

**TOWN OF SHEFFIELD  
BOARD OF SELECTMEN  
MAY 15, 2017  
TOWN HALL  
7:00 PM**

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

Others Present: Rhonda LaBombard, Town Administrator  
Eric R. Munson III, Police Chief  
Laura Grunfeld, Commission on Disabilities Chairman

Members of the public

Chairman Hawver opened the meeting at 7:00 PM.

**APPROVAL OF MEETING MINUTES:**

Selectman Smith moved to approve the meeting minutes from the April 11, 2017, April 18, 2017, April 25, 2017 and May 5, 2017 meetings as presented, seconded by Selectman Petersen. The motion carried unanimously.

**BOARD REORGANIZATION:**

Selectman Petersen moved to nominate Selectman Smith as chairman, seconded by Chairman Hawver. The motion carried unanimously. Selectman Hawver moved to nominate Selectman Petersen as Clerk, seconded by Chairman Smith. The motion carried unanimously.

**FRIENDS OF THE SENIOR CENTER:**

Claudia Martin, President of the Friends of the Senior Center, was present to inform the Board that the lower level of the Senior Center has been completed. Ms. Martin presented the Board with pictures of the completed work and stated that a total of \$75,000 had been raised to complete the lower level. Ms. Martin thanked everyone for their support and stated that the Friends of the Sheffield Senior Center would like to gift the completed project to the Town. Chairman Smith thanked the Friends for all of their hard work on this project.

**TRAFFIC ENFORCEMENT ON ROUTE 7:**

Chief Munson was present to update the Board on traffic enforcement on Route 7 and stated that the Police Department has been monitoring speed on Route 7. He also stated that MassDOT has installed new signage at the crosswalks and the speed will be reduced to 25 mph. Selectman Hawver asked about the possibility of using crosswalk signs with yellow flashing lights or solar lit signs, Chief Munson will investigate this possibility. The Board thanked Chief Munson. Rene Wood stated that she was concerned about the drastic speed drop from 45 mph to 25 mph when the speed is reduced and she suggested asking MassDOT to reduce the speed before the center of Town to 35 mph. She thanked the Police Department and the Board for their work on this issue.

**ONE DAY WINE AND MALT BEVERAGE LICENSE:**

Selectman Petersen stated that Berkshire Center for Justice has submitted an application for a One Day Wine and Malt Beverage License for an event to be held at Dewey Memorial Hall on

May 20, 2017. Selectman Petersen moved to approve a One Day Wine and Malt License to Berkshire Center for Justice for an event to be held at Dewey Memorial Hall on May 20, 2017, seconded by Selectman Hawver. The motion carried unanimously.

Administrator LaBombard stated that Shandellø has submitted an application for a One Day Wine and Malt Beverage License for a benefit to be held at 15 South Main Street on June 3, 2017. Selectman Hawver moved to approve a One Day Wine and Malt Beverage License to Shandell's for the benefit to be held at 15 South Main Street on June 3 2017, seconded by Selectman Petersen. The motion carried unanimously.

#### **ENDORSMENT OF ADA IMPROVEMENT GRANT:**

Administrator LaBombard stated that Rene Wood and the Commission on Disabilities are seeking the Boardø approval to apply for a grant to make the entrance at the Police Department, the restrooms and playground at the Town Park fully accessible. Rene Wood stated that the grant would be in two parts, the first, which is due on June 5, 2017, would be for planning and design. She stated that if the first grant is received then a grant would be submitted in FY18 for the construction costs. Ms. Wood asked for the Boardø approval to submit the grant along with a letter of transmission to be signed by the chairman, she also asked if the Board would be willing to provide some financial support for the grant. Selectman Hawver asked how much grant funds were being requested. Discussion ensued regarding the Town matching a percentage of the grant funds. It was the consensus of the Board to discuss matching a percentage of the grant funds at a future meeting when more information is available. Selectman Hawver moved to endorse the ADA Improvement Grant with a letter of transmission, signed by the chairman, and listing Administrator LaBombard as the main contact for the grant, seconded by Selectman Petersen. The motion carried unanimously.

#### **APPROVAL OF PUBLIC NOTICE AND GRIEVANCE PROCEDURE FOR ADA:**

Administrator LaBombard explained that a Public Notice and Grievance Procedure for ADA should be updated and posted in Town Hall. Both of the documents have been updated and will be provided in support of the ADA Improvement Grant. Selectman Petersen moved to approve the public notice and grievance procedure for ADA, as presented, seconded by Selectman Hawver. The motion carried unanimously.

#### **RESIGNATION – COMMISSION ON DISABILITIES:**

Chairman Smith stated that Nanette Wells has submitted a letter resigning from the Commission on Disabilities effective June 30, 2017. Selectman Hawver moved to accept Nanette Wells resignation from the Commission on Disabilities, and to send her a letter of thanks, seconded by Selectman Petersen. The motion carried unanimously.

#### **APPOINTMENT ANNOUNCEMENT – HISTORICAL COMMISSION:**

Chairman Smith stated that Bradford Simon has submitted a letter requesting appointment to the Historical Commission. He stated that action on the appointment would be made at the Boardø next meeting.

