

**TOWN OF SHEFFIELD  
BOARD OF SELECTMEN  
AUGUST 4, 2014  
TOWN HALL  
7:00 PM**

Board Members Present: David A. Smith, Jr., Chairman  
Nadine A. Hawver, Clerk  
Rene C. Wood

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

Members of the public

Chairman Smith called the meeting to order at 7:00 PM

Chairman Smith read the following statement:

“During the past several years Sheffield has seen all kinds of divisiveness over an issue which has led to our Town having a bit of a black eye. In my eyes at times, all of the controversy seemed so very important to folks on both sides of the issue, when in reality, today, it all seemed so insignificant. Over the last few days in our small town of Sheffield, we have lost a giant of a man. A man who gave his entire life to serving the community that he loved and called home. Dick Kirchner was not only a husband, a father, a brother, a grandfather and a great grandfather; he was a public servant, a true Town Father. To so many of us he was a mentor, a sounding board and a wonderful friend. Rest in peace my friend.” Chairman Smith asked that a moment of silence be taken in his memory.

**APPROVAL OF MINUTES:**

There were no minutes for approval.

**SHEFFIELD FARMER’S MARKET MANAGER TO DISCUSS MARKET LOCATION:**

Amelia Wolfe was present to ask the Board for permission to have between three and five vendors set up in front of the church instead of the parking lot. She stated that it only blocks part of the sidewalk and it increases visibility and sales at the Farmer’s Market. It was the consensus of the Board to allow three to five vendors to set up in front of the church for the rest of the market season to see how it works out and if there are no complaints talk about allowing it for the Farmer’s Market next year.

**TRUCK TRAFFIC:**

Chairman Smith explained that a complaint had been received regarding truck traffic on Salisbury Road. He stated that the Highway Department has put up signs and there does not seem to be any other options for truck traffic. Selectman Wood stated that she thought that calls were going to be placed to Sheffield Plastics to ask what the weights of the trucks were to see if there was a possibility of another route depending on weight restrictions. She stated that she is not sure if those calls were placed but thinks that additional information is needed.

**RANNAPO ROAD CUTOFF TO ROUTE 7A:**

Chairman Smith explained that a complaint had been received regarding the traffic on the Rannapo Road cutoff connecting to Route 7A travelling too fast. He suggested closing the cutoff to cars and just allowing trucks through because it is a necessary route for trucks. He also suggested asking Police Chief Munson to increase patrol at the cutoff. Selectman Wood suggested removable speed bumps on the cutoff to slow traffic down. It was the consensus of the Board to ask the Highway Superintendent to look into removable speed bumps for that road.

**RATIFICATION OF VOTE FOR TEMPORARY ROADSIDE EVENT SIGN:**

Selectman Wood moved to approve the Temporary Roadside Event Sign to be erected on July 26, 2014 on the Village Green and taken down on August 9<sup>th</sup> for the Parish Fair & Tag Sale as presented, seconded by Selectman Hawver. The motion carried unanimously.

**TEMPORARY ROADSIDE EVENT SIGNS – BERKSHIRE CHORAL FESTIVAL, AMERICAN LEGION, BAYER MATERIAL SCIENCE:**

Chairman Smith stated that the choral festival was over and that this was the first meeting since application was received. He stated that the Board could approve even though the event already took place. Selectman Wood suggested authorizing the Town Administrator to approve Temporary Roadside Event Sign permits. Selectman Wood moved to authorize the Town Administrator to approve Temporary Roadside Event Sign permits, seconded by Selectman Hawver. The motion carried unanimously.

**BROWN BAG POLICY REQUEST – DEWEY HALL:**

Selectman Hawver stated that from her understanding of the e-mail from Town Counsel this matter is not in the Board’s purview to decide. Selectman Wood stated that she has some concerns regarding the last sentence in Town Counsel’s e-mail. It was the consensus of the Board to share Town Counsel’s e-mail with Dewey Hall and leave it in their hands to decide what to do.

