

**TOWN OF SHEFFIELD
BOARD OF SELECTMEN
DECEMBER 16, 2013
TOWN HALL
7:00 PM**

Board Members Present: Julie M. Hannum, Chairman
Rene C. Wood

Others Present: Rhonda LaBombard, Town Administrator
Alicia Dulin, Assistant to Town Administrator
Tammy Blackwell, Board of Assessors, Chairman
Eric R. Munson III, Police Chief
Patricia Mullins, Berkshire Regional Planning Commission

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

Chairman Hannum read a letter from Selectman Dobson resigning from the Board of Selectmen. Effective immediately.

APPROVAL OF MINUTES:

Selectman Wood moved to approve the meeting minutes from the November 18, 2013, November 25, 2013 and December 2, 2013 meetings, seconded by Chairman Hannum. The motion carried unanimously.

TAX CLASSIFICATION HEARING – 7:00 PM:

Chairman Hannum opened the Tax Classification Hearing at 7:05 PM. Tammy Blackwell, Chairman of the Board of Assessors was present to discuss the Board of Assessors recommendation to establish a single tax rate. She stated that if approved by the Board of Selectmen the single tax rate would be \$13.74. Discussion ensued. Selectman Wood moved to follow the Board of Assessors recommendation and adopt a single tax rate of \$13.74, seconded by Chairman Hannum. The motion carried unanimously.

AUXILIARY POLICE DEPARTMENT PROPOSAL:

Eric R. Munson III, Police Chief was present to discuss his proposal to form a Police Auxiliary. Chief Munson stated that it is becoming increasingly difficult to fill open shifts with the part time officers. Chief Munson proposed creating a police auxiliary with 5-6 of the part time officers to work special details. He explained that this would free up space for new part time officers. Selectman Wood asked if the proposed auxiliary officers were in concurrence with the proposal. Chief Munson stated that all of the officers were in concurrence. Selectman Wood moved to establish a Police Auxiliary to be under the guidance of Chief Munson who will work with the Town Administrator to organize and establish the auxiliary, seconded by Chairman Hannum. The motion carried unanimously.

COMMUNITY DEVELOPMENT STRATEGY INCLUDING PUBLIC INPUT:

Selectman Wood thanked everyone on the Community Development Strategy Committee for their work on the Community Development Strategy. Patricia Mullins from Berkshire Regional Planning Commission was present to discuss the Community Development Strategy. She stated that if the Community Development Strategy is going to be used to support the Community Development Block Grant it needs to be submitted as soon as possible. Selectman Wood suggested using either Board of Selectmen or Select Board consistently throughout the document and deleting the words Fiscal Year 2013.

Elaine Panitz read a letter from Benno Friedman regarding the possibility of partnering with Great Barrington and Egremont for state assistance with solar panels. Selectman Wood stated that this would be something interesting to look into. James McGarry asked the Board if the Town will be voting on this. Chairman Hannum stated that the Town would not vote on this because it is under the purview of the Board of Selectmen. Selectman Wood moved to adopt the Community Development Strategy as amended and authorize the Chairman to sign the amended documents, seconded by Chairman Hannum. The motion carried unanimously. Chairman Hannum and Selectman Wood thanked everyone on the Community Development Strategy and Berkshire Regional Planning Commission for all of their work.

Chairman Hannum stated that agenda item number 11 was going to be moved up to number 5.

COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION:

Patricia Mullins from Berkshire Regional Planning Commission explained that the Town of Great Barrington is willing to partner with Sheffield on the Community Development Block Grant which can be used for things such as community development projects and housing needs. She stated that she would need to know if Sheffield is interested in pursuing this grant, if the grant is pursued the Berkshire Regional Planning Commission would apply for the grant on behalf of the Town and once grant is received the Berkshire Regional Planning Commission would be the administrators of the grant, per the terms and fees outlined in a letter BRPC presented to the Board. Selectman Wood stated that the grant would be useful for housing preservation and repair, sidewalk repair and making the Town Hall entrances ADA compliant. Selectman Wood moved to engage the Berkshire Regional Planning Commission to pursue the Community Development Block Grant, per the terms discussed, seconded by Chairman Hannum. The motion carried unanimously. Selectman Wood volunteered to go through the list and start gathering the necessary documents for the Berkshire Regional Planning Commission.

APPOINTMENT – VETERANS GRAVE OFFICER:

Chairman Hannum stated that at a previous meeting it had been announced that Martin Mitsoff submitted a letter requesting appointment as the Veterans Grave Officer. Selectman Wood moved to appoint Martin Mitsoff as the Veterans Grave Officer for a term to expire on June 30, 2014, seconded by Chairman Hannum. The motion carried unanimously.

