

**TOWN OF SHEFFIELD
BOARD OF SELECTMEN
NOVEMBER 11, 2015
TOWN HALL
7:00 PM**

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

Board Members Absent: Nadine A. Hawver, Chairman

Others Present: Rhonda LaBombard, Town Administrator
Alicia Dulin, Assistant to Town Administrator
Patricia Mullins, Berkshire Regional Planning Commission

Members of the public

Selectman Smith opened the meeting at 7:00 PM.

Selectman Smith stated that Chairman Hawver is out of town for a few days.

APPROVAL OF MEETING MINUTES:

Selectman Petersen moved to approve the meeting minutes from October 5, 2015, October 6, 2015 and October 14, 2015 as presented, seconded by Selectman Smith. The motion carried unanimously.

7:00 PM – PUBLIC HEARING – LIQUOR LICENSE TRANSFER:

Selectman Smith opened a public hearing and stated that an application has been submitted by Blue Door Market & Café, LLC for transfer of the Wine and Malt Beverages License currently held by SAVTOM, Inc. There were no public comments. Selectman Petersen moved to close the public hearing, seconded by Selectman Smith. The motion carried unanimously. Selectman Smith closed the public hearing at 7:03 PM. Selectman Petersen moved to approve the transfer of ownership for the Wine and Malt Beverages license for SAVTOM, Inc. to Blue Door Market & Café, LLC, as presented, seconded by Selectman Smith. The motion carried unanimously.

7:00 PM – PUBLIC HEARING – 2014 CDBG:

Selectman Smith opened a public hearing for the 2014 CDBG. Patricia Mullins from the Berkshire Regional Planning Commission (BRPC) was present to give an update on the FY14 Community Development Block Grant. She stated that the Designer Selection/Review Committee has chosen Clark & Green Architecture Design for the architectural services for the Town Hall accessibility project. She also stated that 13 out of the 15 housing rehabilitation projects have been awarded, of the 13 projects awarded 5 were in Housatonic, 5 were in Sheffield and 3 were in Great Barrington. Ms. Mullins explained that a six month extension would be sought to finish the last 2 projects and that there would be enough money left over to do an additional 2-4 housing rehabilitation projects. Rene Wood asked what types of housing rehabilitation projects were done in Sheffield. Ms. Mullins stated that there were 2 new roofs, 2 new bathrooms several new furnaces that were included with the other projects. Rene Wood asked how many people applied for the housing rehabilitation grant but did not receive it. Ms. Mullins stated that there were at least 50 people that applied that did not receive assistance. Selectman

Petersen moved to close the public hearing, seconded by Selectman Smith. The motion carried unanimously. Selectman Smith closed the public hearing at 7:20 PM.

7:15 PM – PUBLIC HEARING – 2016 CDBG APPLICATION:

Selectman Smith opened a public hearing for the 2016 CDBG application. Patricia Mullins from BRPC explained that Sheffield would be that lead community for the 2016 CDBG application which is due February 12, 2016. She stated that Sheffield would submit two packets, the first would be seeking funds to implement the architectural barrier removal for the back entrance of Town Hall, and the seconded packet would be for housing rehabilitation. Ms. Mullins explained that a memorandum of understanding between BRPC and Sheffield would need to be signed by the Board's Chairman. Selectman Petersen moved to have Chairman Hawver sign the memorandum of understanding between BRPC and Sheffield, seconded by Selectman Smith. The motion carried unanimously. Ms. Mullins stated asked the Board to provide paper copies of the housing rehabilitation survey available around Town as well as a link to the survey on the Town website. It was the consensus of the Board to have copies of the survey available at the Town Hall, Library and Senior Center and to put the link on the Town website. Rene Wood stated that the Board had previously asked residents for suggestions on what the CDBG funds could be used for and two residents have stated support for the architectural barrier removal for the back entrance of Town Hall. Laura Grunfeld from the Commission on Disabilities stated that the Commission on Disabilities supports the implementation of the architectural barrier removal for the back entrance of the Town Hall. Nan Wells stated that on behalf of David Wells she also supports the implementation of the architectural barrier removal for the back entrance of Town Hall. Selectman Smith asked if people on the waiting list from the 2014 CDBG would need to reapply for housing rehabilitation funds. Ms. Mullins stated that those who did not receive housing rehabilitation funds in 2014 would not have to reapply. Selectman Petersen moved to close the public hearing, seconded by Selectman Smith. The motion carried unanimously. Selectman Smith closed the public hearing at 7:35 PM.

