

**TOWN OF SHEFFIELD  
BOARD OF SELECTMEN  
JULY 5, 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  
Eric R. Munson III, Police Chief

Members of the public

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

**APPROVAL OF MINUTES:**

Selectman Smith moved to approve the minutes from the May 23, 2016, June 6, 2016, June 16, 2016, June 20, 2016 and June 27, 2016 meetings as presented, seconded by Selectman Petersen. The motion carried unanimously. Chairman Hawver abstained from the approval of the May 23, 2016 minutes.

**FY2017 APPOINTMENTS:**

Administrator Labombard read the following list of appointments:

Board of Health ó Eileen Clarke  
Ashley Falls Historic District Commission ó Robert Pasqualina  
Constable ó 1 vacancy - James McGarry, Robert McDonnell  
Board of Registrars ó Eileen Clarke  
Council on Aging ó David Smith, Jr.

She then asked the Board to suspend their appointment policy to appoint Kopelman and Paige as Town Counsel, Scott Smith as Sanitation Inspector and Felecie Joyce as Parking Clerk. Discussion ensued regarding the two candidates for Constable. Selectman Petersen moved to appoint James McGarry as Constable, seconded by Selectman Smith. The motion carried unanimously. Selectman Smith thanked Robert McDonnell for volunteering for the position.

Selectman Petersen moved to appoint the following people:

Board of Health – Eileen Clarke  
Ashley Falls Historic District Commission – Robert Pasqualina  
Board of Registrars – Eileen Clarke  
Council on Aging – David Smith, Jr.

Chairman Hawver seconded. The motion carried unanimously. Selectman Smith abstained from the Council on Aging appointment.

Selectman Smith moved to appoint Kopelman and Paige as Town Counsel, Scott Smith as Sanitation Inspector and Felecie Joyce as Parking Clerk, seconded by Selectman Petersen. The motion carried unanimously.

**FY2017 APPOINTMENT ANNOUNCEMENTS:**

Chairman Hawver read the following list of appointment announcements:

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

Chairman Hawver stated that these appointments would be made at the next meeting. Administrator LaBombard stated that a list of vacant positions will be posted on the Town's website this week.

**RATIFICATION OF THE MODERATOR'S APPOINTMENTS TO THE FINANCE COMMITTEE:**

Chairman Hawver stated that at the Board's last meeting Town Moderator Bill Tighe appointed David Macy and Julie Hannum to the Finance Committee. Selectman Smith moved to ratify the Moderator's appointments of David Macy and Julie Hannum to the Finance Committee, both for three year terms, seconded by Selectman Petersen. The motion carried unanimously. Selectman Smith asked if there were any other applicants for the position. Chairman Hawver stated that there were no other applicants.

**POLICE DEPARTMENT COMPUTER MERGE WITH COUNTY DISPATCH:**

Chief Munson discussed the proposal to merge the Police Department computer system with the Berkshire County Sheriff's Office computer system. He stated that in the long run there would be a significant cost savings to the Town. Chief Munson explained that County Dispatch would then log all of the calls and have reports ready for the officers to fill out when they return to the station. He stated it would also allow the officers to view reports from other police departments. Discussion ensued regarding the costs related to merging with County Dispatch. Selectman Smith moved to accept the proposal to merge with County Dispatch as presented, seconded by Selectman Petersen. The motion carried unanimously.

**VOTE TO SELL CRUISER CAMERAS:**

Chairman Hawver explained that the Town purchased cameras for all of the police cruisers to create a safer environment for the Police Officers, not realizing that the Patrolman's Association would want to bargain the installation of the cameras. She asked the Board if they would like to discuss the possibility of selling the cameras since an agreement with the Sheffield Patrolman's Association can't be reached. Discussion ensued. Chief Munson expressed his disappointment that the cameras are not in use. It was the consensus of the Board to table this discussion for a future meeting when a representative of the Patrolman's Association could be present.

**ONE DAY WINE AND MALT LICENSES – DEWEY HALL, BIG ELM BREWING:**

Chairman Hawver stated that Dewey Memorial Hall has submitted an application for three one day Wine and Malt Beverage licenses for events to be held there on July 15, 2016, August 3, 2016 and October 9, 2016. Selectman Smith moved to approve three one day Wine and Malt Beverage licenses for events to be held at Dewey Memorial Hall on July 15 2016 August 3, 2016 and October 9, 2016 as presented, seconded by Selectman Petersen. The motion carried unanimously.

Chairman Hawver stated that Big Elm Brewing has submitted an application for a one day Wine and Malt Beverage license for a private function to be held at Big Elm Brewing on July

9, 2016. *Selectman Smith moved to approve the one day Wine and Malt Beverage license to Big Elm Brewery for a private function to be held there on July 9, 2016 as presented, seconded by Selectman Petersen. The motion carried unanimously.*

**CURB CUT PERMIT – HOME ROAD:**

Chairman Hawver stated that Solar MA Project Management LLC, Series XVI has submitted an application for three curb cut permits for their property located on Home Road. She stated that there is a map attached to the back of the application that shows the three specific locations of the curb cuts. She also stated that on the curb cut labeled A there is a requirement to clear the brush from both sides of entrance and on all three curb cuts there are requirements that the aprons must be completed before use. Administrator LaBombard stated that the third curb cut is actually located on County Road. *Selectman Smith moved to approve three curb cuts, one located on County Road and two others located on Home Road with the requirements, seconded by Selectman Petersen. The motion carried unanimously.*

**SELECTMEN’S ITEMS:**

Selectman Smith thanked Eileen Clarke for the great job that she did while the Assistant to the Town Administrator was on maternity leave.

**TOWN ADMINISTRATOR ITEMS:**

Administrator LaBombard stated that Transfer Station sticker renewal letters went out in the mail last week and reminded residents that the 2016 sticker must be attached to their car in July. She stated that the cost of Transfer Station stickers is \$165 and \$115 for seniors and reminded residents that if they do not have the 2016 sticker attached to their vehicle by August 1, 2016 they will be denied access to the Transfer Station. There will be a \$10 late fee for any sticker purchased after July 31, 2016 and a \$20 late fee for any sticker purchased after August 31, 2016.

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

Chairman Hawver adjourned the meeting at 7:30 PM.

Respectfully submitted:

Alicia Dulin  
Assistant to Town Administrator

Documents reviewed at this meeting:

List of Appointments

List of Appointment Announcements

Letter from Town Moderator Regarding Finance Committee Appointments

One Day Wine and Malt Beverage License Applications ó Dewey Memorial Hall, Big Elm Brewing

Curb Cut Permit Application ó Home Road, County Road