APPOINTMENT ANNOUNCEMENT – ZONING BOARD OF APPEALS:

Chairman Hannum read the following list of applicants for the Zoning Board of Appeals:

Jeffrey Waingrow
Stephen Leining
Marie Massini-Reynolds
George Oleen
Benno Friedman

Chairman Hannum stated that the appointment would be made at the December 30, 2013 meeting.

APPOINTMENT – PROBATIONARY FIREFIGHTER:

Chairman Hannum read a letter from Fire Chief Richard A. Boardman Jr. requesting appointment of Mark Wysoki to the Fire Department. Selectman Wood moved to appointment Mark Wysoki to a one year probationary term on the Fire Department pending a CORI check, seconded by Chairman Hannum. The motion carried unanimously.

BYLAW REVIEW COMMITTEE:

Chairman Hannum read the following list of applicants for the Zoning Bylaw Review Committee:

Zoning Board of Appeals – No response
Planning Board – Peter Cherneff, James T. Collingwood Jr.
Conservation Commission – Peter Stiglin, Cheryl Blackburn as alternate
Board of Selectmen – Julie M. Hannum
Building Commissioner – Thomas Carmody

Members of the Public –

Anthony Gulotta

Marie Massini-Reynolds

David West

Christopher Tomich

Catherine Miller

Jeffrey Waingrow

Elaine Panitz

Bart Elsbach, Chairman of the Zoning Board of Appeals stated that Eric Carlson has stated verbal interest in the Zoning Bylaw Review Committee

It was the consensus of the Board that the Planning Board nominate one member to serve on the Zoning Bylaw Review Committee.

Catherine Miller suggested having a professional review the zoning bylaws first and highlighting the key issues. Discussion ensued. It was the consensus of the Board to get an estimate from Mark Brobrowski for how much it would cost for him to review the zoning bylaws. Selectman Wood passed out and read her draft of a charge for the Zoning Bylaw Review Committee. Chairman Hannum stated her concern regarding members only being able to miss three meetings in a year and that the Board of Selectmen will provide secretarial support. Selectman Wood stated that the number of meetings missed can be changed and suggested Administrator LaBombard do some research on where funds for secretarial support could come from. Adoption of a charge for the committee was deferred. It was the consensus of the Board that each member pick two applicants from the members of the public to serve on the Bylaw Review Committee. Selectman Wood nominated David West and Christopher Tomich. Chairman Hannum nominated Marie Massini-Reynolds and Elaine Panitz. Selectman Wood moved to appoint David West, Christopher Tomich, Marie Massini-Reynolds and Elaine Panitz to the Zoning Bylaw Review Committee for terms to be determined and to appoint Peter Stiglin, Julie Hannum and Thomas Carmody to the Zoning Bylaw Review Committee and to appoint Cheryl Blackburn as an alternate for terms to coincide with their current terms, seconded by Chairman Hannum. The motion carried unanimously.

NON-CRIMINAL DISPOSITION GENERAL BYLAW:

Administrator LaBombard explained that when the Demolition Delay Bylaw was sent to Town Counsel for review they noticed that we do not have a non-criminal disposition bylaw. Town Counsel suggested placing this on the warrant for the next Town Meeting. Selectman Wood moved to add the Non-criminal Disposition General Bylaw to the warrant for the Annual Town Meeting, seconded by Chairman Hannum. The motion carried unanimously.

HIGHWAY CONTRACT NEGOTIATIONS:

Administrator LaBombard stated that notice was received that the Highway employee's contract would expire in June. It was the consensus of the Board that Selectman Wood and Administrator LaBombard would negotiate with the union.

SELECTMEN'S ITEMS:

Selectman Wood wished everyone a Happy Holidays, Merry Christmas and a Happy New Year.

Chairman Hannum stated that she enjoyed working with Selectman Dobson and thanked him for his time on the Board. She also wished everyone Happy Holidays, Merry Christmas and a Happy New Year.

Selectman Wood stated that Selectman Dobson always brought his own experience and a new perspective to the Board and stated that she enjoyed serving on the Board with him.

TOWN ADMINISTRATOR ITEMS:

Administrator LaBombard stated that the historical signs have been refinished and she would like to thank Michael Dutton for his donation towards the refinishing of the signs. Administrator LaBombard also reminded residents that they can pick up sand for personal use behind the Town Hall.

