

TOWN OF SHEFFIELD

2013 ANNUAL REPORT



Municipal Profile

Area in Square Miles	48.54
Elevation648' to 2,050'
Elevation at Town Hall675' above sea level

Population:

Federal Census - all residents	3,335
2013 Annual Town Census - all residents	3,4243

Registered Voters, December 31, 2013

2,271

Miles of States Highway	17.75
Miles of Town & Country Roads84

Open Space Acreage:

Federal Land	1,036.08
State Land	1,800.67
Town Land283.84
Private Land Conservancy Organization	2,083.94

Legislators:

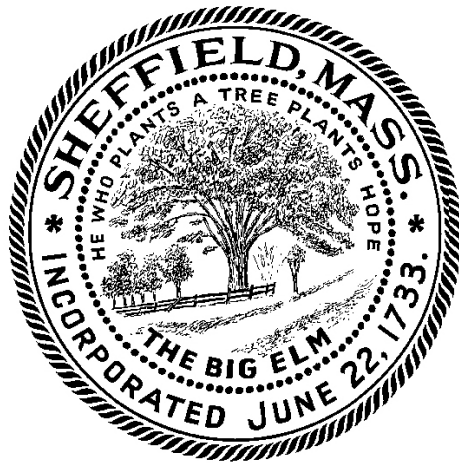
US Senator	Elizabeth Warren
US Senator	Edward Markey
US Congressman	Richard Neal
State Senator	Benjamin B. Downing
State Representative	William "Smitty" Pignatelli

Community Profile Statement:

The Town of Sheffield is located in the Housatonic River Valley at the southern end of Berkshire County. With two distinct villages, Sheffield and Ashley Falls, the Town's development pattern has been greatly influenced by its physical features: the Housatonic River and its wide floodplain; the Schenob Brook wetland complex; and the steep slopes of the Berkshire Hills on the east and the Taconic Range on the west. The oldest town in Berkshire County, the community has maintained its rich historical character. Noted for its deep agricultural soils, much of Sheffield remains open and in agricultural production. The combination of wide-open river valley, mountain vistas and active farmland, residents feel makes Sheffield one of the most beautiful towns in the Commonwealth.

Front Cover: Hubbard Brook
Photograph by John Kuhn

ANNUAL REPORT
OF THE
TOWN OF
SHEFFIELD
MASSACHUSETTS



For the Year Ending December 31, 2013

This year's Town Report is dedicated to the following residents for their many years of service to the Town.

Richard M. Boardman

Richard Kirchner

George Oleen

Barbara West

This report is also dedicated in memory of Eric Blackburn, who served on various Boards and Committees throughout the years.

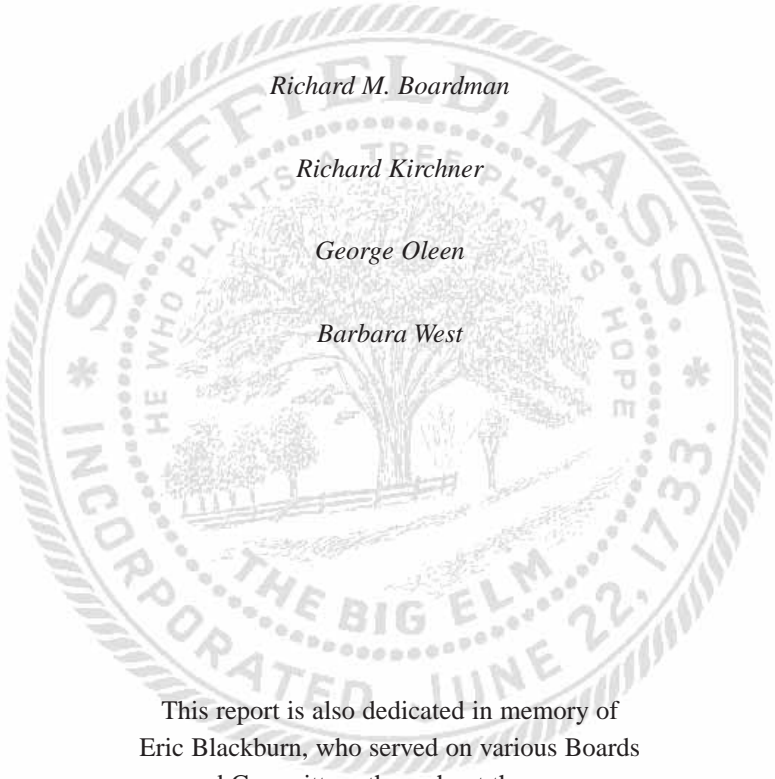


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Town Office Hours / Regular Meetings

HOURS:

Assessors (229-7000 x155)

9:00 am - 1:00 pm, M - F

Police Dept. (229-8522)

9:00 am - 4:00 pm, M - F

Town Administrator (229-7000 x152)

