

**TOWN OF SHEFFIELD  
BOARD OF SELECTMEN  
FEBRUARY 18, 2020  
TOWN HALL  
7:00 PM**

Board Members Present: Rene C. Wood, Chairman  
Nadine A. Hawver, Clerk  
Martin C. Mitsoff

Others Present: Rhonda LaBombard, Town Administrator  
Jill Hughes, Assistant to Town Administrator  
Members of the public

Chairman Wood opened the meeting at 7:00 PM.

Chairman Wood stated that the Board would take public comment now and at the end of the meeting.

Garry Ovitt stated his concerns with the recent Zoning Board of Appeals meeting and the Zoning Bylaws.

Kristie Agar stated her concerns with the recent Zoning Board of Appeals meeting.

Wayne Wilkinson stated his concerns with the recent Zoning Board of Appeals meeting.

Megan Gawel stated her concerns with the recent Zoning Board of Appeals meeting.

Ed Ustico stated his concerns with the recent Zoning Board of Appeals meeting and the Zoning Bylaws.

The Board thanked the residents for their concerns and stated that Zoning Board of Appeal decisions are not within the Board's purview.

**APPROVAL OF MEETING MINUTES:**

Selectman Mitsoff moved to approve the meeting minutes from February 3, 2020 – 3 sets and February 6, 2020, seconded by Selectman Hawver. The motion carried unanimously.

**7:00 PM PUBLIC HEARING – COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG):**

Selectman Mitsoff moved to open the public hearing for the CDBG grant application, seconded by Selectman Hawver. The motion carried unanimously.

Patricia Mullins from Berkshire Regional Planning Commission was present to discuss the CDBG grant application for FY20. She stated that Dalton was the lead community and would be partnering with Sheffield, Becket and Stockbridge and the grant is for \$1.3 million. Ms. Mullins stated that Sheffield would only be doing the housing rehabilitation program because the ADA improvements were completed with a prior grant. She stated that the housing rehabilitation is for low to moderate income homeowners for a maximum of \$40,000 per unit. A discussion ensued.

Selectman Mitsoff moved to close the public hearing, seconded by Selectman Hawver. The motion carried unanimously.

**DISCUSSION/POSSIBLE ACTION REGARDING AGREEMENT WITH BERKSHIRE REGIONAL PLANNING COMMISSION FOR CDBG:**

Selectman Hawver moved to enter into the Inter-Local Agreement for multi-town participation in the FY20 Community Development Block Grant and to authorize the Chairman to sign on behalf of the Board, seconded by Selectman Mitsoff. The motion carried unanimously.

**ACTION REGARDING LETTER OF SUPPORT AND TOWN CONTRIBUTION FOR CDBG:**

The Board reviewed the letter of support to Undersecretary Maddox regarding the FY20 Community Development Block Grant. A discussion ensued regarding the Town's contribution for the housing rehabilitation program if the grant is awarded. Selectman Hawver moved to send the letter of support as drafted and to commit to making a contribution of \$5,000 to the program, seconded by Selectman Mitsoff. The motion carried unanimously.

Discussion ensued regarding the joint authorization letter. Selectman Hawver moved to authorize the Town Administrator to sign the joint authorization letter, seconded by Selectman Mitsoff. The motion carried unanimously.

**ONE DAY WINE AND MALT LICENSE APPROVAL – BERKSHIRE SCHOOL:**

The Board received a One Day Wine and Malt License application from Berkshire School for the alumni reunion weekend event to be held on June 5, 2020 and June 6, 2020. Selectman Hawver moved to approve the One Day Wine and Malt Beverage License application from Berkshire School for the alumni reunion weekend event to be held on June 5, 2020 and June 6, 2020, seconded by Selectman Mitsoff. The motion carried unanimously.

**ACTION REGARDING FY21 AGREEMENT WITH BERKSHIRE COUNTY SHERIFF'S OFFICE FOR EMERGENCY COMMUNICATIONS:**

Administrator LaBombard stated that an Agreement for Emergency Communication Services for FY21 was received from the Berkshire County Sheriff's Office and an invoice in the amount of \$10,909.69. She stated that the Berkshire County Sheriff's Office provides dispatch services for the Town. A discussion ensued. Selectman Hawver moved to enter into an Agreement with the Berkshire County Sheriff's Office for FY21 for \$10,909.69, seconded by Selectman Mitsoff. The motion carried unanimously.

**MVP GRANT ANNOUNCEMENT AND UPDATE:**

Administrator LaBombard stated that the Town was awarded a Municipal Vulnerability Preparedness (MVP) Action Grant along with the Towns of New Marlborough and Sandisfield in the amount of \$123,972. She stated that the Town will be completing a rural dirt road assessment and a pilot program for Weatogue Road. Administrator LaBombard stated that a kick-off meeting will be scheduled in the future where they would receive public input. Chairman Wood thanked Administrator LaBombard for her hard work. Administrator LaBombard stated that BSC Group was instrumental in helping the Town apply for the grant.