#### **MEMORIAL DAY PARADE PERMITS:**

Chairman Smith stated that The American Legion Post 340 has applied for a permit for the Memorial Day Parade to be held on May 29<sup>th</sup> at 11 am in Sheffield and that the Ashley Falls Village Improvement Society has applied for a permit for the Memorial Day Parade to be held on May 29<sup>th</sup> at 8:00 am in Ashley Falls. Selectman Hawver moved to grant parade permits to the American Legion for the Memorial Day Parade on May 29<sup>th</sup> at 11 am and to the Ashley Falls

Village Improvement Society for a Memorial Day Parade in Ashley Falls on May 29<sup>th</sup> at 8 am, seconded by Selectman Petersen. The motion carried unanimously.

**LIST OF EXPIRING AND VACANT POSITIONS FOR FY2018:**

Administrator LaBombard read the following list of expiring and vacant positions:

<b>Department/Position</b>	<b>Number of Vacancies</b>
Agricultural Commission	5
Agricultural Commission Alternate	2
Animal Control Officer	1
Ashley Falls Historic District Commission	4
Board of Assessors	2
BRPC Delegate - Alternate	1
Board of Health	1
Board of Registrars	2
Building Inspector	1
Conservation Commission	1
Constable	2
Council on Aging	7
Cultural Council	2
Commission on Disabilities	6
Electrical Inspector ó Asst.	1
Emergency Management Coordinator	1
Fire Chief	1
5 Town Cable Advisory	2
Gas & Piping Inspector	1

Gas & Piping Insp Alternate	1
Health Inspector	1
Historical Commission	3
Housing Commission	4
Housing Commission Alternate	2
Parking Clerk	1
Park and Recreation Committee	6
Plumbing Inspector	1
Plumbing Inspector Asst.	1
Public Weigher	4
Recycling Coordinator	1
Sanitation Inspector	1
South Berk. District Veterans Service Delegate	1
Town Counsel	1
Veteran's Agent	1
Veteran's Grave Officer	1
Zoning Board Member	1
ZBA Alternate	1

Administrator LaBombard stated that anyone who is interested in any of these positions should send a letter of interest to the Town Administrator's Office.

**INCREASING INSURANCE LIMITS FOR POLICE AND FIRE COVERAGE:**

Administrator LaBombard explained that the Police and Fire Departments are currently insured for medical benefits up to \$150,000. She stated that the Town's insurance company, MIIA, has suggested increasing the coverage to \$200,000. She stated that the cost to increase the coverage would be an additional \$522 per year and she would recommend the increase. Selectman Petersen moved to increase the medical benefits coverage for Police and Fire to \$200,000, seconded by Selectman Hawver. The motion carried unanimously.

**APPROVAL OF PROPOSAL FROM BSC GROUP FOR MUNICIPAL BRIDGE PROGRAM:**

Administrator LaBombard explained that Sheffield has been awarded a \$420,000 grant through the Municipal Small Bridge Program to replace a bridge on County Road. She stated that BSC Group assisted with this grant and have submitted a proposal for the engineering of the bridge for \$119,000. Selectman Petersen moved to approve the proposal for engineering services for the replacement of a bridge on County Road in the amount of \$119,000, seconded by Selectman Hawver. The motion carried unanimously.

**APPROVAL OF LETTER REGARDING NONPROFIT LAND:**

Administrator LaBombard explained that Selectman Petersen has expressed his concern regarding the amount of nonprofit owned land in Sheffield. She stated that a letter has been drafted to Governor Charles Baker and will be copied to Senator Adam Hinds, Representative William Pignatelli and Executive Director of the Berkshire Regional Planning Commission Nat Karns. Selectman Petersen moved to approve the letter to Governor Charles Baker regarding nonprofit land as presented, seconded by Selectman Hawver. The motion carried unanimously.

**SELECTMEN'S ITEMS:**

Chairman Smith thanked the Fire Department for their Mother's Day Pancake Breakfast.

**PUBLIC COMMENT:**

Rene Wood stated that she hopes that the Berkshire Regional Planning Commission will be in touch with the Town Administrator soon regarding the DLTA grant for non-profit land. Ms. Wood also stated that she hopes Sheffield Land Trust was not included in the percentage of nonprofit land. Ms. Wood stated that another concern is the number of children of the Berkshire School staff that attend the Southern Berkshire Regional School District.

Pat Levine asked the Board for clarification on what bridge was being replaced with the Municipal Bridge Program grant money. Chairman Smith stated that it was the next bridge up from the one that was just restricted on County Road. Ms. Levine asked if there was any update on the bridge on Route 7A. Administrator LaBombard stated that there would be a hearing on June 6, 2017 regarding the bridge on Route 7A.

Laura Grunfeld suggested that the Board consider purchasing some assistive listening devices for the Town Hall.

Susan Butler discussed her concerns and questions regarding the Hanlon appeal and distributed a letter to the Board.

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

Chairman Smith adjourned the meeting at 7:42 PM

Respectfully submitted:

Alicia Dulin  
Assistant to the Town Administrator

Documents reviewed at this meeting:

One Day Alcohol License Applications ó Berkshire Center for Justice, Shandellø

ADA Transition Plan

ADA Improvement Grant Project List

Public Notice and Grievance Procedure for ADA

Resignation Letter ó Commission on Disabilities

Appointment Request ó Historical Commission

Memorial Day Parade Permit Requests

List of Expiring and Vacant Positions for FY18

Police and Fire Insurance Quote

BSC Group Bridge Engineering Proposal

Draft Nonprofit Land Letter