9:00 am - 4:00 pm, M - F

Town Clerk (229-7000 x151)

9:00 am - 4:00 pm, M - F

Treasurer/Tax Collector's Office

(229-7000 x153, x154)

9:00 am - 4:00 pm, M - F

Transfer Station Hours

1:00 pm to 4:00 pm, Tuesday

1:00 pm to 4:00 pm, Friday

8:00 am to 4:00 pm, Saturday

8:30 am to 2:00 pm, Sunday

Bushnell Sage Library (229-7004)

10:00 am - 5:00 pm, Tu, W, Th, Sa

10:00 am - 8:00 pm, Friday

2:00 pm - 5:00 pm, Sunday

Building Inspector (229-7000 x156)

7:00 am to 4:00 pm, Monday

7:00 am to 4:00 pm, Tuesday

11:00 am to 6:00 pm, Thursday

11:00 am to 4:00 pm, Friday

Senior Center

(229-7037)

9:00 am - 2:30 pm, M - F

REGULAR MONTHLY MEETINGS: (other meetings may be called when necessary, and are posted at least 48 hours prior, unless for an emergency)

Board of Health

2nd Monday, 6:00 pm

Board of Selectmen

1st, 3rd and 4th Mondays, 7:00 pm. If such Monday is a State holiday, the Board may meet on Tuesday of that week.

Conservation Commission

2nd and 4th Mondays

7:00 pm

Council on Aging

3rd Friday, 9:00 am

Finance Committee

As needed

Planning Board

2nd and 4th Wednesdays, 7:00 pm

Southern Berkshire Regional School Committee (229-8778)

1st and 3rd Thursdays, 7:00 pm

Zoning Board of Appeals

As needed

Town website - sheffieldma.gov - check calendar for updated meeting schedules

IMPORTANT TELEPHONE NUMBERS

DIAL 911 FOR EMERGENCY:

Police, emergency911	Sheffield Post Office229-8772
Police, non-emergency229-8522	Ashley Falls Post Office229-8048
Fire Dept., non-emergency229-7033	Library229-7004
Fire Dept. (Burning permit)229-7034	Town Hall Fax229-7010
Ambulance528-3900	Senior Center229-7037
Veterans' Services528-1580	Highway Dept.229-7030

Elected Town Officials

OFFICE	NAME	TERM EXPIRES
Moderator	Bruce H. Person	2014
Board of Selectmen	Julie M. Hannum, Chairman	2014
	Rene C. Wood, Clerk	2015
	Vacant	2016
Board of Library Trustees	John Downie	2016
	Betty LeGeyt	2015
	Jane Nye	2014
Planning Board	David A. Smith Sr., Chairman	2016
	Margaret Martin	2016
	Peter Cherneff	2015
	James T. Collingwood Jr.	2014
	Maria Nation	2015

Town Officers

Town Administrator	Rhonda LaBombard
Asst. to Town Administrator	Alicia Dulin
Chief of Police	Eric R. Munson, III
Police Sergeant	Ryan Kresiak
Constables	James M. McGarry Bruce H. Person
Fire Chief	Richard A. Boardman
Highway Superintendent	Edward Lord
Town Clerk	Felecie O. Joyce
Asst. Town Clerk	Jill Hughes
Treasurer/Tax Collector	Michael C. Ovitt
Asst. Treasurer/Tax Collector	Barbara A. Roraback

Library Director	Karen Lindquist
Town Accountant	James V. McCormack
Town Counsel	Kopelman & Paige, P.C.
Building Commissioner & Zoning Enforcement Officer	Thomas Carmody
Electrical Inspector	Richard Cappadona
Asst. Electrical Inspector	Butch Ray
Emergency Management Coordinator	Edward G. McCormick
Plumbing & Gas Inspector	Robert Krupski
Asst. Plumbing & Gas Inspector	Robert Gennari
Fire Safety Inspector	Richard A. Boardman, Jr.
Firefighters	Craig Bachetti Nick Ball Peter Batacchi Robert Beham Anthony Bleau Douglas Blume Ron Bubak Adam Carlotto James Foster Michael Funk Brent Getchell Joseph Glaszcz Daniel Hamill Stephen Hyer Jake Hunker Robert Kilmer Kevin Learnard Kyle Legeyt-McLoughlin Robert Martin Malcolm McCain Martin Mitsoff Brian Ovitt Michael Ovitt Robert Poulter John Pshenishny Michael Ramella

Randy Robarge
Mark Robitaille
Jason Smith
David Ullrich
John J. Ullrich
Wayne Wilkinson
Trevor Williamson
Marc Wysocki

Police Officers

Justin Biasin
Andrew Carlson
Brian D. Fahey
Scott A. Farrell
Graham M. Frank
Jacob Gonska
Daniel T. Hamill
Christopher Jackson
Gary Mitchell
David Moynahan
Michael C. Ovitt
Brennan Polidoro
Susan Rathbun
Richard L. Robarge
Tricia Wilkinson

