

**TOWN OF SHEFFIELD
BOARD OF SELECTMEN
APRIL 22, 2013
TOWN HALL
7:00 PM**

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

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

Members of the public

Chairman Smith called the meeting to order at 7:03 pm.

APPROVAL OF MEETING MINUTES:

Selectman Hannum moved to approve the minutes from March 27, 2013, April 1, 2013 and April 3, 2013 seconded by Selectman Wood. The motion carried unanimously.

GREIG SEIDOR – PROGRAM AT DEWEY HALL:

Greig Siedor was present to inform residents about a program regarding Sheffield natives who died in World War II to be held at Dewey Hall on Friday May 10, 2013 at 7:30 PM. Selectman Wood stated that Mr. Siedor is an outstanding presenter and encouraged people to attend.

SOLID WASTE AND RECYCLING CONTRACTS:

Administrator LaBombard stated that the solid waste and recycling contracts expire on June 30, 2013 and she recommends that the Town renew their contract with the current hauler JTC & Sons Inc. because he has done a great job for the last three years. Selectman Wood moved to renew the contract with JTC & Sons, Inc. for one year and then put the contract out to bid next year. The motion died for lack of second.

Selectman Hannum moved to renew the contract with JTC & Sons, Inc. for three years, seconded by Chairman Smith. Selectman Wood stated her concern about the lack of a competitive bid. The motion carried 2-1, Selectman Wood did not vote in favor.

TIME WARNER CABLE CONTRACT:

Tabled until the next Board of Selectmen's meeting on May 20, 2013

MEMORIAL DAY PARADE PERMITS:

The American Legion Post 340 has applied for a permit for the Memorial Day Parade to be held on May 27th at 11 am in Sheffield. The Ashley Falls Village Improvement Society has also applied for a permit for the Memorial Day Parade to be held on May 27th at 8:00 am in Ashley Falls. Selectman Wood moved to grant parade permits to the American Legion for the Memorial Day Parade on May 27th at 11 am and also to the Ashley Falls Village Improvement Society for a Memorial Day Parade in Ashley Falls on May 27th at 8 am, seconded by Selectman Hannum. The motion carried unanimously.

ONE DAY ALCOHOL LICENSE:

Berkshire School has applied for two one day alcoholic beverage licenses for their Annual Alumni Weekend event to be held on June 7th and June 8th. Selectman Hannum moved to grant two one day alcoholic beverage licenses to Berkshire School for their Annual Alumni Weekend Event to be held on June 7th and June 8th, seconded by Selectman Wood. The motion carried unanimously.

FARMERS MARKET – BREWERY TASTING:

Tabled until the Alcoholic Beverages Control Commission has answered questions that Administrator LaBombard had regarding the brewery tastings.

TEMPORARY ROADSIDE EVENT SIGNS:

Amelia Wolfe, from the Sheffield Farmers’ Market, has submitted an application for a Temporary Roadside Event Sign Permit for the Sheffield Farmer’s Market to be held from May 9, 2013- October 11, 2013 in the old Parish Church’s parking lot. The sign will be erected Thursday of each week, and removed every Friday evening. Selectman Wood moved to approve a Temporary Roadside Event Signs for the Farmers’ Market to be held from May 9, 2013 until October 11, 2013 seconded by Selectman Hannum. The motion carried unanimously.

FY2103 AUDIT ENGAGEMENT LETTER:

Selectman Wood moved to engage Melanson Heath for the FY2013 audit and to authorize Administrator LaBombard to sign the engagement letter, seconded by Selectman Hannum. The motion carried unanimously.

SELECTMEN’S ITEMS:

Selectman Wood stated that it was National Volunteers Week and that she would like to thank all volunteers.

Selectman Wood stated that she would also like to thank Todd Mack for helping to set up the new sound system.

Selectman Wood reminded residents that the Primary Election will be held on April 30, 2013 at the Senior Center, the Annual Town Meeting will be held on May 6, 2013 at Mount Everett Regional High School and the Annual Town Election will be held on May 13, 2013 at the Senior Center.

Selectman Wood stated that she would like to acknowledge receipt of letters from residents regarding the Dollar General Store to the Board of Selectmen.

TOWN ADMINISTRATOR ITEMS:

Administrator LaBombard stated that Spring Bulky Waste will be held on May 17th, 18th and 19th and that any resident with a Transfer Station sticker is allowed a coupon for one truckload of bulky waste.

PUBLIC COMMENT:

Catherine Miller submitted and read a letter to the Board of Selectmen regarding her dissatisfaction with the issuance of a building permit to Primax Properties for a Dollar General Store.

David West submitted and read a letter to the Board of Selectmen regarding issues with Town Counsel, public hearing notices and Zoning By-law changes.

OTHER BUSINESS:

Administrator LaBombard stated that the Senior Center would like to have a blood drive on June 12, 2013. Selectman Wood moved to support the Senior Center blood drive to be held on June 12, 2013, seconded by Selectman Hannum. The motion carried unanimously.

The Sheffield Friendly Union has submitted three applications for Temporary Roadside Event Sign permits. The first one is for a Dewey Hall Folk Series Concert to be held on May 4, 2013. The sign will be erected on the Village Green on April, 28, 2013 and removed on May 6, 2013. The second one is for a Dewey Hall Folk Series Concert to be held on June 1, 2013. The sign will be erected on the Village Green on May 26, 2013 and removed on June 3, 2013. The third one is for Jeannie Romeo Concert to be held at Dewey Hall on June 29, 2013. The sign will be erected on the Village Green on June 23, 2013 and removed on July 1, 2013. Selectman Hannum moved to approve the Sheffield Friendly Unions three applications for Temporary roadside Event Sign permits as presented for events to be held at Dewey Hall on May 4, 2013, June 1, 2013 and June 29, 2013, seconded by Selectman Wood. The motion carried unanimously.

Interim Police Chief Eric Munson III submitted an application for a Temporary Roadside Event Sign permit for an Rx Roundup Event to be held at the Sheffield Police Department on April 27, 2013. Signs will be erected on the Village Green and at the Sheffield Police Department on April 23, 2013 and will be removed on April 29, 2013. Selectman Wood moved to approve interim Chief Munson's application for a Temporary Roadside Event Sign Permit for the Rx Roundup to be held at the Sheffield Police Department on April 27, 2013, seconded by Selectman Hannum. The motion carried unanimously.

Administrator LaBombard stated that the Personnel Policies and Procedures Manual is complete. She stated that an employee brought up an issue with one of the appendices. Administrator LaBombard suggested taking it out of the Personnel Policy until it can be rewritten. Selectman Wood moved to adopt the Personnel Policies and Procedures Manual including appendices with the correction, seconded by Selectman Hannum. The motion carried unanimously. Selectman Hannum stated that she would like to thank Selectman Wood and Administrator LaBombard for the time and effort that they put into revising the Personnel Policies and Procedures Manual.

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

Chairman Smith adjourned the meeting at 7:37 pm.

Respectfully submitted:

Alicia Powers
Assistant to Town Administrator