

**TOWN OF SHEFFIELD  
BOARD OF SELECTMEN  
MAY 15, 2006  
SELECTMEN'S MEETING ROOM  
7 PM**

Board Members Present: David D. Macy, Chairman  
Julie M. Hannum, Clerk  
James T. Collingwood

Other Staff Present: Robert A. Weitz, Town Administrator  
Beverly A. Gilbert, Recording Secretary  
James McGarry, Police Chief  
Bruce Person, Moderator  
David Smith, Sheffield in Celebration

Selectman Macy called the meeting to order at 7 PM.

**REORGANIZATION OF BOARD**

Selectman Hannum nominated Selectman Macy as Chairman of the Board of Selectman, seconded by Selectman Collingwood. Motion carried unanimously.

Selectman Collingwood nominated Selectman Hannum as Clerk of the Board of Selectman, seconded by Chairman Macy. Motion carried unanimously.

**APPOINTMENT – POLICE DEPARTMENT**

At the recommendation of Police Chief James McGarry, Selectman Hannum moved to sponsor Ryan Lucy as a Student Officer to participate in the Police Academy in Springfield at his own expense, seconded by Selectman Collingwood. Motion carried unanimously.

**APPROVAL OF MEETING MINUTES**

Selectman Hannum moved to approve the Regular Session Meeting Minutes for March 6, 2006 (with correction stated below in bold); March 20, 2006 (with correction stated below); April 18, 2006; April 26, 2006; May 1, 2006; May 4, 2006 & the Executive Session Meeting minutes for April 18, 2006. Chairman Macy seconded. Motion carried unanimously.

Correction to March 6, 2006 minutes on Page 1 under Task 2 of SMART GROWTH GRANT UPDATE: Selectman Hannum interjected that the **three** items the committee

are most interested in studying are Affordable Housing (special aspects to be determined, **Open Space & Recreation Plan**, and Adoption of community Preservation act (funding). *Only two items had been listed in draft minutes.*

Correction to March 20, 2006 minutes on Page 2 under SHEFFIELD FARMER'S MARKET – Farmer's Market season will once again begin **Mother's Day** weekend... *Memorial Day had been listed in draft minutes.*

#### ANNUAL APPOINTMENTS

In response to Chairman Macy's request to have additional time to review the listing of individuals slated for re-appointment, Selectman Hannum moved to extend Annual Appointments to June 5, 2006. Selectman Collingwood seconded. Motion carried unanimously.

In the interim, Town Administrator Weitz will send a memo to the Chairs of Committee/Boards regarding annual appointments, and he will contact Town Clerk Felecie Joyce to obtain a listing of those appointed last year who never appeared for their oath of office.

#### MELANSON HEATH & COMPANY, PC RE: ENGAGEMENT LETTER FOR FISCAL YEAR 2006 FINANCIAL AUDIT

Selectman Hannum moved to sign Melanson Heath & Company, PC's engagement letter to perform the fiscal year 2006 financial audit, seconded by Selectman Collingwood. Motion carried unanimously.

Discussion ensued in which Chairman Macy specified that he had expressed concern to Auditor Kevin Fox of Melanson Heath & Company about rising costs. The price of next year's audit will not increase. Mr. Fox had advised that reason his auditing firm is able to keep the cost down is that Sheffield has everything well prepared and organized. Chairman Macy also indicated that the Board will receive a verbal report within the next month with the final written report forthcoming. Selectman Hannum spoke in support of retaining this firm once again.

#### FARMER'S MARKET

Selectman Hannum reported that a few weeks ago she spoke to the Manager of the Farmer's Market, Barbara Davidson (not available to attend tonight's meeting). Farmer's Market began last Friday, May 12<sup>th</sup>. Ms Davidson had conveyed that the vendors continue to request Fridays, from 3:30PM till 6:30PM, and she will ensure that Farmer's Market will not use the Town Hall Parking lot until 4PM. Selectman Hannum expressed that she supports the new hours of operation (beginning 3:30PM), especially in anticipation of additional spaces in the Town Hall parking lot now that the Fuller Barn is gone. Chief McGarry advised that he wants Farmer's Market to place their signs farther back along the Village Green, especially along the center island, because it is important that any signage used does not hinder visibility of traffic.

#### HILLARY AND JENNY RUSSELL RE: PROPERTY ON BERKSHIRE SCHOOL ROAD

Chairman Macy will contact Hillary Russell who had requested to appear before the Board to follow up on prior appearance several months ago concerning flooding in his basement on property located on Berkshire School Road. Mr. Russell had left a message for Chairman Macy to contact him before the meeting. Chairman Macy who had been out of town didn't have an opportunity to do so.

#### STREET CURB CUT PERMIT –FRANK AND JULIE BARROS

Selectman Hannum moved to issue a street curb cut permit to Frank and Julie Barros for their property located at Home Road (Map 22, Block 3, Lot 22.3). Selectman Collingwood seconded. Motion carried unanimously.

#### VILLAGE GREEN

Town Administrator Weitz reported that Mass Highway may be able to complete the plans for Village Green Improvement Project if the town provides materials digitally. Okerstrom Lang had advised that it is not available for this. Plans must be completed by October 1, 2006 as the project is scheduled FY07 via the Transportation Improvement Project.

#### SELECTMEN'S ITEMS

At Selectman Hannum's inquiry, the Board indicated preference to hold joint meeting (rather than individual meetings) with Planning Board for update and to obtain Board of Selectmen/Planning Board feedback on the Master Plan Implementation Advisory Committee's (IAC) mid-year report to state (due 6/30/06). The Planning Board will be invited to attend the next Selectmen's meeting. However, the Board of Selectmen members are available to attend the Planning Board's meeting if necessary.

At her request, Chairman Macy and Selectmen Collingwood gave 'green-light' to Selectman Hannum to arrange for clean up and beautification of landscaping in front of the Town Hall.

Chairman Macy formally introduced and welcomed the Board's newest member, James Collingwood, who has served the town on many levels including Finance Committee, Zoning Board of Appeals, School Committee, and Board of Selectmen. Selectman Hannum and Chairman Macy stated that they look forward to working with him.

#### RE-APPOINTMENT TO FINANCE COMMITTEE

Selectman Hannum moved to ratify Moderator Bruce Person's re-appointment of Mark Bachetti and John James to the Finance Committee. Selectman Collingwood seconded. Motion carried unanimously.

DAVE SMITH RE: SHEFFIELD IN CELEBRATION

Dave Smith updated the Board on the upcoming Sheffield In Celebration Event. It will occur on Saturday, September 9<sup>th</sup>, 2006. Kiwanis will have a steak fry at the Fire House from 6PM till 8PM with proceeds split between the Fire Dept. Building fund and Kiwanis Scholarships. Dave Smith reported that two or three out of the four businesses have been approached regarding the Celebration and the closing to traffic, and Police Chief McGarry will furnish an officer for this event.

Selectman Hannum moved to grant approval to the closing of the Sheffield Green to traffic from the Old Parish Church to Silk's Variety Store 2PM till 7PM on September 9, 2006 in conjunction with Sheffield In Celebration Event pending any follow-up with businesses, seconded by Selectman Collingwood. Motion carried unanimously.

Selectman Hannum moved to adjourn, seconded by Selectman Collingwood. Motion carried unanimously. Chairman Macy adjourned the meeting at 7:37 PM.

Respectfully submitted,

Beverly A. Gilbert, Recording Secretary