**Animal Inspector & Animal
Control Officer**

Martin Clark

Principal Assessor

Tammy L. Blackwell

Health Inspector

Sally Munson

Parking Clerk

Felecie O. Joyce

Sanitation (Title 5) Inspector

Scott Smith

Chief Procurement Officer

Rhonda LaBombard

Recycling Coordinator

David J. Steindler

Senior Center Director

John Arthur Miller

**Asst. to the Senior
Center Director**

Nadine Hawver

Veterans' Agent

Laurie Hils

Town Boards, Committees, Commissions

	Term Expires
Agricultural Commission	Louis Aragi Jr. 2014
	Kathy Orlando 2014
	Morvin Allen 2014
	Bruce Howden 2016
	James Kelly 2016
	James Larkin 2016
	Edwin J. Dobson, Alternate 2014
Ashley Falls Historic District Commission	Richard Cherneff 2015
	Peter Rawson 2014
	Richard Swiatek 2014
	Sandra Preston 2013
	Robert Pasqualina 2013
	John James 2013
Board of Assessors	Tammy L. Blackwell, Chairman 2016
	Vacant 2015
	Christopher Lamarre 2016
Board of Health	Priscilla Cote, Chairman 2016
	Joel Weiss 2014
	Rene C. Wood 2015
	Scott Smith 2016
	Fred Panitz 2014
Board of Registrars	Patricia Sadera 2014
	Elizabeth Smith 2014
	Marjorie E. Consolini 2016
	Felecie O. Joyce, Town Clerk 2015
Commission on Disabilities	Laura Grunfeld 2016
	David Wells 2014
	Gail Mullen 2016
	Lakhan Verma 2015

**Term
Expires**

Conservation Commission	Donald Ward, Chairman	2014
	Cheryl Blackburn	2015
	Howard Chezar	2015
	James T. Collingwood Sr.	2015
	Peter Stiglin	2016
Council on Aging	Jeff Browne, Chairman	2014
	Michelle Harwood	2014
	Dorris Van Deusen	2015
	Richard Magenis	2015
	Janet Stanton	2015
	Helen Johnston	2014
	Anne T. Hyatt	2014
	Carol Sica	2016
	Kathy Staropoli	2016
	Annie Ryder	2016
David A. Smith, Jr.	2016	
Finance Committee	David J. Steindler, Chairman	2014
	Colin Smith, Vice Chairman	2015
	John A. James	2015
	David D. Macy	2016
	Jennifer Goewey	2016
Five Town Cable Advisory Committee	John Londoner	2016
Historical Commission	H. Dennis Sears, Chairman	2015
	Kathy Orlando	2016
	Jeff Waingrow	2013
	Catherine Miller	2015
	Pat Elsbach	2016
	Gay Tucker	2014
	Michael King	2014
	Jeffrey Waingrow	2016
Housing Commission	Michael Citrin, Chairman	2014
	Marilyn Wightman	2015
	John Stookey	2015
	Kathy Orlando	2015
	Christine Ludwiszewski	2014

**Term
Expires**

Cultural Council	Trudy Weaver Miller, Chairman 2016 Sally Cook 2014 Wendy Casey 2015 Katherine Ness 2015 David Reed 2015 David A. Smith, Jr. 2016
SBRSD Committee	E. Bonnie Silvers 2014 H. Dennis Sears 2014 Arthur Batacchi 2016 Vito Valentini 2016
Park and Recreation Committee	Michael Ovitt 2016 Grace Campbell 2016 Joe Wilkinson 2016 Kevin Joyce 2016
Zoning Board of Appeals	Bart Elsbach, Chairman 2014 Eric Carlson 2016 Allison Lasso 2014 Trudy Weaver-Miller 2016 Greig Sedor, Associate Member 2014

Town Delegates

Berkshire Country Regional Planning Commission	Rene Wood, Alternate2014
District Dept. of Veterans' Services	Richard J. Kirchner2014

Town Employees

Treasurer/Collector's Office	Bonnie Bonn-Buffoni
Highway Department Staff	Ryan Shimmon Thomas Reynolds Mark Anelli
Library Staff	Helen Baldwin Jacqueline Connell Molly Goodchild Frederic Gordon Brece Honeycutt Melissa Joyce Grace Lanoue Lesley Moran Jessica Roseman Ken Powers, Custodian
Police Station Custodian	Nancy Marshall
Town Hall/ Senior Center Custodian	Marjorie Smith
Transfer Station Attendants	Donald Wilson, Head Attendant Dianne Farnham Janet Hogelin Rose Cronk
Town Hall Support Staff	Jill Hughes

Report of the Board of Selectmen

As the chief policy-making board, the Board of Selectmen is vested with the executive powers of the Town of Sheffield. An appointed Town Administrator assists the Board with its official business, provides day-to-day oversight of town activities, and supervises town personnel. The Selectmen also appoint all employees, boards, commissions, committees and others, with the exception of the Moderator, Planning Board, and Library Trustees, who are elected by Town voters. Members of the School Committee for the Southern Berkshire Regional School District are elected by the voters in the five district towns: Alford, Egremont, New Marlborough, Monterey and Sheffield.

