

**TOWN OF SHEFFIELD
PLANNING BOARD
NOVEMBER 8, 2017
FIRST FLOOR MEETING ROOM
7:00 PM**

Board Members Present: James T. Collingwood, Jr., Chairman
Marie Massini-Reynolds
Kenneth Smith
Dale Martin
George Oleen

Others Present: Members of the Public (see sign in sheet)

Chairman Collingwood called the meeting to order at 7:00 p.m.

ANR Requests: Michael Gigliotti from Sackett Survey Services was present with a Form A. Chairman Collingwood noted that the application was not stamped in by the Town Clerk; therefore the Board could not review or discuss it. Mr. Gigliotti excused himself for a few moments to make a phone call.

Discussion on Medical Marijuana: There was no discussion on the topic.

Approval of Minutes: The Board reviewed draft meeting minutes of October 25, 2017. *G. Oleen motioned, with a second from K. Smith to approve the October 25, 2017 minutes as written. The motion passed 5-0.*

December Meeting Schedule: The Board's second meeting in December would be two days after Christmas. It was the consensus of the Board to only meet on December 13, 2017.

Review Mail: The Board reviewed the following:

- Memo from Jill Hughes regarding a proposal for a new procedure for bill paying. A discussion ensued. *K. Smith motioned, with a second from D. Martin to allow Jill Hughes to sign off on the bills payable sheet and give a copy to the Board. The motion passed 5-0.*
- Town of Egremont Zoning Board of Appeals, Notice of Decision of for a variance for Donna Leep & Donald Waite, property at 64 Main Street.

Bills Pending: There were no bills to approve.

Public Inquiries: There were no public inquiries. Chairman Collingwood asked if the Board had any concerns. K. Smith stated that the training he planned on attending at Berkshire Regional Planning was canceled. He may attend the 5th Thursday meeting. Chairman Collingwood informed the Board that he spoke to Building Inspector Tom Carmody and he is planning on attending the November 15th zoning seminar in Holyoke.

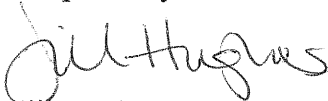
Michael Gigliotti asked about the procedure for submitting a Form A. Chairman Collingwood stated that the application and the survey maps have to be stamped in by the Town Clerk and then they are given to the Board to review at their meeting. Mr. Gigliotti stated that he will come back to Town Hall during business hours to see the Town Clerk.

K. Smith motioned, with a second from G. Oleen to adjourn the meeting. The motion passed 5-0.

The meeting adjourned at 7:11 pm.

The following documents were reviewed during the Board's meeting and have been retained as required by the Massachusetts Public Retention Policy: Sign in sheet, Draft 10/25/17 meeting minutes, Memo from Jill Hughes, Public notice from Egremont.

Respectfully submitted by:

A handwritten signature in cursive script, appearing to read "Jill Hughes".

Jill Hughes
Recording Secretary

Sheffield Planning Board

Date: November 8, 2017

Name – PLEASE PRINT	Street, Town
1. <u>Michael Gigliotti</u>	<u>Sackett Survey Services Pittsfield</u>
2. <u>Kerry Douglas</u>	<u>SLT 805 Barnum Sheff-</u>
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
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