted a list of potential poll workers for the 2016 Election season. Selectman Smith moved to appoint the people on the list of potential poll workers as presented, seconded by Chairman Hawver. The motion carried unanimously.

**REQUEST FOR VOCATIONAL EDUCATION TUITION:**

Administrator LaBombard stated that a request has been received for a student to attend Housatonic Valley Regional High School. She stated that in the request it states that there is a student that has changed their mind and will no longer attend. Administrator LaBombard stated that she has not received notification that that this student will not be attending Housatonic Valley Regional High School. Discussion ensued. It was the consensus of the Board to deny the request for a student to attend Housatonic Valley Regional High School because the request was not received by the deadline.

**APPOINTMENT OF BUILDING CUSTODIAN:**

Administrator LaBombard recommend that the Board appoint Margie Smith as the Building Custodian for all buildings and send Nancy Marshall a letter thanking her for her service.

Selectman Smith moved to appoint Margie Smith as the Building Custodian and send Nancy Marshall a letter of thanks, seconded by Chairman Hawver. The motion carried unanimously

**AUTISM TREATMENT CENTER OF AMERICA – BIKE-A-THON:**

Administrator LaBombard explained that the bike-a-thon is scheduled for Saturday, October 3, 2015. She stated that the Autism Treatment Center of America is seeking approval for the part of the Bike-A-Thon that passes through Sheffield. Selectman Smith moved to approve the Autism Treatment Center of America – Bike-A-Thon as presented, pending Chief Munson’s approval, seconded by Chairman Hawver. The motion carried unanimously.

Reminded residents that the Senior Tax Work-Off Program is up and running and stated that applications are now available.

**TOWN ADMINISTRATOR ITEM'S:**

Administrator LaBombard notified residents that a test call would be done using the emergency notification system.

Administrator LaBombard reminded residents that the Senior Tax Work-Off Program is up and running and stated that applications are available at the Town Hall and Senior Center.

Administrator LaBombard reminded residents that Transfer Station stickers are available and were supposed to be purchased and affixed to vehicles no later than July 31, 2015. She stated that any resident purchasing a sticker after September 30, 2015 will be charged a late fee.

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

Chairman Hawver adjourned the meeting at 7:28 PM.

Respectfully submitted:

Alicia Dulin  
Assistant to the Town Administrator

Documents reviewed at this meeting:

National Grid Utility Pole Installation Petitions ó Miller Avenue, Barnum Street  
Verizon Utility Pole Installation Petition ó Hulett Hill Road  
Credit Card Use Policy  
One Day Alcohol License Applications ó Big Elm Brewery, Kevin Rueger  
Chip Seal Paving Bid Sheet  
List of Potential Poll Workers  
Vocational Education Tuition Request  
Building Custodian Letter  
Autism Treatment Center of America ó Bike-A-Thon Request