

**TOWN OF SHEFFIELD  
BOARD OF SELECTMEN  
SEPTEMBER 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

Chairman Hawver opened the meeting at 7:00 PM.

**APPROVAL OF MEETING MINUTES:**

Selectman Smith moved to approve the meeting minutes from August 25, 2015 and September 15, 2015 as presented, seconded by Selectman Petersen. The motion carried unanimously.

**APPOINTMENT - PLANNING BOARD ALTERNATE MEMBER:**

**SELECTMEN'S ITEMS:**

Selectman Smith moved to appoint George Oleen as the Planning Board Alternate for a term to expire on June 30, 2016, seconded by Selectman Petersen. The motion carried unanimously.

**BOARD AND COMMITTEE HANDBOOK:**

Chairman Hawver stated that she has drafted a Committee, Commission and Board handbook. Administrator LaBombard suggested putting the handbook on the website put on an agenda in one month after Committee, Board and Commission members have had a chance to submit comments to the Town Administrator.

**APPLICATION FOR 2016 CDBG GRANT:**

Rene Wood was present to discuss the application for the 2016 Community Development Block Grant (CDBG). She stated that Sheffield would be the lead community for the 2016 application which would consist of a regional application for Sheffield and Great Barrington for additional housing rehabilitation as well as each community having separate packets. She stated that Sheffield's packet would be for the implementation of accessibility design for the Town Hall. Ms. Wood stated that Berkshire Regional Planning Commission (BRPC) will be retained as the grant administrator and will take the lead on putting the grant together. Ms. Wood volunteered to be the liaison to Great Barrington in order to try to complete as much of the grant as possible by December 15, 2015. Selectman Smith moved to go forward with the joint 2016 CDBG application with Great Barrington for housing rehabilitation and for funds to implement the accessibility design for the back entrance to Town Hall and to appoint Rene Wood as the liaison to Great Barrington, seconded by Selectman Petersen. The motion carried unanimously.

The Board thanked Ms. Wood.

### **GENERAL BYLAW UPDATE:**

Rene Wood gave an update on the work that she has done on the general bylaws. She stated that she has updated the bylaws through August 2015 and that she would like to work with the Board of Selectmen, Administrator LaBombard and possibly Town Counsel to finish the updates. She handed out a list of questions that she needs answered in order to finish the updates. The Board thanked Ms. Wood for her work on the general bylaws.

### **ONE DAY ALCOHOL LICENSE APPLICATIONS:**

Chairman Hawver stated that the Trustees of Reservations have submitted applications for two one day alcohol licenses. The first is for Tonics on the Housatonic to be held at Bartholomew's Cobble on September 26, 2015 and the second is for the Hot Toddy Hike to be held at the Bartholomew's Cobble on October 30, 2015. Selectman Smith moved to approve the one day alcohol license for the Trustees of Reservation for Tonics on the Housatonic at the Bartholomew's Cobble on September 26, 2015 and the one day alcohol license for the Trustees of Reservation for Hot Toddy Hike to be held at the Bartholomew's Cobble on October 30, 2015, seconded by Selectman Petersen. The motion carried unanimously.

### **SELECTMEN'S ITEMS:**

Selectman Smith stated that he would like to mention the passing of Dick Boardman. He stated that he was a great man that he looked up to who will be greatly missed and he sends his condolences to the family.

Chairman Hawver read the following statement:

Yesterday Sheffield lost a giant of a man with the passing of Dick Boardman.

Husband, father grandfather, part of the roots of Sheffield. The Boardman name is part of the fabric that is Sheffield and the Boardman Farm is one of the anchors of Sheffield.

Dick served the town of Sheffield in many rolls throughout the years. He served as a Member of the Board of Selectman, he was the Animal Inspection Officer and Dog Warden. He was also served as a member of the Sheffield Department and Hose Company.

The Board of Selectmen extends their condolences to the family of Dick Boardman.

### **TOWN ADMINISTRATOR'S ITEMS:**

Administrator LaBombard asked the Board if they would like to attend the Legislative Breakfast in Dalton on October 2, 2015. None of the Board members were available to attend.

Administrator LaBombard stated that residents are allowed to take items from the Goodwill Box, but it has been brought to our attention that people are taking things out of the box and selling them. She stated that this is not allowed and if it keeps happening the Goodwill Box will have to be removed.

Administrator LaBombard stated that recycling bins are now available at Town Hall. She stated that the limit is one per household.

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:  
Letter of Interest ó Planning Board Alternate  
Draft Board and Committee Handbook  
One Day Alcohol License Applications ó Trustees of Reservations