

**TOWN OF SHEFFIELD
BOARD OF SELECTMEN
DECEMBER 21, 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

Selectman Hawver opened the meeting at 7:00 PM.

APPROVAL OF MEETING MINUTES:

Selectman Smith moved to approve the meeting minutes from November 16, 2015, November 24, 2015 and December 7, 2015 as presented, seconded by Selectman Petersen. The motion carried unanimously.

PRESENTATION OF SERVICE PLAQUE TO BRIAN OVITT:

Selectman Smith presented a plaque on behalf of the Town to Brian Ovitt for his 51 years of service on the Fire Department. Selectman Smith thanked Mr. Ovitt for his many years of service and stated that he is honored to be able to present him with the plaque.

PRESENTATION OF PROCLAMATION TO LUCILLE CARASONE:

Chairman Hawver presented Lucille Carasone with a proclamation from the House of Representatives in celebration of her 100th birthday.

7:00 PM PUBLIC HEARING – VERIZON UTILITY POLE RELOCATION – COUNTY ROAD:

Chairman Hawver opened the public hearing at 7:06 PM. A representative from Verizon was present and stated that the petition was to relocate 2 jointly owned poles on County Road to. There were no public comments. Selectman Smith moved to close the public hearing, seconded by Selectman Petersen. The motion carried unanimously. Chairman Hawver closed the public hearing at 7:07 PM. Selectman Smith moved to approve Verizon's petition to relocate 2 poles on County Road as presented, seconded by Chairman Petersen. The motion carried unanimously.

APPOINTMENT – AGRICULTURAL COMMISSION:

Selectman Smith moved to appoint Joan Sussman to the Agricultural Commission, seconded by Selectman Petersen. The motion carried unanimously.

APPOINTMENT OF FULL-TIME POLICE OFFICER:

Chairman Hawver stated that 2 letters of interest have been received for the full-time Police Officer position. The Board reviewed the 2 letters and discussion ensued. Selectman Smith moved to appoint Nicholas Felix as a full-time Police Officer, seconded by Selectman

Petersen. The motion carried unanimously. Chairman Hawver stated that a letter should be sent to the other applicant thanking them for their interest.

APPOINTMENT OF TEMPORARY HIGHWAY EMPLOYEE:

Administrator LaBombard explained that Ronald Bassett was appointed as the Temporary Highway Superintendent while Highway Superintendent Edward Lord was out on medical leave. She stated that Mr. Bassett started some projects while he was Temporary Highway Superintendent that need to be finished. Administrator LaBombard stated that since the Highway Superintendent is back to work Mr. Bassett would need to be appointed as a Temporary Highway Employee. She also stated that there is another Highway Employee out on medical leave so Mr. Bassett would be able to fill in for that person as on an as needed basis as well. Selectman Smith moved to appoint Ronald Bassett as a Temporary Highway Employee, seconded by Selectman Petersen. The motion carried unanimously.

RETIREMENT ANNOUNCEMENT:

Administrator LaBombard stated that Highway Superintendent Edward Lord has submitted a letter stating that he will be retiring in March 2016. Selectman Smith moved to accept Edward Lord's retirement letter, seconded by Selectman Petersen. The motion carried unanimously. The Board thanked Mr. Lord for his years of service to the Town.

RELEASE EXECUTIVE SESSION MINUTES – AUGUST 12, 2015:

Administrator LaBombard stated that a resident has requested a copy of the Executive Session minutes from August 12, 2015. She stated that all of the issues contained in the minutes are finished and she would recommend that the Board release the minutes. Selectman Smith moved to release the Executive Session minutes from August 12, 2015, seconded by Selectman Petersen. The motion carried unanimously.

SNOW PLOWING GUIDELINES:

Administrator LaBombard distributed draft snow plow guidelines to the Board. She asked the Board to look at the draft guidelines and discuss them at a future meeting.

CURB CUT PERMIT – 318 CLAYTON ROAD:

Chairman Hawver stated that David and Mari Gasperini have submitted a curb cut permit application for 318 Clayton Road. She stated that both the Highway Superintendent and the Police Chief have reviewed and signed the permit application. Selectman Smith moved to approve the curb cut permit application as presented, seconded by Selectman Petersen. The motion carried unanimously.

AUTHORIZATION FOR FEMA GRANT PAYMENT SUBMITTALS:

Administrator LaBombard explained that the Town has received a grant from FEMA for the repair of Rannapo Road. She stated that the grant is a 75% reimbursement grant so there will be many payment submittals that will need to be signed. She asked the Board to authorize Chairman Hawver to sign all of the payment submittals up to \$357,000 after they have been reviewed by both the Town Administrator and Chairman Hawver. Selectman Smith moved to authorize Chairman Hawver to sign the payment submittal forms, not to exceed \$357,000 after she and Administrator LaBombard have reviewed them, seconded by Selectman Petersen. The motion carried unanimously.

ONE DAY ALCOHOL LICENSE APPLICATION – DEWEY HALL:

Chairman Hawver stated that Dewey Hall has submitted an application for a one day wine and malt beverage license for an event to be held on February 14, 2016. Chairman Smith moved to approve the one day wine and malt beverage license for an event to be held at

Dewey Hall on February 14, 2016, seconded by Selectman Petersen. The motion carried unanimously.

BOARD OF HEALTH RESIGNATION:

Chairman Hawver stated that a letter has been received from Dr. Fred Panitz resigning from the Board of Health. Selectman Smith moved to accept the resignation letter from Dr. Panitz and send him a letter thanking him for his service to the Town, seconded by Selectman Petersen. The motion carried unanimously.

SELECTMEN'S ITEMS:

Selectman Smith wished everyone happy holidays and a happy new year.

Chairman Hawver stated that the Board was looking for residents through the Senior Tax Work-off Program interested in shoveling the walkways at Town buildings. She stated that anyone interested should see Administrator LaBombard.

Chairman Hawver also wished everyone happy holidays and a happy new year.

TOWN ADMINISTRATOR'S ITEMS:

Administrator LaBombard reminded residents that the Town Hall would be closed to the public on Wednesday, December 23, 2015 and will also be closed on December 24, 2015 and December 25, 2015 for the Christmas holiday.

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

Chairman Hawver adjourned the meeting at 7:19 PM

Respectfully submitted:

Alicia Dulin
Assistant to the Town Administrator

Documents reviewed at this meeting:
Verizon Petition for Pole Relocation
Agricultural Commission ó Letter of Interest
Full-Time Police Officer ó Letters of Interest
Highway Superintendent ó Retirement Letter
August 12, 2015 Executive Session Minutes
Draft Snow Plowing Guidelines
Curb Cut Permit Application ó 318 Clayton Road
One Day Alcohol License Application ó Dewey Hall
Board of Health ó Resignation Letter