**APPOINTMENT ANNOUNCEMENT – RECYCLING COORDINATOR:**

Administrator LaBombard announced that the Board received a letter of interest from Rene Wood for appointment as the Recycling Coordinator. She stated that the Board would take action on the appointment at the next meeting.

**APPOINTMENT – BOARD OF ASSESSORS:**

Chairman Wood stated that David Smith, Jr., Lou Levine, Robert Weitz and Catherine Miller were announced for appointment to the Board of Assessors at a prior meeting. Selectman Mitsoff moved to appoint David Smith, Jr. and Lou Levine to the Board of Assessors, seconded by Selectman Hawver. The motion carried unanimously. Administrator LaBombard stated that there will possibly be another opening on the Board in the fall.

**REST OF RIVER UPATE:**

Chairman Wood stated that announcement has been made regarding the Rest of River settlement for the Housatonic River clean-up. She stated that settlement information is available on the Town's website. Chairman Wood stated that there are public information sessions that will be held on February 19<sup>th</sup>, February 20<sup>th</sup>, and March 5<sup>th</sup>.

**CENSUS UPDATE:**

Chairman Wood reminded residents that the Census will be sent out to rural address delivery and that Sheffield will also be mailing postcards to Post Office box holders telling them how to find the Census online as no mailings will come from the Census Bureau to PO Box holders. She stated that the Library, Town Hall and Senior Center will have a Census access and education to help residents fill out their Census forms.

**DISCUSSION/POSSIBLE ACTION REGARDING GREEN COMMUNITIES****WARRANT ARTICLE:**

Chairman Wood stated that she drafted two Warrant Articles. The Board reviewed the Stretch Code Warrant Article and the By-Right Solar Photovoltaic Overlay District Warrant Article. She stated that she will be meeting with the Planning Board to review. A discussion ensued. The Board will discuss the matter at their March 2<sup>nd</sup> meeting.

**APPEAL FOR VOLUNTEERS:**

Selectman Mitsoff announced the following vacancies on Town Boards and Committees:

Agricultural Commission – 2 vacancies  
Agricultural Commission Alternate – 2 vacancies  
Ashley Falls Historic District Commission – 2 vacancies  
BRPC Delegate – 1 vacancy  
Emergency Management Coordinator – 1 vacancy  
Five Town Cable Advisory – 2 vacancies  
Historical Commission – 1 vacancy  
Housing Commission – 4 vacancies  
Housing Commission Alternate – 2 vacancies  
Park and Recreation – 4 vacancies  
Public Weigher – 4 vacancies  
Recycling Coordinator – 1 vacancy

Chairman Wood stated that the BRPC Delegate has to be a member of the Planning Board.

**SELECTMEN'S ITEMS:**

Selectman Mitsoff thanked Administrator LaBombard and BSC Group for their work on the MVP Grant.

Selectman Mitsoff thanked Chairman Wood for her work on the Rest of River Agreement.

Chairman Wood reminded residents that the Primary Election is on March 3<sup>rd</sup> and that nomination papers are available for Town elected positions.

**TOWN ADMINISTRATOR ITEMS:**

Administrator LaBombard stated that the Board received a contract with Berkshire Regional Planning Commission (BRPC) - Berkshire Public Health Alliance (BPHA) for FY20 Board of Health inspections. A discussion ensued. Selectman Hawver moved for the Board to authorize Administrator LaBombard to sign the Agreement with Berkshire Regional Planning Commission for Board of Health inspections, seconded by Selectman Mitsoff. The motion carried unanimously.

**PUBLIC COMMENT:**

Bob Kilmer stated his concerns with the Zoning Board of Appeals meeting and the Zoning Bylaws.

Wayne Wilkinson reiterated his concerns with the recent Zoning Board of Appeals meeting and the Zoning Bylaws.

Garry Ovitt reiterated his concerns with the recent Zoning Board of Appeals meeting and the misunderstanding about motocross riding.

Rob Meyer spoke in support of motocross riding.

Mike Stevens stated his support for motocross riding.

Chairman Wood encouraged residents to go to the Planning Board with their concerns regarding the Zoning Bylaws.

Sari Hoy thanked residents for voicing their concerns.

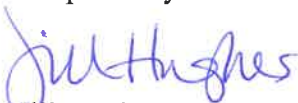
Chairman Wood stated that the Zoning Board of Appeals matter will be discussed at the next Board meeting.

Brad Licht spoke in support of motocross riding.

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

Chairman Wood adjourned the meeting at 8:22 PM.

Respectfully submitted:



Jill Hughes  
Assistant to Town Administrator

Documents reviewed at this meeting:  
Meeting Minutes  
Inter-Local Agreement for CDBG  
Draft Letter of Support for CDBG  
One Day Wine & Malt License Application  
FY21 Agreement for Emergency Communication Services  
MVP Action Grant

Letter for Appointment  
List of Appointments  
List of Board and Committee Vacancies  
Draft Stretch Code Warrant Article  
Draft By-Right Solar Photovoltaic Overlay District  
BRPC Contract for Inspections