

**TOWN OF SHEFFIELD  
BOARD OF SELECTMEN  
NOVEMBER 16, 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  
Patricia Mullins, Berkshire Regional Planning Commission  
Betsy Andrus, Southern Berkshire Chamber of Commerce

Members of the public

Selectman Hawver opened the meeting at 7:00 PM.

**APPROVAL OF MEETING MINUTES:**

Selectman Petersen moved to approve the meeting minutes from November 2, 2015 as presented, seconded by Selectman Smith. The motion carried 2-0. Chairman Hawver abstained.

**BETSY ANDRUS FROM THE SOUTHERN BERKSHIRE CHAMBER OF COMMERCE:**

Betsy Andrus was present to see if there is anything that the Southern Berkshire Chamber of Commerce can do for Sheffield. She stated that the chamber can help to publicize upcoming events, assist with social media and do construction updates for things such as bridge and road closures. The Board thanked Ms. Andrus for her time and stated that they would let her know if anything was needed.

**APPOINTMENT OF ENVIRONMENTAL CERTIFYING OFFICER:**

Patricia Mullins from the Berkshire Regional Planning Commission stated that an Environmental Certifying Officer would need to be appointed for the 2016 Community Development Block Grant (CDBG) application. Selectman Smith moved to appoint Town Administrator Rhonda LaBombard as the Environmental Certifying Officer for the 2016 CDBG application, seconded by Selectman Petersen. The motion carried unanimously.

**2016 CDBG INTERLOCAL AGREEMENT:**

Patricia Mullins from the Berkshire Regional Planning Commission was present to discuss the 2016 CDBG interlocal agreement. She stated that the reason for the agreement is because the 2016 CDBG application will be a joint application with another town. She stated that it is the same agreement that was entered into for the 2014 CDBG application except that Sheffield will be listed as the lead community for the 2016 agreement. Ms. Mullins stated that Sheffield would submit two packets, the first would be seeking funds to implement the architectural barrier removal for the back entrance of Town Hall, and the second packet would be for housing rehabilitation. Selectman Smith moved to apply for the 2016 Community Development Block Grant to seek funds for housing rehabilitation and funds to implement the architectural barrier removal for the accessibility project at the Town Hall, seconded by Selectman Petersen. The motion carried unanimously.

**APPROVAL OF BOARD/COMMITTEE HANDBOOK:**

Administrator LaBombard explained that the draft Board and Committee handbook was distributed to all Board and Committee members and there were no comments. Selectman Smith moved to adopt the Board and Committee handbook as presented, seconded by Selectman Petersen. The motion carried unanimously.

**DONATION TO WASH THE SENIOR CENTER VAN:**

Chairman Hawver explained that the Senior Center is leasing a van from the BRTA for senior transportation. She stated that one of the requirements of the agreement is that the van be washed regularly. She stated that Administrator LaBombard asked Chief Getchell if the Fire Department could be used to wash the van and the Hose Company's response was that the van could be washed at the Fire Department as long as a member of the Hose Company was present. It was the consensus of the Board that it would be too difficult to schedule times when both a member of the Council on Aging (COA) and a member of the Fire Department would be available. Chairman Hawver stated that she asked the Emprimo family if an arrangement could be made so the COA could use their car wash to wash the Senior Center van. She stated that the Emprimo family made a donation to the COA so they could take the money and wash the van at the car wash whenever needed. The Board thanked Matthew Emprimo and his family for the donation. Selectman Petersen suggested sending the Emprimo family a letter of thanks.

**BERKSHIRE PUBLIC HEALTH ALLIANCE – PERMITTING SOFTWARE:**

Administrator LaBombard explained that the Board of Health is looking into a grant for a program that is similar to the building permitting program. She stated that a letter of intent would need to be signed by the Board to join the Berkshire Public Health Alliance for the online permitting and inspection program. Selectman Smith moved to sign the letter of intent to join the Berkshire Public Health Alliance for the online permitting and inspection program, seconded by Selectman Petersen. The motion carried unanimously.

**TOWN ADMINISTRATOR ITEMS:**

Administrator LaBombard announced that Susan Rathbun has resigned from the Sheffield Police Department and she has accepted the Police Chief position in Hinsdale. Administrator LaBombard and the Board congratulated Ms. Rathbun and wished her luck in her new position. Selectman Smith moved to accept Susan Rathbun's resignation and send her a letter thanking her for her service, seconded by Selectman Petersen. The motion carried unanimously.

Administrator LaBombard thanked residents for continuing to recycle. She stated that the Town has received a rebate in the amount of \$1,741.89 from the Springfield MRF.

Administrator LaBombard stated that Joan Sussman submitted a letter requesting appointment to the Agricultural Commission. She stated that the appointment would be made at a future meeting.

Selectman Smith move to enter Executive Session for the purpose collective bargaining strategy for the Sheffield Patrolman's Association and not return to Open Session, seconded by Selectmen Petersen. The roll call vote was as follows:  
Chairman Hawver – aye

Selectman Smith – aye  
Selectman Petersen – aye

Chairman Hawver adjourned the meeting at 7:58 PM

Respectfully submitted:

Alicia Dulin  
Assistant to the Town Administrator

Documents reviewed at this meeting:  
2016 CDBG Interlocal Agreement  
Letter of Intent to Join Alliance/BRPC Online Permitting and Inspection Program  
Designation of Environmental Certifying Officer  
Letter of Interest ó Agricultural Commission