While 2013 began as a typical year, with the ebb and flow of regular operational actions, it turned out to be an extraordinarily difficult year with boards and residents alike embroiled in a bitter dispute that has seemingly and sadly divided our townspeople. The building permit for Primax Properties on behalf of Dollar General, legally issued by the Building Commissioner in March, sparked controversy and a series of events that consumed the town: the permit was appealed by the Planning Board to the Zoning Board of Appeals (ZBA). The ZBA upheld that appeal and by summer, the town found itself faced with a land court complaint filed by Primax.

In a surprise write-in campaign, Edwin “Ted” Dobson unseated Select Board incumbent, David A. Smith, Jr., in the annual May Town Election, as a candidate against the issuance of the Primax/Dollar General permit. In September and October, two different citizen petitions prompted a special town meeting, held in November, in which the voters denied additional legal funding to pursue litigation and advised the Select Board to end the legal battle. Comments made by two elected officials after the special town meeting inflamed many residents, and recall procedures were pursued, though unsuccessful.

From July - December, the Select Board held 18 executive sessions for litigation strategy regarding the Primax issue. Due to timing and other complications, we were never able to schedule a mediation session with Primax. The year ended with the Board of Selectmen working with the ZBA to bring litigation to closure with minimal cost to the town. Selectman Dobson resigned in December, citing a lack of time, and a special election was scheduled for February 2014. The Board anticipates that the Primax issue will be resolved in 2014.

However, there is no doubt that the overall culture of the town has changed as a result of this dispute. Unfortunately, it is difficult to estimate when hard feelings and severed relationships will heal. Hopefully time and future opportunities for people to civilly and constructively collaborate on important work, such as the new Zoning By-Law Review Committee, will bring our townspeople back together.

The Board of Selectmen held a total of 87 meetings, six fewer than last year, however the intensity and duration of the meetings, especially in the second half of the year were challenging. In addition to the Primax controversy, the Board worked on numerous other issues important to the effective operation of the town:

Personnel Changes – The Town experienced several personnel changes this year:

- Alicia Dulin was hired as the Assistant to the Town Administrator;
- Karen Lindquist was hired by the Library Trustees as Library Director;
- Nadine Hawver was hired as the Assistant to the Senior Center Director;
- Seana Roche resigned as the Treasure/Collector's Office Clerk. Thank you to Seana for continuing part-time until Bonnie Bonn-Buffoni was hired as part-time Clerk;
- Following first year evaluations, Interim Police Chief Eric Munson was appointed as the Town's permanent Police Chief with a 3-year contract;
- Likewise, upon first year evaluations, Sgt. Ryan Kresiak was hired as Sergeant;
- Barbara West, Assessor's Office Clerk retired in December with 18 years of service. Congratulations to Barbara for a job well done and best wishes for a happy, healthy and well deserved retirement.

Transfer Station Improvements – The Town was notified following a routine DEP inspection that the new Goodwill box may have been placed incorrectly on the edge of the capped landfill. We worked with White Engineering to research and rectify this situation and to have other improvements, such as traffic flow and driveway paving, designed and implemented.

Recycling – Residents continue to do a terrific job recycling their trash. Our recycled materials are transported to the Springfield Materials Recycling Facility (MRF) and the town receives quarterly checks based on the tonnage received. For 2013, thanks to dedicated recycling efforts, the Town received a check for \$4,918.63.

Road Projects – As a result of many years of rain, erosion and natural meandering, the Housatonic River eroded its banks on Rannapo Road in July, forcing the closure of one lane for a portion of road. Stantec Engineering provided short-term evaluation of this situation and also worked with the Town in applying for a FEMA grant to re-build the road. The grants will be awarded in 2014. This emergency forced the Town to hold its Chapter 90 funds, typically used for annual repaving, in order to pay for expenses related to lane closure should the Town not receive the FEMA award. We appreciate the understanding of our citizens who anticipated having their roads repaved in 2013. We are hopeful that we will be able to return to our repaving schedule for 2014.

Stantec also assisted the Town in evaluating and devising a plan for culvert replacement on Weatogue Road. This is a sensitive environmental area surrounded by Bartholomew's Cobble.

The Town was notified that MA Department of Transportation (MassDOT) would begin work on the Route 7A bridge during 2013. The Board worked closely with MassDOT to ensure appropriate detour signage was erected and that residents' access concerns, particularly those with driveways near the bridge, were addressed.