Administrator LaBombard stated that a donation was received from Berkshire Taconic Community Foundation for town operations. It was the consensus of the Board to send letters of thanks to Michael Dutton and the Berkshire Taconic Community Foundation for their donations.

PUBLIC COMMENT:

David West stated that he thinks a member of the Board of Selectmen should attend some Zoning Board of Appeals meetings because they are not following their agendas and they are being inconsiderate to the people attending their meetings. Chairman Hannum thanked Mr. West and stated that the Board would look into the issues.

Bruce Person asked about a Special Election in light of Selectman Dobson's resignation. Administrator LaBombard stated that the earliest that a Special Election could be held would be February 18 and she suggests having it on that date. She stated that nomination papers are available in the Town Clerk's Office.

Bruce Person asked if residents would be able to vote absentee. Town Clerk Felecie Joyce stated that absentee ballots are available three weeks before the election and they must be in by the close of polls. Selectman Wood moved to hold the Special Election for the position of Selectman on February 18, 2014, seconded by Chairman Hannum.

Kathy Orlando asked why the special election couldn't be pushed back a week to give people more time to take out nomination papers since the Town Hall will be closed December 23rd, 24th and 25th. Selectman Wood withdrew the above motion and moved to hold the Special Election for the position of Selectman on February 24, 2014, seconded by Chairman Hannum. The motion carried unanimously. Selectman Wood stated that the last day to take out nomination papers would be January 7th.

David West stated that he spoke with Primax Properties attorney and they said that it has been over thirty days since any discovery had been received. Chairman Hannum stated that the Board of Selectmen and the Zoning Board had questions and would be in touch with Primax Properties.

Susan Butler read a letter regarding the Board of Selectmen's lack of response to a request for Town Counsel. Selectman Wood stated that she would like to see this matter resolved.

OTHER BUSINESS:

Nadia Milleron submitted an application for a Temporary Roadside Event sign to be erected on the Village Green for a Contra Dance to be held at Dewey Hall on December 28th. The sign will be erected on December 23rd and removed on December 29th. Selectman Wood moved to approve the Temporary Roadside Event Sign for the Contra Dance to be held at Dewey Hall on December 28th, seconded by Chairman Hannum. Chairman Hannum stated that she is concerned that there is too much on the sign and it will be distracting. Selectman Wood amended her motion to approve the Temporary Roadside Event Sign for the Contra Dance to be held at Dewey Hall on December 28th subject to the Town Administrator's approval, seconded by Chairman Hannum. The motion carried unanimously.

Selectman Wood moved to adjourn the meeting, seconded by Chairman Hannum. The motion carried unanimously.

Chairman Hannum adjourned the meeting at 9:00 PM.

Respectfully submitted:

Alicia Dulin
Assistant to Town Administrator

Documents reviewed at this meeting:
Tax Classification Recommendation from the Board of Assessors

Community Development Strategy
Letter of Interest for Veteran's Grave Officer – Martin Mitsoff
Letter of Interest for Zoning Board of Appeals – Jeffrey Waingrow
Letter of Interest for Zoning Board of Appeals – Stephen Leining
Letter of Interest for Zoning Board of Appeals – Marie Massini-Reynolds
Letter of Interest for Zoning Board of Appeals – George Oleen
Letter of Interest for Zoning Board of Appeals – Benno Friedman
Letter of Recommendation for Probationary Firefighter
Probationary Firefighter Application
Letter of Interest for Zoning Bylaw Review Committee – Peter Cherneff
Letter of Interest for Zoning Bylaw Review Committee – James T. Collingwood Jr.
Letter of Interest for Zoning Bylaw Review Committee – Peter Stiglin
Letter of Interest for Zoning Bylaw Review Committee – Cheryl Blackburn
Letter of Interest for Zoning Bylaw Review Committee – Thomas Carmody
Letter of Interest for Zoning Bylaw Review Committee – Anthony Guotta
Letter of Interest for Zoning Bylaw Review Committee – Marie Massini-Reynolds
Letter of Interest for Zoning Bylaw Review Committee – David West
Letter of Interest for Zoning Bylaw Review Committee – Christopher Tomich
Letter of Interest for Zoning Bylaw Review Committee – Catherine Miller
Letter of Interest for Zoning Bylaw Review Committee – Jeffrey Waingrow
Letter of Interest for Zoning Bylaw Review Committee – Elaine Panitz
E-mail from Attorney Mark Reich Regarding Non-Criminal Disposition Bylaw
Memo Regarding the Community Development Block Grant Application
Temporary Roadside Event Sign Application – Contra Dance