

**TOWN OF SHEFFIELD
BOARD OF SELECTMEN
NOVEMBER 21, 2011
CARLTON FRENCH MEETING ROOM
7:00 PM**

Board Members Present: Rene C. Wood, Chairman
Julie M. Hannum, Clerk
David A. Smith, Jr.

Others Present: Rhonda LaBombard, Town Administrator
Jennifer Goewey, Assistant to Town Administrator
Scott Smith, Board of Health Vice Chairman
Members of the public

Chairman Wood called the meeting to order at 7:00 pm.

MINUTES:

Selectman Hannum moved to approve the minutes from the October 5, 2011 meeting, the October 19, 2011 meetings and the October 27, 2011 meetings, seconded by Selectman Smith. The motion carried unanimously.

TAX CLASSIFICATION HEARING:

Tammy Blackwell, Principal Assessor was present for the scheduled tax classification hearing and stated that the hearing should be postponed due to the new growth certification that is still pending. It was the consensus of the Board to continue the hearing on November 29, 2011 at 5 pm.

BOARD OF HEALTH FY 2012 LICENSE FEES:

Discussion ensued regarding the 2012 Board of Health License Fees. Selectman Hannum moved to approve the following Board of Health Fees:

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|---|-------------|------|
| • Food Establishment (includes catering) or Food Processing Plant | \$50 | |
| • Caterer | \$50 | |
| • Special Event with Food Service / Temporary Food Establishment | | \$25 |
| • Bakery..... | \$27 | |
| • Milk and Cream Store License (commercially pasteurized products) | \$12 | |
| • Mobile Food Operation | \$50 | |
| • Residential Kitchen | \$50 | |
| • Bed and Breakfast Home or Establishment | \$50 | |
| | | |
| • Recreational Camp (per session) | \$50 | |
| • Tanning Facility..... | \$25 | |
| • Trash/Refuse Hauling Permit | \$105 | |
| • Septage Hauling Permit..... | \$80 | |
| • Tobacco License (July 1 st – June 30 th) | \$15 | |
| • Funeral Director – Expires April 30 th ; Application by March 30 th | \$150 | |
| | | |
| Private Well Construction Permit..... | \$60 | |

- Disposal System Construction Permit..... \$50
- Disposal Works Installer’s Permit..... \$50
- Perc Test Witness, per lot..... \$100 + \$45 per hour over 3 hrs
- Title 5 Witness Fee per lot, per occurrence \$50
- Certificate of Compliance \$15 each

The motion was seconded by Selectman Smith. The motion carried unanimously.

ZONING ENFORCEMENT OFFICER:

Thomas Carmody, Zoning Enforcement Officer, gave an update on the PRLA zoning enforcement, two sign zoning enforcement and several other enforcement issues.

ELEVATOR REPAIR:

Discussion ensued regarding the repair of the elevator. Selectman Hannum moved to enter into contract with Maximillian for the cleanup and removal of the hydraulic oil and to contract with Thyssen & Krupp for the repair of the elevator and a maintenance agreement, seconded by Selectman Smith. The motion carried unanimously.

SHEET METAL REGULATIONS:

Selectman Hannum moved to establish sheet metal regulations to comply with MGL 112,237-251 and sheet metal regulation 271 CMR, with a fee of \$50.00, as recommended by the Building Commissioner, seconded by Selectman Smith. The motion carried unanimously.

APPOINTMENT:

Selectman Hannum moved to appoint David Macy to the Bylaw Review Committee, seconded by Selectman Smith. The motion carried unanimously.

ASSISTANT BUILDING COMMISSIONER:

It was the consensus of the board to table this discussion until FY2013 budget meetings.

TRANSFER STATION POLICIES:

Discussion ensued regarding policy and procedures at the transfer station as well as the Transfer Station holiday schedule. Selectman Hannum made a motion to pay transfer station attendants for Christmas Day, seconded by Selectman Smith. The motion carried unanimously.

PROJECT UPDATE:

Administrator LaBombard gave an update on the status of current projects.

TOWN ADMINISTRATOR:

Administrator LaBombard stated that the Town Hall will be closed Friday, December 23, 2011 and Monday, December 26, 2011 for the Christmas Holiday.

Administrator LaBombard gave an update on FEMA assistance for Hurricane Irene, the tropical storm and the recent snow storm.

OTHER BUSINESS:

Scott Smith sent a letter of request to serve as alternate to the Public Health Alliance. Action on the appointment will be taken at the next meeting.

Jennifer Goewey, from the Undermountain Elementary Parent Teacher Organization, requested a

Temporary Roadside Sign Permit for the Annual Cookie Walk and Craft Fair Event to be held on December 3, 2011 at Undermountain Elementary School. The sign would be erected at the intersection of Berkshire School Road and Rte. 7 on November 22, 2011 and removed on December 3, 2011. Selectmen Hannum moved to grant the Temporary Roadside Event Sign to the Undermountain Elementary Parent Teacher Organization for their Annual Cookie Walk and Craft Fair to be held on December 3, 2011, seconded by Selectman Smith. The motion carried unanimously.

Hans Heuberger, from the Housatonic Valley Art League, requested a one day Wine and Malt License for a pot-luck dinner to be held at the Bushnell Sage Library on December 5, 2011. Selectman Hannum moved to approve the one day Wine and Malt License to the Housatonic Valley Art League for a pot-luck dinner to be held on December 5, 2011, seconded by Selectman Smith. The motion carried unanimously.

MASS DOT will be holding a public hearing in the Town Hall on Tuesday, November 29, 2011 for the replacement of the bridge over the Housatonic Railroad on Ashley Falls Road. The public is invited to attend to discuss the replacement and alternate route during construction.

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

Chairman Wood adjourned the meeting at 8:45 pm.

Respectfully Submitted:

Jennifer Goewey
Assistant to Town Administrator