The Board also worked with MassDOT in preparation for Route 7 paving scheduled for Fiscal Year 2015, potentially beginning at the end of the summer 2014. Village Center crosswalks will be reduced from four to three and the median that separates the center of Town from Route 7 will be reconfigured to facilitate improved handicapped accessibility. The project will begin at the Connecticut state line through the village center and proceed north into the southern portion of Great Barrington.

Personnel Policies and Procedures Manual – A work in progress for over two years, this important employee manual was carefully reviewed and revised to reflect current practices and to correct language discrepancies as suggested by legal counsel. Prior to adoption, the manual was presented to town employees for feedback. The Board adopted the new Personnel Policies and Procedures Manual, as approved by legal counsel, in the spring.

Collins Center Report – With the resignation of the Collector/Treasurer's Office Clerk, the Board of Selectmen decided to take the opportunity, rather than automatically refilling this position, to hire a consultant from the Collins Center at UMass-Boston to help us research whether changes in any processes and procedures could result in any long-term savings. The Board met with the Collector/Treasurer and Assistant Collector/Treasurer to discuss the findings and to develop a plan for researching the consultant's recommendations. This work will continue into 2014, and in the interim, a part-time Clerk was temporarily hired to assist with office duties.

Zoning By-Law Review Committee – The Board met with the Planning Board to discuss the formation of a new Zoning By-Law Review Committee that would include a broad base of constituencies involved in various permitting processes. This Committee would not preclude the Planning Board from its jurisdiction in having a sub-committee work on specified zoning changes it wished to pursue. The Board of Selectmen voted to establish the new committee, reporting to the Select Board. The Committee consists of a representative of the Select Board, Planning Board, Conservation Commission, Zoning Board of Appeals; also the Building Commissioner and three at-large members appointed by the Board of

Selectmen. As 2013 concluded, appointments were being completed with the committee expected to begin its work in early 2014.

“Rest of River” Intergovernmental Agreement – With the PCB removal/remediation plan under discussion with the EPA and DEP for the Housatonic River south of Pittsfield, the Board agreed to join the City of Pittsfield and the Towns of Lee, Lenox, Stockbridge and Great Barrington, to create a Housatonic Rest of River Municipal Group, facilitated by the Berkshire Regional Planning Commission, to negotiate issues important to all six communities. An additional \$10,000 was added to the Town’s Legal Services budget, approved at the 2013 Annual Town Meeting, to support our portion of the legal expenses required for this work.

MMA 6th Grade Essay Contest – The Board continues to support Undermountain Elementary School 6th graders’ participation in the MA Municipal Association’s Annual Essay Contest. Selectmen from Alford, Egremont, Monterey, New Marlborough and Sheffield and State Representative Smitty Pignatelli met with students to answer questions about local and state government and discuss why we choose municipal service. The 6th graders’ essays respond to the prompt: “If I were a leader in my community, I would make a difference by...”

Housing Study and Community Development Strategy – The Board worked with Berkshire Regional Planning Commission (BRPC) to complete a town Housing Study and then utilized this information in the development of a Community Development Strategy. BRPC staff conducted an open community forum and worked with an ad hoc committee to produce this concise 7-page document detailing topics and concerns that are important to Sheffield residents’ vision for the town over the next 3 – 5 years. The Community Development Strategy was adopted by the Board of Selectmen in December. With completion of the Strategy, the Board also voted to pursue a joint application for a Community Development Block Grant with the Town of Great Barrington that focuses on a housing rehabilitation assistance program, and improved handicapped accessibility for town hall.

Other major initiatives that were completed in 2013 include: a new sound system for the selectmen’s meeting room, participation in a multi-town electrical aggregation plan, renewed Time Warner cable contract, implementation of a new emergency notification system, and several staff and board training sessions. Refer to the Town Administrator’s Report for details.

In closing, the Board of Selectmen acknowledges and applauds the long-time commitment of two men who have set an incredible bar for town service. Richard

A. Boardman resigned as Animal Inspector after more than 40 years of service. With several members of Dick's family present, he was presented a plaque by the Board at a regularly televised meeting in recognition of his outstanding work on behalf of the town.

Richard Kirchner also resigned from the Board of Health, as Sanitation Inspector, and from the Zoning Board of Appeals this fall. Over the past 53 years, from 1961–2013, as documented in Annual Town Reports, Dick most notably served for 33 years on the Board of Selectmen, 42 years on the Board of Health and 49 years as Sanitation Inspector. He additionally served for varying lengths of time as a Police Officer, Public Weigher, Field Driver and Fence Viewer, Superintendent of Parks and Greens, Superintendent of Streets, Citizens' Advisory Committee for Elderly Housing, and the Berkshire County Advisory Board. When tallied longitudinally, Dick has humbly given the Town of Sheffield an amazing 204 unduplicated years of service! He remains the town's delegate to the District Department of Veterans' Services. Dick will be recognized for his legacy of service in 2014. Thank you to the Town Clerk's office for researching Dick's service record.