AWARD EQUIPMENT BIDS:

Administrator LaBombard read the list of equipment bids. She recommended awarding all bids, as submitted, except the tree work and bucket truck to Joe Wilkinson and awarding the tree work and bucket truck to John Fields. Selectman Petersen moved to award all equipment bids to Joe Wilkinson except for the tree work and bucket truck bids to be awarded to John Fields, seconded by Selectman Smith. The motion carried unanimously.

AWARD SNOW PLOW BIDS:

Administrator LaBombard read the following bids for snow plow services:

Arthur Mathieu
\$65.00/hr. truck and plow
\$70.00/hr. truck, sander and plow

Malcolm McCain
\$60.00/hr. truck and plow
\$70.00/hr. truck, sander and plow

Administrator LaBombard recommended awarding the snow plow services bid to both Mr. Mathieu and Mr. McCain for the lower amount. Selectman Petersen moved to award the snow plow services bid to Arthur Mathieu and Malcolm McCain for \$60.00/hr. for truck and plow and \$70.00 for truck, sander and plow, seconded by Selectman Smith. The motion carried unanimously.

ONE DAY ALCOHOL LICENSES – DEWEY HALL:

Administrator LaBombard stated that the Dewey Hall has submitted applications for two one day alcohol licenses. The first is for an event to be held on November 7, 2015 and the second is for an event to be held on December 5th or 6th, 2015, final date to be determined. Selectman Petersen moved to approve the one day alcohol license for Dewey Hall for an event to be held on November 7, 2015 and the one day alcohol license for Dewey Hall for an event to be held on December 5th or 6th, 2015, date to be determined, seconded by Selectman Smith. The motion carried unanimously.

APPOINTMENTS TO CULTURAL COUNCIL:

Selectman Petersen moved to appoint Wendy Casey and Robert Law to the Cultural Council for terms to expire on June 30, 2018, seconded by Selectman Smith. The motion carried unanimously.

ELECTRIC AGGREGATION UPDATE:

Administrator LaBombard read the following statement:

This is an update regarding the electric aggregation program offered to our residents. The new price for electricity that went into effect November 1, 2015 is .10 per kWh. This is a .02 reduction from last year.

National Grid's new price is .13 per kWh.

The Town program is an opt out program, so unless you removed yourself from the program you are automatically signed up to receive electricity for .10. The power is coming from Hampshire Power, which will be listed as the supplier on your National Grid invoice.

You will not receive phone calls from us or the consultant regarding this program. If you are receiving phone calls that you have not initiated it is not from the program.

If you have any questions please call our office at 229-7000, ext. 152.

LICENSE FEES:

Administrator LaBombard recommended that the license fees for 2016 remain the same as last year. Selectman Petersen moved to keep the 2016 fees the same as last year, seconded by Selectman Smith. The motion carried unanimously.

APPOINTMENT OF PROJECT MANAGER FOR RANNAPO ROAD:

Administrator LaBombard stated that the Town has received a grant from FEMA to repair Rannapo Road. She stated that BSC Group will be the engineering firm for this project and a project manager still needs to be selected. Administrator LaBombard recommended that the Board appoint Micah Morrison from BSC Group as the project manager for the Rannapo Road repair. Selectman Petersen moved to appoint Micah Morrison from BSC Group as the project manager for the Rannapo Road repair, seconded by Selectman Smith. The motion carried unanimously.

TOWN ADMINISTRATOR ITEMS:

Administrator LaBombard stated that the winter overnight parking ban for the Village Green would be in effect from November 1, 2016 through April 1, 2016.

Administrator LaBombard thanked the Sheffield Tree Project for planting the new ginkgo tree at the corner of the parking lot at the Town Hall.

Administrator LaBombard thanked Sari Hoy for donating her time to treat the knot weed at the canoe launch.

Administrator LaBombard explained that she received a call from the Good Will and the Good Will donation box at the Transfer Station will be removed because items are being placed in the box that should not go in there.

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

Selectman Smith adjourned the meeting at 7:45 PM

Respectfully submitted:

Alicia Dulin
Assistant to the Town Administrator

Documents reviewed at this meeting:
Liquor License Transfer Application
2016 CDBG Participation Memo
Equipment Bids
Snow Plow Bids
One Day Alcohol License Application ó Dewey Hall
Letter of Interest ó Cultural Council
Electric Aggregation Statement
2015 License Fees
Project Manager Designation Form