

**TOWN OF SHEFFIELD  
BOARD OF SELECTMEN  
FEBRUARY 18, 2014  
TOWN HALL  
7:00 PM**

Board Members Present: Julie M. Hannum, Chairman  
Rene C. Wood, Clerk

Others Present: Rhonda LaBombard, Town Administrator  
Alicia Dulin, Assistant to Town Administrator  
Felecie Joyce, Town Clerk

Members of the Public

Chairman Hannum called the meeting to order at 7:15 PM

**APPROVAL OF MINUTES:**

Selectman Wood moved to approve meeting minutes from January 10, 2014 and January 27, 2014, February 3, 2014 and February 10, 2014 meetings, seconded by Chairman Hannum. The motion carried unanimously.

**ONE DAY ALCOHOL LICENSE APPLICATION – FREE LEGAL CLINIC OF SOUTH BERKSHIRE:**

Eve Schatz from Free Legal Clinic of South Berkshire County was present to request a one day Alcohol license for an event to be held on March 8, 2014 at Dewey Hall. Administrator LaBombard stated that payment has been received but that an updated insurance certificate is required. She stated that the insurance certificate must state alcohol liability. Ms. Schatz stated that she would get an updated insurance certificate to the Board. Selectman Wood moved to approve the one day alcohol license application pending receipt of an updated insurance certificate stating alcohol liability, seconded by Chairman Hannum. The motion carried unanimously.

**TEMPORARY ROADSIDE EVENT SIGN APPLICATION:**

The Old Parish Church has submitted an application for a Temporary Roadside Event sign to be erected on the Village Green for a Benefit Piano Concert to be held on April 6th. The sign will be erected on March 30<sup>th</sup> and will be removed on April 7<sup>th</sup>. Selectman Wood moved to approve the Temporary Roadside Event Sign as presented pending Police Department approval, seconded by Chairman Hannum. The motion carried unanimously. Selectman Wood asked if the Police Department had any specifications for temporary signs. Administrator LaBombard stated that she would work on this with Chief Munson.

**CULTURAL COUNCIL AND FIVE TOWN CABLE APPOINTMENT – RUSS STEIN:**

Chairman Hannum stated that announcement had been made at a previous meeting of Russ Stein's interest in being appointed to the Cultural Council and the Five Town Cable Advisory Committee. Selectman Wood moved to appoint Russ Stein to the Cultural Council and the Five Town Cable Advisory Committee with terms in each case to expire June 30, 2016, seconded by Chairman Hannum. The motion carried unanimously.

**MMA LEGISLATIVE BREAKFAST REGISTRATION NOTIFICATION:**

Chairman Hannum announced that MMA would be holding a Legislative Breakfast at the Tyringham Town Hall on February 28, 2014. Chairman Hannum stated that she would not be able to attend. Selectman Wood and Administrator LaBombard both stated that they would attend.

**FY15 BUDGET REVIEW AND POSSIBLE ACTION:**

Administrator LaBombard asked the Board to wait until the next meeting to discuss because there are still some changes to be made.

**SPECIAL ELECTION REMINDER NOTIFICATION:**

Chairman Hannum reminded residents about the Special Election on Monday February 24, 2014 at the Senior Center. She stated that the polls would be open from 7:00 AM to 7:00 PM. Town Clerk, Felecie Joyce stated that absentee ballots are available until Friday February 21, 2014 at 5:00 PM at the Town Clerk's Office. She stated that if residents have questions they can contact her at (413) 229-7000 Ext. 151.

**LETTER TO PARK AND RECREATION COMMISSION – REVIEW AND POSSIBLE ACTION:**

Administrator LaBombard explained that there has been a change in how Town Park reservations are made. She stated that people now interested in booking the Town Park should contact Grace Campbell. Administrator LaBombard stated that the letter in need of the Board's signature is to the Town Park Commission explaining the change. Chairman Hannum signed the letter to the Park and Recreation Commission. Chairman Hannum and Selectman Wood both thanked Grace Campbell for taking on the responsibility of the Town Park Reservations.