The Board of Selectmen wishes to thank Town Administrator, Rhonda LaBombard, for her dedication and skillful work on behalf of the town, especially during this very challenging year. Thank you also to the Assistant to the Town Administrator, Alicia Dulin, for doing an outstanding job in assisting our Board.

We thank ALL of our Town employees for their dedicated service working on the front line of municipal operations. We have one of the best running small towns in the state due to the knowledge base of our employees and their professional approach to serving the people of Sheffield.

We also want to thank the numerous "volunteer employees" who share their time and talent serving on the Fire Department as well as all of our boards, commissions, and committees. We are fortunate to have so many committed volunteers willing to step forward to serve the Town.

Lastly, we thank YOU, the residents of Sheffield for your confidence in us as we strive to keep the best interest of the town at the forefront of our decision making. Thank you for taking time to call us, stop us on the green or in the grocery store, for writing letters, and speaking up at Board meetings. It is truly important for us to hear from you. Please contact any member of the Board at any time if you have concerns.

Respectfully submitted,

Julie M. Hannum, *Chair*
Rene C. Wood, *Clerk*

Report of the Finance Committee

The following transfers from the Reserve Fund were made in Fiscal Year 2013 (July 1, 2012 – June 30, 2013)

<u>Account</u>	<u>Amount</u>
Fire Department	\$3,000.00
Police Department	\$18,005.39
Fire Department	\$6,696.96
Legal Services	\$5,000.00
Veterans' Benefits	\$3,500.00
Elections and Registration	\$500.00
Legal Services	\$5,000.00
 Total Transfers:	 \$41,702.35

A request for a transfer of \$314.00 from the Council on Aging was denied. The balance of the Reserve Fund, \$31,297.65 was closed out to the General Fund as of June 30, 2013.

Respectfully Submitted:

David J. Steindler, *Chairman*
 Colin Smith, *Vice Chairman*
 Jennifer Goewey
 John A. James
 David D. Macy

Report of the Town Clerk

The Town Clerk's office is the official record keeper for the Town of Sheffield. Some of the services provided by this department are vital statistics; births, marriages, deaths, posting of meeting notices for all municipal boards and committees, maintenance of Attorney General guided on-line training programs and record keeping, voter registration, elections, town political calendar, Annual Street List (Census), residency certification, Town Meeting warrants and minutes, business certificates (d.b.a.), notarization of documents, payment of non-criminal violations and dog licensing.

In the past Annual Town Meeting voters approved an article to maintain our Town's historical and vital records. With this funding, I have been able to restore four volumes of historical documents, purchased an additional minute's book and obtained binders and storage boxes for vital records. This funding is important in maintaining the integrity of our town's history. Genealogy research has become important and additionally, people are being required to prove their lineage and identity and researching past vital records is part of that process. Sheffield is very fortunate to have a well preserved "library" of vital records and historical documentation and the continued support for preservation work is an investment in the town. My hope is to continue allocating support for these projects. Long term projects include updating software programs, managing space issues, and the streamlining of procedures/functions for efficiency.

VITAL REPORTS

BIRTHS –23

MARRIAGE INTENTIONS FILED – 42

MARRIAGES THAT TOOK PLACE-39

DEATHS–25

DOG LICENSING

Dog licensing is required annually each spring. Licenses expire March 31st and dog owners have from March 1st to May 1st to renew. If you have a dog six months of age or older, or you reside in Sheffield at least 30 days of the year, licensing is required. If you do not renew by May 1st, there will be a \$25 late fee (per dog) implemented in addition to your licensing fee.

Licensing by mail is acceptable with proof of current rabies, a self-addressed stamped envelope and a check made payable to the *Town of Sheffield*. **Mail to:**

Town Clerk, PO Box 175, Sheffield, MA 01257. The amount payable should be \$5 for a neutered/spayed dog and \$10 for an intact dog. If you no longer have your dog, please contact my office so that I can adjust my records.

Dog license fees totaled \$5,480. This amount includes fees for regular dog licensing, private kennels (for ownership of four or more dogs), as well as fees assessed for delinquencies.

I continue to attend class offerings and conferences provided by the Massachusetts and New England Town Clerk's Associations. These offerings cover many facets of this department including Elections, Parliamentary Procedures, Campaign & Political Finance, Vitals and Records Preservation. I appreciate the Town, and Board of Selectmen for supporting my attendance of these important programs.

The State is preparing to launch a death module through their secure on-line programming. They implemented a birth module a few years ago and hope to initiate this program by the summer of 2014. This means that a large portion of processing vital records via mail is now being completed on line. This does not impact the public however it makes for easier, more concise record keeping.

In addition to day to day functions of this department, it has been a very busy year for politics in town and that information may be found in Elections & Registrations.

