

**TOWN OF SHEFFIELD
BOARD OF SELECTMEN
FEBRUARY 1, 2016
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
Laura Grunfeld, Commission on Disabilities
Gail Mullen, Commission on Disabilities

Selectman Hawver opened the meeting at 7:00 PM.

APPROVAL OF MEETING MINUTES:

Selectman Smith moved to approve the meeting minutes from January 5, 2016, January 12, 2016 and January 19, 2016 as presented, seconded by Selectman Petersen. The motion carried unanimously.

PRESENTATION OF PLAQUE TO JAMES T. COLLINGWOOD SR.:

Selectman Smith presented a plaque to James T. Collingwood Sr. recognizing him for his 57 years of service to the Town. Selectman Smith thanked Mr. Collingwood for his many years of service and stated that he is honored to be able to present him with the plaque. Mr. Collingwood thanked the Board.

DAVID WELLS RECOGNITION:

Chairman Hawver presented a certificate to Nanette Wells in recognition and appreciation of her husband David Wells, who could not be present, for his service in establishing the Sheffield Commission on Disabilities and his service to the Town. Chairman Hawver also thanked Nanette Wells for assisting her husband on the Commission on Disabilities. Mrs. Wells thanked the Board and the Commission on Disabilities.

ADA SELF EVALUATION AND TRANSITIONAL PLAN UPDATE:

Administrator LaBombard stated that the Commission on Disabilities has spent many hours working on updating the ADA Self Evaluation and Transitional Plan. She stated that the updated ADA Self Evaluation and Transitional Plan will be included in the 2016 Community Development Block Grant (CDBG) application. Administrator LaBombard explained that included in the updated evaluation and plan is a list of items that need to be completed and a list of items that have been completed. She also stated that Department Heads who manage Town buildings assisted with the update and have approved the plan for their departments. The Board reviewed the updated ADA Self Evaluation and Transitional Plan. Laura Grunfeld, Chairman of the Commission on Disabilities stated that the Commission understands that not all items can be addressed right away. The Board thanked the Commission on Disabilities for all of their work on updating the evaluation and transitional plan. Selectman Smith moved to accept the updated ADA Self Evaluation and Transitional Plan as presented, seconded by Selectman Petersen. The motion carried unanimously.

ONE DAY ALCOHOL LICENSE APPLICATION – MOUNT EVERETT MUSIC BOOSTERS:

Administrator LaBombard state that the alcohol license is no longer needed because the function has been canceled.

TOWN OWNED LAND HUNTING POLICY:

Chairman Hawver read the following policy for hunting on Town property:

Permission from the Board of Selectmen is required to hunt on any Town owned property. Hunter must carry approval letter at all times when hunting.

Bow hunting only at the Town Park.

Limit of 5 bow hunters at the Town Park.

Must be a Sheffield resident.

Approval will be granted on a first come, first serve basis.

Other Town owned properties will be reviewed upon request.

Chairman Hawver stated that she has a concern with approval being granted on a first come, first serve basis. She stated that she likes the idea of setting a deadline for applications and if more than 5 applications are received before the deadline a lottery system could be implemented. Discussion ensued. Laura Grunfeld stated that she would like to see signage put up at the Town Park regarding the hunting. Chairman Hawver stated that the Board has already discussed putting up signs at the Town Park. Gail Mullen asked if hunting at the Town Park meant that other people would not be able to use the park. Chairman Hawver stated that the Town Park would still be open to the public and that the hunting would be occurring in the woods behind the park. She stated that the property has been hunted for many years and the policy was created to help regulate it. It was the consensus of the Board to think about the possibility of having an application deadline and what would be done in the event that there were more than 5 applicants and discuss at a future meeting.

APPOINTMENT ANNOUNCEMENT – ZONING BOARD ALTERNATE MEMBER:

Chairman Hawver stated that Ken Smith has submitted a letter requesting appointment as the Zoning Board of Appeals Alternate Member. She stated that the appointment would be made at the Board's next meeting.

APPOINTMENT OF PROBATIONARY FIREFIGHTERS:

Chief Getchell submitted a letter recommending the appointment of four probationary firefighters. Selectman Smith moved to appoint Glen Gallagher, Robert Schur, Jr., Tyler Height and Mathieu Gingras as Probationary Firefighters for a probationary period of one year, seconded by Selectman Petersen. The motion carried unanimously.

SOLAR DEVELOPMENT SUPPORT LETTER:

Administrator LaBombard stated that the Board has received a request from Stephanie Blumenthal to send a letter to our Legislators in Boston in support of solar development. The Board reviewed the letter. Selectman Smith moved to send the letter in support of solar development to our Legislators as presented, seconded by Selectman Petersen. The motion carried unanimously.

TOWN ADMINISTRATOR ITEMS:

Administrator LaBombard reminded residents that the last day to register to vote in the Presidential Primary is February 10, 2016 and the Town Clerk's Office would be open until 8:00 pm that day. She stated that all registered voters are able to vote at the primary on March 1, 2016.

Administrator LaBombard stated that pictures are now being accepted for the annual Town Report cover. She stated that pictures may be submitted to the Town Administrator's Office for consideration.

Administrator LaBombard stated that there is a meeting schedule change for the Board's next meeting. She stated that the next meeting of the Board of Selectmen would be held on February 22, 2016 at 7:00 pm due to February 15, 2016 being a holiday.

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

Chairman Hawver adjourned the meeting at 7:23 PM

Respectfully submitted:

Alicia Dulin
Assistant to the Town Administrator

Documents reviewed at this meeting:
ADA Self Evaluation and Transitional Plan
Hunting Policy of Town Owned Land
Letter of Interest of Zoning Board of Appeals
4 Firefighter Applications
Draft Solar Development Support Letter