**ACCEPTANCE OF RETIREMENT AND RESIGNATION FROM THE FIRE DEPARTMENT:**

Chairman Hannum stated that two letters have been received, the first is from Kyle LeGeyt-McLoughlin resigning from the Fire Department and the second is from Douglas Blume retiring from the Fire Department. Selectman Wood moved to accept Kyle LeGeyt-McLoughlin's resignation letter and Douglas Blume's retirement letter and send them letters of thanks for their service, seconded by Chairman Hannum. The motion carried unanimously.

**SELECTMEN'S ITEMS:**

Selectman Wood thanked the Highway Department for doing a good job keeping the roads clear. She also stated that the Community Development Block Grant is finished and has been submitted and thanked Felecie Joyce, Administrator LaBombard, Alicia Dulin and Martin Mitsoff for helping gather the required information for the grant. She also reminded residents that the Housing Rehab Survey can still be submitted and stated that the survey could be done online or a copy of the survey could be picked up at the Senior Center, the Town Clerk's Office or the Town Administrator's Office.

Chairman Hannum thanked the Highway Department for the great job they have been doing. She also stated that the frost heaves on Home Road are terrible and asked if the Highway Department could put up signs warning drivers.

Chairman Hannum stated that the Bylaw Review Committee has had their first meeting and that Christopher Tomich is the Chairman and Eric Carlson is the Vice Chairman. She thanked Martin Mitsoff for volunteering to take minutes for the Committee and stated that the meetings would take place on the 2<sup>nd</sup> and 3<sup>rd</sup> Tuesdays of every month.

Chairman Hannum thanked Administrator LaBombard and Alicia Dulin for setting up the Open Meeting Law Training and asked if the presentation could be put on the Town website.

**TOWN ADMINISTRATOR ITEMS:**

Administrator LaBombard stated that John Downie has submitted a letter resigning as a Library Trustee effective May 12, 2014. Administrator LaBombard asked the Board to vote to accept the resignation now and then it will be added to the agenda for the next meeting so the Board can ratify their vote. Selectman Wood moved to accept the letter of resignation from Library Trustee effective May 12, 2014 and send a letter of thanks, seconded by Chairman Hannum. The motion carried unanimously.

**PUBLIC COMMENT:**

David West stated that he thought that the Open Meeting Law training was very good but wished that there was better attendance. He also asked if there was any new information regarding the Primax Properties appeal. Chairman Hannum stated that there was no new information to share regarding the Primax Properties appeal because it is all being discussed in Executive Session. She stated that as soon as that information can be shared the Board would do so.

Martin Mitsoff asked if there was an update on the Harvey issue and if the Building Inspector has contacted Town Counsel yet. Chairman Hannum stated that the Building Inspector is still researching the issue before contacting Town Counsel.

Selectman Wood reminded residents that there would be public information session regarding the Passenger Rail Project on February 19, 2014 at 6:30 PM at the Town Hall.

Selectman Wood moved to enter Executive Session for the purpose of litigation strategies regarding Primax Properties and contract negotiations for the Town Administrator and not return to Open Session, seconded by Chairman Hannum. The motion carried as follows:  
Chairman Hannum-Aye  
Selectman Wood-Aye

Chairman Hannum adjourned the meeting at 8:40 PM.

Respectfully submitted:

Alicia Dulin  
Assistant to Town Administrator

Documents reviewed at this meeting:

One Day Alcohol License Application ó Free Legal Clinic of South Berkshire County  
Temporary Roadside Event Sign Application ó Old Parish Church  
Letter of Interest ó Cultural Council ó Five Town Cable Advisory Committee ó Russ Stein  
MMA Legislative Breakfast Registration  
Special Election Reminder  
Letter to Park and Recreation Commission  
Letter of Resignation from Fire Department ó Kyle LeGeyt-McLoughlin  
Letter of Retirement from Fire Department ó Douglas Blume  
Letter of Resignation from Library Trustee ó John Downie