Respectfully submitted,

Felecie Joyce, *Town Clerk*

Report of Elections and Registrations

We have had an incredibly busy election season. In addition to the local Town Meeting and Town Election, we hosted two State/Federal Primaries and a State/Federal Election. Elections require a lot of effort. There is a vast amount of work to be done in preparation for any election, let alone five. A big thank you should be extended to the Police Department, Highway Department and the numerous Poll Workers, who work long hours to assist on election days. The support is invaluable, and very much appreciated.

The Help America Vote Act (HAVA) continues to change the way that we vote. The Commonwealth of Massachusetts via a Federal mandate implemented the use of the AutoMark voting system. The AutoMark has been put into place to assist vision-impaired voters, but may be used by anyone wishing to vote by this method. It does not tabulate votes. It allows the user to mark their ballot either by using a touch screen or an audio prompt. There is also a keypad with brail instructions to assist blind voters. The AutoMark is used in addition to our paper ballot voting system, and is available for absentee voting in addition to election-day voting. For inquiries or demonstrations, please stop by or call the clerk's office. We will be happy to assist you.

Voter registration is available year round during regular business hours. Applications are available in any town within the Commonwealth, or on line through the Secretary of States website. We continue to process registrations throughout the year, and as a result the number of registered voters fluctuates. The following breakdown reflects the final numbers at years end:

As of December 31, 2013, the breakdown of registered voters was: 662 Democrats, 316 Republicans, 1,281 Unenrolled (no specific party), four Libertarian, four Green-Rainbow, and three Interdependent-Third party. This was a total of 2,271 registered voters.

Voting for Sheffield and the Village of Ashley Falls takes place at the Senior Center, 25 Cook Road (behind the American Legion building). Polls open at 7:00 AM for every election.

By end of this year legislation for changes to election laws was submitted. Many of the changes to be considered include same day voter registration, registration for 16 and 17 year olds and early voting. As of the writing no definitive votes have concluded. I have concerns with some of the changes, as we are a small community, and there may be costly funding associated with these changes. As the House and Senate vote and changes are implemented, I will keep voters updated.

November saw a Special Town Meeting and as of this writing a Special Town Election is scheduled for Monday, February 24, 2014. This election is for the office of Selectman, and will fill the remainder of a three-year term left vacant by Edwin “Ted” Dobson, who resigned effective immediately on December 16, 2013.

In addition to election related activity, the Board of Registrars also updates the Annual Street List (Census). The state of Massachusetts requires that we produce an annual Street List. We cannot stress enough the importance of returning your census form. The information provides vital information for funding of schools, senior citizens, veteran’s benefits, healthcare, local aid to the town for various needs, generates a jury pool for the state as well as documentation for proof of residence. We are also required by law to follow-up with non-responders either by additional mailings or phone calls. If a response is still looming, the police department will be required by law to follow-up with a visit to the property to confirm or deny residency.

Respectfully submitted,

Patricia M. Sadera, *Chairperson*
Marjorie E. Consolini
Elizabeth R. Smith
Felecie O. Joyce, *Town Clerk, CMMC*

Annual Town Meeting

Commonwealth of Massachusetts Annual Town Meeting Results May 6, 2013

The 280th Annual Town Meeting was called to order at 7:20 PM by Moderator Bruce H. Person. 332 of the Town's 2,321 registered voters were in attendance. Moderator Person recognized the many years of service for longtime employees James McGarry, Nancy Hahn and Barbara Fletcher. He also acknowledged Susan Young for her years on the Board of Library Trustees, as she will not seek re-election.

A motion was made by Moderator Person, and duly seconded, to dispense with the Town Clerk's reading of the Warrant. The motion carried unanimously.

ARTICLE 1: A motion was made by David Smith, Jr., and duly seconded, to see if the Town will vote to raise and appropriate \$2,790,353 for the purpose of funding those budgets listed in the Warrant, necessary to defray the expenses of the Town for Fiscal Year 2014. *The article carried unanimously.*

Moderator.....	\$219	Energy	\$139,500
Selectmen's Office	\$186,866	Board of Health	\$7,405
Board of Assessors	\$93,425	Visiting Nurse Association	\$4,996
Treasurer/Collector	\$158,071	Council on Aging.....	\$48,373
Town Clerk	\$45,560	Veterans Benefits	\$27,000
Elections & Registration.....	\$21,500	Library	\$160,833
Conservation Commission	\$6,908	Historical Commission	\$1,000
Planning Board	\$10,754	Memorial Day.....	\$750
Commission on Disabilities	\$200	American Legion	\$500
Zoning Board of Appeals	\$2,035	Care of Soldier's Graves	\$1,400
Town Buildings & Grounds	\$77,100	Ashley Falls Historic Dist. Comm. ..	\$50
Town Report & Communications ..	\$6,500	Agricultural Commission	\$750
Legal Services.....	\$36,000	Interest on Loans	\$1
Dispatch Services	\$9,137	Berkshire County Retirement ..	\$178,480
Police Department	\$433,926	Worker's Compensation	\$18,500
Fire Department	\$40,075	Unemployment Comp. Fund	\$1
Inspectional Services	\$62,216	Group Health (32B) Insurance ..	\$336,000
Fire Hydrants	\$18,091	Employer Medicare	\$21,000
Animal Control	\$8,800	Financial Audit	\$13,000
Highway Department	\$544,431	Insurance & Bonding.....	\$69,000