**FY15 APPOINTMENTS AND APPOINTMENT ANNOUNCEMENTS:**

Selectman Wood moved to appoint Edward Lord to a three year term as the Highway Superintendent, seconded by Selectman Hawver. The motion carried unanimously.

Selectman Wood moved to appoint Richard Swiatek to a three year appointment on the Ashley Falls Historic District Commission, seconded by Selectman Hawver. The motion carried unanimously.

Chairman Smith read the following appointment announcements and stated that those appointments would be made at a future meeting.

George Oleen – Southern Berkshire District Veteran’s Service Delegate  
Casey Rothstein Fitzpatrick – Planning Board Alternate

**DLTA - ZONING FOR GROWTH:**

Selectman Wood stated that funding for the DLTA grant ran out and Sheffield was not selected to receive the grant for a review of the Town’s bylaws. She stated that she received an e-mail from Brian Domina from Berkshire Regional Planning Commission asking if the Board would be interested in moving forward with the current application if more funding became available. It was the consensus of the Board that they would like to move forward if more funding becomes available.

**PROPOSED ZONING BYLAW FROM THE PLANNING BOARD:**

Chairman Smith stated that the requested information had not been received from the Planning Board.

**TAG SALE PERMITS:**

Administrator LaBombard explained that she had a discussion with Chief Munson regarding moving the issuance of tag sale permits from the Police Department to the Town Administrator’s Office to start on August 15, 2014. She stated that her office will start to notify residents of this change.

**UPDATE VACATION SCHEDULE IN PERSONNEL POLICY:**

Administrator LaBombard explained that some changes will be made to the current vacation leave policies in the Town’s personnel manual. The definition of “years of continuous service” will be added as well as corrections made in the Completed Full-time Years of Continuous Service section, line 2 to read: Three (3) to Five (5) years of service and line 4 to read: Eleven (11) or more years of service. She stated that she

will make the changes and distribute copies to employees to review and respond with any questions or comments. She stated that the changes would be adopted at a future meeting.

**BOARD OF HEALTH POLICY UPDATE – QUALIFICATIONS FOR TITLE 5 INSPECTORS:**

Administrator LaBombard discussed the changes that the Board of Health has made to the minimum qualifications for title 5 inspectors and perc test witnesses. The Board discussed the appointment of an assistant sanitation inspector that had been held due to the policy changes. Selectman Wood moved to appoint William Wilkinson to a one year term as Assistant Sanitation Inspector, seconded by Selectman Hawver. The motion carried unanimously.

**TECHNICAL ASSISTANCE GRANT FOR SOLID WASTE/RECEYCLING PROJECTS:**

Selectman Wood explained that there is a DEP technical assistance grant application that would allow for up to 80 hours of assistance to develop new programs. The application is due on August 26, 2014. She stated that the Board of Health has submitted an application for sharps collection and believes that another good choice would be for a composting program. Chairman Smith and Selectman Hawver stated that they have no objections and leave the grant decision up to Selectman Wood.

**PUBLIC COMMENT:**

David West asked how many complaints have been received regarding truck traffic on Salisbury Road. Chairman Smith stated that only one complaint had been received. He stated that he has spoken to Mr. Ryan at Sheffield Plastics regarding the truck traffic on Silver Street and that he was very helpful and receptive.

He stated that sharps and yard waste can not go over the landfill cap.

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

Chairman Smith adjourned the meeting at 8:40 PM.

Respectfully submitted:

Alicia Dulin  
Assistant to Town Administrator

Documents reviewed at this meeting:

E-mail from Amelia Wolfe Regarding Farmer’s Market Location  
Letter from Resident Regarding Truck Traffic on Salisbury Road

Temporary Roadside Event Sign Applications:

- Christ Trinity Church
- Berkshire Choral Festival
- Bayer Material Science
- American Legion

E-mail from Town Counsel Regarding Brown Bag Policy  
List of Appointments and Appointment Announcements  
E-mail from Brian Domina Regarding DLTA Grant  
Personnel Policy Page 17 – Vacation Leave  
Letter from Board of Health Regarding Policy Change