

**TOWN OF SHEFFIELD
BOARD OF SELECTMEN
AUGUST 1, 2016
TOWN HALL
7:00 PM**

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

Others Present: Rhonda LaBombard, Town Administrator
Members of the public

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

APPROVAL OF MINUTES:

Selectman Smith moved to approve two sets of minutes for the July 5, 2016 meetings as presented, seconded by Selectman Petersen. The motion carried unanimously.

PUBLIC HEARING – VERIZON UTILITY POLE LOCATION – HEWINS STREET:

Chairman Hawver opened the public hearing at 7:01 PM.

A representative from Verizon was present to request permission to place a jointly owned utility pole on Hewins Street. There was no public comment. Selectman Smith moved to close the public hearing, seconded by Selectman Petersen. The motion carried unanimously.

Chairman Hawver closed the public hearing at 7:02 PM.

Selectman Smith moved to approve the placement of a Verizon utility Pole on Hewins Street as presented, seconded by Selectman Petersen. The motion carried unanimously.

FY2017 APOINTMENTS:

Chairman Hawver read the following list of appointments:

Board of Health ó Walter Hewins III
Historical Commission ó Kathy Orlando
Commission on Disabilities ó Gail Mullen
Emergency Management Coordinator ó Edward McCormick

Selectman Smith moved to appoint the following people:

Board of Health – Walter Hewins III
Historical Commission – Kathy Orlando
Commission on Disabilities – Gail Mullen
Emergency Management Coordinator – Edward McCormick

Selectman Peterson seconded. The motion carried unanimously.

FY2017 APPOINTMENT ANNOUNCEMENTS:

Chairman Hawver stated that Frank Higgins submitted a letter requesting to be appointed as the Veterans Service Delegate and Mahlon Parsons has submitted a letter requesting that the American Legion be appointed as Veterans Grave Officer. She stated that these appointments would be made at the next meeting and reminded residents that there are still vacancies posted on the Town website if anyone is interested.

RATIFY APPOINTMENT OF ACCOUNTANT HIGHWAY AND TRANSFER STATION EMPLOYEES:

Administrator LaBombard explained that at a working meeting the Board appointed Dustin Stalker to the Highway Department, Betsy Seward as the Accountant, Rose Cronk to work more hours at the Transfer Station and Louis Rossi as Transfer Station Attendant. Administrator LaBombard requested that the Board also appoint Thomas Clark to the Highway Department due to a resignation. Selectman Smith moved to ratify the appointment of Dustin Stalker to the Highway Department, Betsy Seward as Town Accountant, Rose Cronk to work more hours at the Transfer Station and Louis Rossi as a Transfer Station Attendant, seconded by Selectman Petersen. The motion carried unanimously.

Selectman Smith moved to appoint Thomas Clark to the Highway Department, seconded by Selectman Petersen. The motion carried unanimously.

APPROVAL OF SOLAR AGREEMENT WITH POWER PLAY SOLAR AND SEABOARD SOLAR:

Tabled until future meeting.

APPOINT TEMPORARY ASSESSOR CLERK – SEPTEMBER AND OCTOBER:

Administrator LaBombard explained that September and October are busy months for the Assessor's Office and there is a Senior Work-Off Program Volunteer that has been working in the Assessor's Office but has reached the maximum allowed. She stated that the Assessor's budget has money in it to hire the Jean Mason for those two months. Selectman Smith moved to appoint Jean Mason as the Temporary Assessor Clerk for the months of September and October, seconded by Selectman Petersen. The motion carried unanimously.

RESIGNATIONS – POLICE DEPARTMENT, HIGHWAY DEPARTMENT:

Chairman Hawver stated that Daniel Hamill has submitted a letter resigning from the Police Department and Thomas Reynolds has submitted a letter resigning from the Highway Department. Selectman Smith moved to accept the resignation of Daniel Hamill from the Police Department and the resignation of Thomas Reynolds from the Highway Department and send both a letter thanking them for their service to the Town, seconded by Selectman Petersen. The motion carried unanimously.

APPROVAL OF GR8T ROAD RACE:

Chairman Hawver stated that the road race would be held on August 7, 2016 and the Police Department has been notified of the race route. Selectman Smith moved to approve the Gr8t road race route as presented, seconded by Selectman Petersen. The motion carried unanimously.

ONE DAY ALCOHOL LICENSE – BARTHOLOMEW'S COBBLE:

Chairman Hawver stated that the Trustees of Reservations have submitted an application for a one day alcohol license for a function to be held at Bartholomew's Cobble on September 11, 2016. Administrator LaBombard recommended that the Board approve the license pending receipt of insurance. Selectman Smith moved to approve the one day alcohol license to the Trustees of Reservation for a function to be held at Bartholomew's Cobble on September 11,

2016 pending receipt of the insurance certificate, seconded by Selectman Petersen. The motion carried unanimously.

SHARED POSITIONS WITH EGREMONT:

Chairman Hawver gave an overview of the meetings held with Egremont regarding shared positions. She stated that one of the needs for both Towns was a shared Administrative Assistant for the Highway Department. Discussion ensued regarding some of the potential duties and hours of a shared Administrative Assistant for the Highway Department. It was the consensus of the Board to review the list of potential job duties and discuss at a future meeting.

SELECTMEN'S ITEMS:

Chairman Hawver thanked Don Ward for watering the flower pots on the Village Green.

TOWN ADMINISTRATOR ITEMS:

Administrator LaBombard stated that The Lane Construction Company has been awarded the 2016 paving bid. She stated that a portion of Hewins Street, a portion of Alum Hill and a portion of Clayton Road will be paved.

Administrator LaBombard reminded residents that Transfer Station stickers must be purchased by August 15, 2016.

Administrator LaBombard asked the Board to appoint Sharon Curtiss as a Temporary Custodian for the Town Hall, Police Department, Senior Center and Library while the current Custodian is on medical leave. Selectman Smith moved to appoint Sharon Curtiss as the Temporary Custodian, seconded by Selectman Petersen. The motion carried unanimously.

PUBLIC COMMENT:

Derek Gentile asked Administrator LaBombard to repeat the streets that will be paved. Administrator LaBombard stated that a portion of Hewins Street, a portion of Alum Hill and a portion of Clayton Road will be paved. Mr. Gentile asked when the paving would be starting. Administrator LaBombard stated that she did not know when the paving would start. Selectman Smith stated that they will complete the work by September 30, 2016.

Mr. Gentile asked for clarification on the shared position with the Town of Egremont. Chairman Hawver stated that in the past the Town has shared the cost of equipment with another town in an effort to save money. She stated that when discussion began for a shared position it was the hope that the Towns could share the cost of a benefited employee but, as discussion continued it was clear that neither Town needed that position to be full time. Mr. Gentile asked what equipment the Town now shared. Administrator LaBombard stated that a roadside mower and a hot box are shared with New Marlborough.

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 Town Administrator

Documents reviewed at this meeting:
Verizon Utility Pole Petition ó Hewins Street
List of Appointments
Letters of Interest ó Veteranø Service Delegate, Veteranø Grave Officer
Resignation Letters ó Police Department, Highway Department
Gr8t Road Race ó Request for Approval
One Day Alcohol License Applications ó Bartholomewø Cobble
Shared Position Notes