

**TOWN OF SHEFFIELD
BOARD OF SELECTMEN
JUNE 1, 2020
VIRTUAL MEETING
7:00 PM**

Board Members Present: Rene C. Wood, Chairman
Martin C. Mitsoff
Robert C. Kilmer, Jr.

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.

APPROVAL OF MEETING MINUTES:

Selectman Mitsoff moved to approve the meeting minutes from May 18, 2020, seconded by Selectman Kilmer. The motion carried as follows:

Chairman Wood – Aye

Selectman Mitsoff – Aye

Selectman Kilmer – Aye

RATIFICATION OF MODERATOR'S APPOINTMENT TO THE FINANCE COMMITTEE:

Moderator Bill Tighe stated that Emily Davis's term is up on the Finance Committee. Moderator Bill Tighe stated that he would like to appoint Nadine Hawver for a three year term to the Finance Committee. Selectman Kilmer moved to ratify Moderator Tighe's appointment of Nadine Hawver for a three year term to the Finance Committee, seconded by Selectman Mitsoff. The motion carried as follows:

Chairman Wood – Aye

Selectman Mitsoff – Aye

Selectman Kilmer – Aye

MODERATOR'S APPOINTMENT TO REGIONAL DISTRICT PLANNING COMMITTEE:

Moderator Tighe appointed Jonathan Bruno to the Regional District Planning Committee. Chairman Wood stated that the Board would send him a letter.

DISCUSSION/ACTION REGARDING ANNUAL TOWN MEETING:

Administrator LaBombard stated that the Town Meeting Warrant was sent to Town Counsel for review. She stated that the Warrant has thirty articles and asked the Board if they wanted to proceed or if they wanted a shortened version with only budget Articles and schedule a Special Town Meeting later. A discussion ensued. Administrator LaBombard stated that the Annual Town Meeting is scheduled for June 29th at 7pm in the auditorium at Mount Everett. She stated that the Board received an email from Superintendent Beth Regulbuto regarding safety measures. A discussion ensued. Selectman Mitsoff and Selectman Kilmer stated they were in favor of holding one meeting with all articles. Chairman Wood stated she would reach out to Superintendent Regulbuto regarding safety protocols. Chairman Wood stated that the Board looked into an electronic voting system to be used at Town Meeting. A discussion ensued. A demonstration on the electronic voting will be scheduled so that Moderator Bill Tighe and Selectman Kilmer can view.

AWARD SUMMER PAVING BID:

Administrator LaBombard stated that three bids were received for summer paving. She stated that we are waiting for the Procurement office to answer some questions. A discussion ensued. It was the consensus of the Board to defer the matter to their Thursday meeting.

APPOINTMENT – ASHLEY FALLS HISTORIC DISTRICT COMMISSION:

Administrator LaBombard stated that the Board previously announced Nicholas Greene's request for appointment to the Ashley Falls Historic District Commission. Selectman Mitsoff moved to appoint Nicholas Greene to the Ashley Falls Historic District Commission for a three year term, seconded by Selectman Kilmer. The motion carried as follows:

Chairman Wood – Aye

Selectman Mitsoff – Aye

Selectman Kilmer – Aye

APPOINTMENT TO BERKSHIRE REGIONAL TRANSIT AUTHORITY ADVISORY BOARD:

Administrator LaBombard stated that the Board received a letter from Berkshire Regional Transit Authority requesting the Board appoint a representative for the Town. A discussion ensued. Administrator LaBombard stated that anyone interested should send a letter to the Board.

APPOINTMENT ANNOUNCEMENTS FOR FY21:

Administrator LaBombard read the following list of applicants for appointments for FY21:

Position	Term	# of Vacancies	Applicants
Agricultural Commission	3 year	4 Vacancies	Kathy Orlando
BRPC Delegate Alternate	1 year	1 Vacancy	Rene Wood
Board of Registrars	3 year	1 Vacancy	Patricia Sadera
Building Inspector	1 year	1 Vacancy	Paul Greene
Cemetery Commission	3 year	1 Vacancy	Mahlon Parsons- currently serving
	3 year		Pat Levine
Conservation Commission	3 year	1 Vacancy	Don Ward
Constable	1 year	2 Vacancies	Bruce Person
	1 year		James McGarry
Council on Aging	3 year	3 Vacancies	Nadine Hawver
	3 year		Michelle Harwood
Cultural Council	3 year	2 Vacancies	Amy Rudnick
Electrical Wiring Inspector	1 year	1 Vacancy	Michael Leining
Assistant Electrical Wiring Inspector	1 year	1 Vacancy	Butch Ray
Gas & Piping Inspector	1 year	1 Vacancy	Robert Krupski
Gas & Piping Insp Assistant	1 year	1 Vacancy	Robert Gennari
Parking Clerk	1 year	1 Vacancy	Felecie Joyce
Plumbing Inspector	1 year	1 Vacancy	Robert Krupski

Police Officer - Full-Time	3 year	1 Vacancy	Hunter Lucey
Director of the COA	3 year	1 Vacancy	Kathie Loring
Town Counsel	1 year	1 Vacancy	KP Law
Veteran's Agent	1 year	1 Vacancy	Laurie Hils
Zoning Board of Appeals	3 year	2 Vacancies	Allison Lasso
	3 year		Mark Bachetti
Zoning Board of Appeals Alternate	1 year	2 Vacancies	Catherine Miller
	1 year		Rene Wood

Chairman Wood stated that action on the above appointments will take place at the Board's June 15, 2020 meeting.

