

**TOWN OF SHEFFIELD
BOARD OF SELECTMEN
FEBRUARY 6, 2017
TOWN HALL
7:00 PM**

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

Others Present: Rhonda LaBombard, Town Administrator
Members of the public

Selectman Hawver opened the meeting at 7:00 PM.

APPROVAL OF MEETING MINUTES:

Selectman Smith moved to approve the meeting minutes from December 6, 2016, December 19, 2016, December 27, 2016, January 3, 2017, January 10, 2017 (2 sets) and January 24, 2017 as presented, seconded by Selectman Petersen. The motion carried unanimously. Chairman Hawver abstained from the approval of the December 19, 2016 minutes, she was not present at that meeting.

SOUTHERN BERKSHIRE CHAMBER OF COMMERCE KIOSK:

Betsy Andrus from the Southern Berkshire Chamber of Commerce was present to discuss erecting a Chamber self-help visitor booth in 8 of the Southern Berkshire towns that the Chamber represents. The booth will be made from recycled doors and will have a section that will relate to the specific town as well as a different space for Chamber members to have their business information. Ms. Andrus also asked the Board to reconsider their decision to not be part of the Chamber. The cost is \$260 per year. It was the consensus of the Board to talk with the Sheffield Business Association regarding their kiosk. Administrator LaBombard will contact Ms. Andrus with the decision is made.

VOTE TO ENGAGE IN PROCESS TO CHANGE HEALTH INSURANCE BENEFITS:

Administrator LaBombard stated that Sheffield is part of the Berkshire Insurance Group, which has one seat at the table with Berkshire Health Group. She stated that the Berkshire Health Group voted to offer only the HMO Deductible plan and now, the Board must vote to notify the Highway and Police Departments unions and employees of the intent to change the health insurance plan. Selectman Smith moved to engage in the process to change the health insurance benefits, seconded by Selectman Petersen. The motion carried unanimously.

PUBLIC RECORDS COMPLIANCE POLICY:

Chairman Hawver stated that Administrator LaBombard distributed the policy to the Board for their review. Discussion ensued. Chairman Smith moved to adopt the Public Records Compliance Policy as presented, seconded by Selectman Petersen. The motion carried unanimously.

APPOINTMENT OF ANIMAL CONTROL OFFICER:

Selectman Smith moved to appoint Martin Clark as the Animal Control Officer for a one year term, seconded by Selectman Petersen. The motion carried unanimously.

APPOINTMENT OF PROBATIONARY FIREFIGHTER:

Chairman Hawver stated that Chief Getchell recommends the appointment of Matthew Funk as a Probationary Firefighter. Administrator LaBombard stated that if the Board would like to appoint him she would recommend making the appointment effective February 22, 2017, when he turns 18. Selectman Smith moved to appoint Mathew Funk as a probationary Firefighter effective February 22, 2017, seconded by Selectman Petersen. The motion carried unanimously.

REDESIGN AND CONVERSION AGREEMENT FOR TOWN WEBSITE:

Administrator LaBombard explained that the Town currently uses Virtual Town Hall for the Town website and they have submitted a proposal for a complete redesign of the website, in order to make the website more user friendly. She stated that the total cost is \$5,000 and will include an on-site training. Administrator LaBombard recommended that the Board accept the agreement and pay for it from the Berkshire School Gift Account Selectman Smith moved to accept the Website Redesign and Conversion Service Agreement and pay for it from the Berkshire School Gift Account, seconded by Selectman Petersen. The motion carried unanimously.

ACOUSTIC PANELS FOR SENIOR CENTER:

Chairman Hawver stated that there are 2 quotes for installation of acoustic panels at the Senior Center. Discussion ensued. Administrator LaBombard recommended using Rocky's Acoustic because it is the lowest quote. Selectman Smith moved to accept the quote from Rocky's Acoustic to install acoustic panels at the Senior Center, seconded by Selectman Petersen. The motion carried unanimously.

ELECTRICAL INSPECTOR LEAVE OF ABSENCE:

Chairman Hawver stated that the Board has received a letter from Wiring Inspector, Richard Cappadona requesting a six month leave of absence. She stated that an Interim Wiring Inspector has been appointed. Selectman Smith moved to accept Richard Cappadona's request for a six month leave of absence as Wiring Inspector, seconded by Selectman Petersen. The motion carried unanimously.

ONE DAY WINE AND MALT BEVERAGE LICENSES – DEWEY MEMORIAL HALL:

Chairman Hawver stated that Dewey Memorial Hall has submitted applications for nine one day Wine and Malt Beverage licenses for swing dances to be held on February 11, 2017, April 8, 2017, May 13, 2017, June 10, 2017, July 8, 2017, August 12, 2017, October 14, 2017, November 11, 2017 and December 9, 2017. Selectman Smith moved to approve nine one day Wine and Malt Beverage licenses for swing dances to be held at Dewey Memorial Hall on February 11, 2017, April 8, 2017, May 13, 2017, June 10, 2017, July 8, 2017, August 12, 2017, October 14, 2017, November 11, 2017 and December 9, 2017 as presented, seconded by Selectman Petersen. The motion carried unanimously.

TOWN ADMINISTRATOR'S ITEMS:

Administrator LaBombard stated that there was some confusion over the municipal representative for the Southern Berkshire Regional School District. This representative would serve on the committee for employee contract negotiations. A meeting was held last week with one representative from each of the five District towns and a representative was chosen. Superintendent Hastings gave notice that it was brought to his attention that this representative should have a term of 4 years. Superintendent Hastings has asked for 24 hours to investigate this issue. Discussion ensued.

PUBLIC COMMENT:

James Larkin complimented the Sheffield Fire Department on their quick response and professionalism. He also stated that he feels that the bridge and sidewalk on Route 7 poses a risk to cyclists.

Mark Mendel stated that he feels that the Route 7 Bridge is a danger for cyclists and large trucks. Chairman Hawver explained that the Town does not own the road or the bridge that he is concerned about but stated that the Board could pass his and Mr. Larkin's concerns on to the State. Chairman Hawver also encouraged Mr. Mendel to write a letter to the MassDOT expressing his concerns and stated that the Board would do so as well.

Selectman Smith moved to enter Executive Session for the purpose of discussing negotiations for the Town Administrator's and Highway Department contracts and not return to Open Session, seconded by Selectman Petersen. The motion carried as follows:
Chairman Hawver – aye
Selectman Smith – aye
Selectman Petersen - aye

Chairman Hawver adjourned the meeting at 8:20 PM

Respectfully submitted:

Alicia Dulin
Assistant to the Town Administrator

Documents reviewed at this meeting:
Public Records Compliance Policy
Massachusetts Animal Fund Animal Control Officer Designation
Probationary Firefighter Application
Website Redesign and Conversion Agreement
Acoustic Panel Quotes
Leave of Absence Request of Electrical Inspector
Application for 9 One Day Wine and Malt Beverage Licenses of Dewey Memorial Hall