

**TOWN OF SHEFFIELD  
BOARD OF SELECTMEN  
SEPTEMBER 8, 2015  
TOWN HALL  
7:00 PM**

Board Members Present: Nadine A. Hawver, Chairman  
David A. Smith, Jr., Clerk  
Andrew G. Petersen

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

Members of the public

Chairman Hawver opened the meeting at 7:00 PM.

**APPROVAL OF MEETING MINUTES:**

Selectman Smith moved to approve two sets of meeting minutes from August 12, 2015 and one set of minutes from August 17, 2015, as presented, seconded by Selectman Petersen. The motion carried unanimously.

**BULKY WASTE SCHEDULE:**

Administrator LaBombard has set the Bulky Waste dates for October 16<sup>th</sup>, 17<sup>th</sup> and 18<sup>th</sup>, 2015. The fee is \$25.00 if residents do not have a Transfer Station sticker. Selectman Smith moved to accept October 16<sup>th</sup>, 17<sup>th</sup> and 18<sup>th</sup>, 2015 as bulky waste dates, seconded by Selectman Petersen. The motion carried unanimously.

**TOWN ADMINISTRATOR EVALUATION:**

Chairman Hawver stated that all three of the Selectmen did an independent evaluation of Administrator LaBombard which was then consolidated into one evaluation. She stated that Administrator LaBombard is exceeding the Board's expectations.

**AWARD HIGHWAY MATERIALS BID:**

Administrator LaBombard read the following list of low highway material bidders:

3/8 inch crushed stone:

Joe Wilkinson Excavating, Inc. ó Picked up: \$9.50 Delivered: \$13.50

3/4 inch crushed stone:

Joe Wilkinson Excavating, Inc. ó Picked up: 9.50 Delivered: \$13.50

1 to 1-1/2 inch crushed stone:

Joe Wilkinson Excavating, Inc. ó Picked up: \$9.00 Delivered: \$13.00

1 to 1-1/2 inch washed stone:

Joe Wilkinson Excavating, Inc. ó Picked up: \$9.00 Delivered: \$13.00

3 inch minus crushed stone:

Joe Wilkinson Excavating, Inc. ó Picked up: \$9.00 Delivered: \$13.00

3 inch processed gravel:  
Joe Wilkinson Excavating, Inc. ó Picked up: \$9.00 Delivered: \$13.00

3/4 inch processed gravel:  
Joe Wilkinson Excavating, Inc. ó Picked up: \$ 7.00 Delivered: \$11.00

1-1/2 inch processed gravel:  
Joe Wilkinson Excavating, Inc. ó Picked up: \$ 7.00 Delivered: \$11.00

3 inch crushed stone dense grade mix:  
Century Aggregates ó Picked up: \$6.75 Delivered: \$10.75

1-1/4 to 1-1/2 crushed stone dense grade mix:  
Century Aggregates ó Picked up: \$6.75 Delivered: \$10.75

¾ inch crushed stone dense grade mix:  
Century Aggregates ó Picked up: \$6.75 Delivered: \$10.75

6 inch crushed stone:  
Joe Wilkinson Excavating, Inc. ó Picked up: \$ 9.00 Delivered: \$13.00

Bank run gravel:  
Joe Wilkinson Excavating, Inc. ó Picked up: \$ 6.49 Delivered: \$10.49

Washed winter sand:  
Joe Wilkinson Excavating, Inc. ó Picked up: \$ 9.50 Delivered: \$12.00

Fill:  
Century Aggregates ó Picked up: \$4.50 Delivered: \$8.49

Top Soil:  
Joe Wilkinson Excavating, Inc. ó Picked up: \$20.00 Delivered: \$25.00

Administrator LaBombard recommended awarding all bids to Joe Wilkinson Excavating Inc. with the exception of 3 inch crushed dense grade mix, 1-1/4 to 1-1/2 inch crushed stone dense grade mix, ¾ inch crushed stone dense grade mix, fill and top soil which she recommend awarding to Century Aggregates. Selectman Smith moved to award all bids to Joe Wilkinson Excavating with the with the exception of 3 inch crushed dense grade mix, 1-1/4 to 1-1/2 inch crushed stone dense grade mix, ¾ inch crushed stone dense grade mix and fill to be awarded to Century Aggregates, seconded by Selectman Petersen. The motion carried unanimously.

**APPOINTMENT OF TEMPORARY HIGHWAY SUPERINTENDENT:**

Administrator LaBombard stated that the Highway Superintendent will be out for a few weeks due to a medical procedure and stated that the position of temporary part time Highway Superintendent has been offered to Ronald Bassett. Selectman Smith moved to appoint Ronald Bassett as the Temporary part time Highway Superintendent, seconded by Selectman Petersen. The motion carried unanimously.

**APPOINTMENT ANNOUNCEMENT – PLANNING BOARD ALTERNATE MEMBER:**

Chairman Hawver stated that George Oleen has submitted a letter requesting to be appointed as the Planning Board Alternate member. She stated that the appointment would be made at a future meeting.

**TOWN HALL DROP BOX:**

Administrator LaBombard explained that there is now a drop box located on the front of the Town Hall near the entrance. She stated that residents can use the drop box for payments or other mail when the Town Hall is closed. She stated that cash should not be placed in the box.

**SHARED SERVICES UPDATE:**

Selectman Smith gave an update on the roadside mower that was purchased jointly with New Marlborough. He also stated that a letter has been mailed to surrounding towns asking if there is any interest in sharing supplies/equipment such as a paver, roller and hot box or other supplies or services in the upcoming year.

**MONUMENT AT COVERED BRIDGE UPDATE:**

Administrator LaBombard stated that the monument at the covered bridge was placed on Town property and stated that the Board is working with the people who placed the monument to have it removed from Town property.

**REQUEST FROM RESIDENT TO PLANT AROUND STREET SIGNS:**

Administrator LaBombard stated that a resident has requested to plant flowers around street signs. Discussion ensued. It was the consensus of the Board to allow the resident to plant around street signs.

**CDBG UPDATE:**

Chairman Hawver gave an update on the 2014 Community Development Block Grant. She stated that the Advisory Committee will provide help in determining which homes receive assistance.

**MPO REPRESENTATIVE:**

Administrator LaBombard explained that a representative from the Board of Selectmen is needed to attend the Southwest Subregional Caucus Meeting. Selectman Smith moved to nominate Selectman Petersen to be Sheffield's MPO Representative at the Southwest Subregional Caucus Meeting, seconded by Selectman Petersen. The motion carried unanimously.

**LETTER OF RECOGNITION FOR PAUL O'BRIEN OUTDOOR CLASSROOM:**

Chairman Hawver explained that a letter was received from the School Committee stating that an outdoor classroom has been constructed in honor of Paul O'Brien and requested that the Board write a letter of recognition. Chairman Hawver stated that she will present the letter of recognition at the ribbon cutting for the outdoor classroom.

**SELECTMEN'S ITEMS:**

Selectman Petersen asked if the reservation had been made for he and Chairman Hawver to attend the New Selectmen Training. Chairman Hawver stated that the reservation had been made for the training on October 3, 2015.

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

Chairman Hawver adjourned the meeting at 7:16 PM.

Respectfully submitted:

Alicia Dulin  
Assistant to the Town Administrator

Documents reviewed at this meeting:  
Highway Material Bid  
Letter of Interest ó Planning Board Alternate  
MPO Representative Request from BRPC  
Letter of Recognition for Paul O'Brien