Administrator LaBombard read the following list of Board, Committee and Commission vacancies for FY21:

Position	Term	# of Vacancies
Agricultural Commission	3 year	3 vacancies
Agricultural Commission, Alternate	1 year	2 vacancies
Ashley Falls Historical District Commission	3 year	3 vacancies
Council on Aging	3 year	1 vacancy
Cultural Council	3 year	1 vacancy
Commission on Disabilities	3 year	2 vacancies
Emergency Management Coordinator	1 year	1 vacancy
Fire Chief	1 year	1 vacancy
5 Town Cable Committee	3 year	2 vacancies
Health Inspector	1 year	1 vacancy
Historical Commission	3 year	2 vacancies
Planning Board, Alternate	1 year	1 vacancy
Police Officer-Reserve Intermittent	3 year	1 vacancy
Public Weigher	1 year	4 vacancies
Sanitation Inspector	1 year	1 vacancy
Southern Berkshire District Veterans Service Delegate	1 year	1 vacancy
Veterans' Grave Officer	1 year	1 vacancy

DISCUSSION/ACTION REGARDING PD AND FD ACCIDENT INSURANCE RENEWAL:

Administrator LaBombard stated that they received a renewal quote for the Police and Fire Accident Insurance. She stated the current policy costs \$23,120. A discussion ensued. The

Board asked Administrator LaBombard to find out how much the maximum coverage would cost. The matter will be discussed at the Board's meeting on Thursday.

DISCUSSION/POSSIBLE ACTION REGARDING BOARD AND COMMISSION HANDBOOK:

Chairman Wood stated that she has made some updates to the Board and Commission handbook and would like the Board to review it at their June 15th meeting.

DISCUSSION REGARDING BERKSHIRE COUNTY MOSQUITO CONTROL:

Chairman Wood stated that she had received questions from residents regarding mosquito control. She stated that mosquito spraying will begin on June 4th until October 1st and that information on the program will be sent via email blast and will be available on the website.

DISCUSSION AND AUTHORIZATION TO APPLY FOR CARES FUNDING:

Chairman Wood asked that the matter be deferred to the Board meeting on Thursday.

DISCUSSION/POSSIBLE ACTION REGARDING POLLINATOR-FRIENDLY COMMUNITY RESOLUTION:

Chairman Wood stated that the Agricultural Commission drafted a Pollinator-Friendly Community Resolution and has asked the Board to adopt it. A discussion ensued. Selectman Mitsoff moved to accept the Town of Sheffield Pollinator-Friendly Community Resolution with the support of the Agricultural Commission, seconded by Selectman Kilmer. The motion carried as follows:

Chairman Wood – Aye

Selectman Mitsoff – Aye

Selectman Kilmer – Aye

Chairman Wood stated the Resolution would be posted to the website.

TOWN BUILDING REOPENING UPDATE:

Administrator LaBombard stated that at their meeting last week the Board voted to keep Town Hall closed to the public until June 15th while they work on renovations for employee safety. She stated that the Board has scheduled a COVID-19 meeting for June 10th and will further discuss renovations and closure.

DISCUSSION/ACTION REGARDING CDBG LETTER OF SUPPORT:

Chairman Wood stated that Berkshire Regional Planning Commission asked for the Board to write a letter of support for the Town of Lenox CDBG COVID-19 application for Micro-business funding. The Board reviewed and discussed the draft letter. Selectman Mitsoff moved to send the letter to Jennifer Maddox supporting the Town of Lenox CDBG COVID-19 application for Micro-business funding as presented, seconded by Selectman Kilmer. The motion carried as follows:

Chairman Wood – Aye

Selectman Mitsoff – Aye

Selectman Kilmer – Aye

CENSUS UPDATE:

Chairman Wood stated that Census packets were being placed on doorsteps in town. She stated that the Senior Center is taking calls and helping residents over the phone with Census questions. A discussion ensued.

SELECTMEN'S ITEMS:

Chairman Wood stated that there are two virtual meetings that will be held on June 10th and June 23rd at 6:30 PM regarding the Green Communities Act.

TOWN ADMINISTRATOR ITEMS:

There were no Town Administrator items.

PUBLIC COMMENT:

There was no public comment.

Selectman Mitsoff moved to adjourn the meeting, seconded by Selectman Kilmer. The motion carried as follows:

Chairman Wood – Aye

Selectman Mitsoff – Aye

Selectman Kilmer – Aye

Chairman Wood adjourned the meeting at 7:55 PM.

Respectfully submitted:



Jill Hughes

Assistant to Town Administrator

Documents reviewed at this meeting:

Meeting Minutes

Draft Annual Town Meeting Warrant

Letter of Interest – Ashley Falls Historic District Commission

BRTA Advisory Board Memo

List of Board, Committee & Commission Appointments FY2021

List of Board, Committee & Commission Vacancies FY2021

PD & FD Accident Insurance Renewal

Pollinator-Friendly Community Resolution

Draft Letter to Jennifer Maddox