

**TOWN OF SHEFFIELD  
BOARD OF SELECTMEN  
WORKING SESSION  
JUNE 23, 2014  
TOWN HALL  
7:00 PM**

Board Members Present: David A. Smith, Jr., Chairman  
Nadine A. Hawver, Clerk  
Rene C. Wood

Others Present: Rhonda LaBombard, Town Administrator  
Alicia Dulin, Assistant to the Town Administrator  
Kevin Joyce, Chairman, Park and Recreation Committee  
Grace Campbell, Park and Recreation Committee  
Michael Ovitt, Park and Recreation Committee  
Dennis Sears, Historical Commission

Members of the public

Chairman Smith called the meeting to order at 7:00 PM.

The Board met with the Park and Recreation Committee to discuss guidelines for the use of the Town Park. Grace Campbell submitted draft guidelines. Discussion ensued regarding the draft guidelines. Selectman Wood and Selectman Hawver both suggested taking the line out of the draft guidelines regarding overnights at the Town Park until a policy has been written for overnights. Selectman Wood stated that Kevin Joyce has suggested making the pavilion at the Town Park more handicapped accessible by making the ground and the pavilion lip the same height and making the handicapped parking closer to the pavilion. Selectman Wood moved to adopt the Town Park guidelines with the exclusion of the line regarding overnights and write a separate policy for overnights, seconded by Selectman Hawver. The motion carried unanimously.

Dennis Sears from the Historical Commission was present to discuss a work study program in which college students would from Berkshire Community College, Westfield State University or Massachusetts College of Liberal Arts would help update the Town of Sheffield's historic property records under the supervision of the Historical Commission. Discussion ensued regarding the three different colleges that could participate, liability and the amount of hours the students could work. It was the consensus of the Board to use Berkshire Community College and Massachusetts College of Liberal Arts and set a limit of no more than twenty hours a week that the students can work. Selectman Wood moved to support the Sheffield Historical Commission project and the Town Administrator project using Berkshire Community College and Massachusetts College of Liberal Arts pending legal review and authorize the Town administrator to sign, seconded by Selectman Hawver. The motion carried unanimously.

Administrator LaBombard stated that an application was submitted by Patricia Custer for a One Day Alcohol License for an event to take place at the Town Park on June 29<sup>th</sup>. Administrator LaBombard stated that the event will take place before the next regular meeting and asked the Board to look at it at this meeting. She stated that the liquor liability certificate has been received and that she will pay for license if approved. Selectman Wood moved to approve the One Day Alcohol License for an event to be held at the Town Park on June 29<sup>th</sup> pending payment, seconded by Selectman Hawver. The motion carried unanimously.

Chairman Smith stated that a letter has been received from Superintendent David Hasting stating that on June 12<sup>th</sup> the School Committee voted to authorize the school treasurer to borrow \$150,000 for the purpose of installing air conditioning on the second floor of the High School. Chairman Smith stated that this requires the Board of Selectmen to either give their approval or call a town meeting. Discussion ensued regarding whether to approve the request or call a Special Town Meeting. It was the consensus of the Board that a Special Town Meeting would be the best option if there were other things for a Special Town Meeting Warrant. The Board discussed the other items that could possibly be on a Special Town Meeting Warrant including two zoning issue, a land issue, the air conditioning at the school, new roof and boilers for the school and imminent domain issue. It was the consensus of the Board that Administrator LaBombard find out if the school will be requesting more money in the future for anything else.

Selectman Hawver explained that she and Administrator LaBombard met with Superintendent David Hastings regarding her concern over the school budget. She stated that she thought it was a good discussion and made suggestions such as only hiring one principal instead of two and also evaluating the bus routes. Selectman Wood stated that the School Committee meeting went well, as the School Committee agreed to have a dialogue regarding the community schools. She stated that there needs to be a push to get the Chapter 70 Committee going, as called for by state legislation.

Selectman Hawver explained that she, Claudia Martin and Catherine Miller met to work on details for a Senior Citizen Work Off Program. Selectman Hawver presented draft guidelines of the Senior Citizen Work Off Program for the Board to look at.

Selectman Wood explained that she drafted a letter to Kopelman and Paige requesting a 25% reduction in the legal fees that have been billed since January 10, 2014 due to legal advice that was received from them that is responsible for the course the Primax Properties appeal has taken. Selectman Hawver stated that she went through all of the Primax Properties documents and could not find a blatant error on the part of Town Counsel. She feels uncomfortable voting to send this letter since she has not been a part of the appeal. Selectman Wood stated that she feels that Attorney Joel Bard does share some of the error because he should have told the Board of Selectmen that when the Planning Board needed to be brought in to the conversation regarding the Primax Properties appeal. Selectman Hawver stated that she would not sign the letter to Kopelman and Paige. Selectman Wood moved to submit the letter to Kopelman and Paige requesting a 25% reduction in the legal bills from January 10, 2014 to present, seconded by Chairman Smith. Chairman Smith stated that he also feels uncomfortable signing the letter because he has not been a part of the appeal either. The motion died 2-1.

Administrator LaBombard stated that a quote of \$8,000 has been received to move the Accountant upstairs. She also stated that the server between the Assessor and Collector needs to be replaced and that Assessor Tammy Blackwell has offered to pay for that out of her budget. Selectman Wood moved to take up to \$9,000 out of the Berkshire School Account to pay for the initial software, hardware and services to move the Town Accountant upstairs, seconded by Selectman Hawver. The motion carried unanimously.

Administrator LaBombard stated that we will be over the budget for energy and stated that some of the departments with excess money in their budgets have offered to pay some energy bills. She stated that the budget was over due to the Fire Department having an inefficient furnace. She stated that Eric Carlson is donating a new furnace and has offered to install it free of charge.

Selectman Wood explained that she drafted a letter to the Senate Committee on Ways and Means to express concern regarding S.2183 which is an Act upgrading mobile broadband coverage in the Commonwealth. The letter urges them not to favorably report this bill out of their Committee because of concern that the bill will annul all zoning and local review. Chairman Smith thanked Selectman Wood for taking time to draft the letter. Selectman Hawver moved to send the letter to the Senate Committee on Ways and Means regarding opposition to S.2183 as drafted, seconded by Chairman Smith. The motion carried unanimously.

Selectman Wood moved to enter into Executive Session for the purpose of litigation strategies regarding Primax Properties and to not return to Open Session, seconded by Selectman Hawver. The roll call vote was as follows:

Chairman Smith – aye

Selectman Hawver – aye

Selectman Wood – aye

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

Chairman Smith adjourned the meeting at 8:53

Respectfully submitted:

Alicia Dulin  
Assistant to Town Administrator

Documents were reviewed at this meeting:  
Draft Town Park Guidelines  
Historical Commission – Work Study Program  
One Day Alcohol License Application – Patricia Custer  
School Committee Vote to Borrow Letter  
Senior Work Off Program Draft  
Draft Letter to Kopelman And Paige  
Draft Letter to Senate Committee on Ways and Means