ARTICLE 2: A motion was made by Rene Wood, duly seconded, to authorize the Board of Selectmen to submit to the Massachusetts Economic Assistance Coordinating Council an application designating the property located at 1375 North Main Street (Route 7) as shown on Assessors Map 32, Block 2, Lot 5, as an Economic Opportunity Area pursuant to the provisions of M.G.L. Chapter 23A; and further to authorize the Board of Selectmen to enter into a Tax Increment Financing Agreement with Berkshire Mountain Distillers, Inc. pursuant to the provisions of M.G.L. Chapter 40, Section 59, in connection with the development of the aforementioned property and described in a Certified Project Application and to implement the Tax Increment Financing Agreement, substantially in the form as is on file with the Town Clerk; and further, to authorize the Board of Selectmen to take such other actions as may be necessary to obtain approval of the Certified Project Application, the Economic Opportunity Area, the Tax Increment Financing Plan and matters relating thereto and to implement the Tax Increment Financing Agreement. *The article passed by substantial majority.*

ARTICLE 3: A motion was made by David Smith, Sr., duly seconded, to see if the Town will vote to amend Section 3.1.3 Table of Use Regulation of the Zoning By-laws to change several uses designations from N-Prohibited or Y-Permitted by Right to PB-Special Permit/Planning Board, as proposed by the Planning Board, all as set forth in the document on file in the Office of the Town Clerk. *This article required a 2/3 vote for passage. The vote was Yes: 197; No: 123. The motion failed.*

ARTICLE 4: Davis Smith Sr. made a motion, duly seconded, to see if the Town will vote to amend Section 3.1.5, Commercial Uses in the Village Center District and Commercial District, of the Zoning By-laws by deleting this section in its entirety and inserting in place thereof a new Section 3.1.5 Commercial Building Requirements, as proposed by the Planning Board, all as set forth in the document on file in the Office of the Town Clerk, or take any other action relative thereto: Moderator Person stated that this article would require a 2/3 vote and that due to the controversial nature of the article, it would be voted by secret ballot. Discussion ensued. An amendment to the original article was made to change the square footage from 5,000 square ft to 7,500 square ft. *The motion passed, as determined by the Moderator; Yes: 187; No: 83.* Discussion continued on the amended article. *A motion was made to move the question, it was duly seconded. Moderator Person took a vote, (2/3 required) the motion to move the question failed. Yes: 143; No: 131.* Discussion continued on the amended article. *The Article required a 2/3 majority to pass. The motion failed with a vote of; Yes: 167; No: 129.*

ARTICLE 5: Rene Wood, as a private citizen, (presenting a citizens petition), made a motion, which was duly seconded, to see if the Town will vote to add a new

Section 3.1.6 Temporary Moratorium on Medical Marijuana Treatment Centers to the Zoning By-laws, as approved by the Planning Board, all as set forth in the document on file in the Office of the Town Clerk, or take any other action relative thereto. *The motion required a 2/3 vote for passage. The motion passed as determined by the Moderator.*

ARTICLE 6: David Steindler made a motion, which was duly seconded, to see if the Town will vote to fix the compensation of the following elected officers of the Town for Fiscal Year 2014, as required by Chapter 41, Section 108 of the General Laws; Moderator, \$219, Selectmen, Chairman \$2,369; Selectmen, two members at \$2,049 each, Southern Berkshire Regional School District School Committee, 4 members at \$500 each. *The motion passed by substantially majority.*

ARTICLE 7: David Smith, Jr. made a motion, which was duly seconded, to see if the Town will vote to raise and appropriate \$6,040,883, to pay Town's assessed share of the Southern Berkshire Regional School District's Operating and Transportation budget for Fiscal Year 2014. *The motion passed unanimously.*

ARTICLE 8: Julie Hannum made a motion, which was duly seconded, to approve the Southern Berkshire Regional School District Capital Budget for Fiscal Year 2014 and vote to raise and appropriate \$223,795 to pay the Town's assessed share of that budget. *The motion passed by substantial majority.*

ARTICLE 9: Rene Wood made a motion, which was duly seconded, to raise and appropriate \$60,000 to pay for vocational education tuition in Fiscal Year 2014. *The motion passed by substantial majority.*

ARTICLE 10: Julie Hannum made a motion, which was duly seconded, to expend \$130,000 under the direction of the Board of Selectmen for the disposal and management of solid waste, and that \$130,000 be raised from Solid Waste Disposal Enterprise Fund Revenues. *The motion passed by substantial majority.*

ARTICLE 11: A motion was made by David Smith, Jr., and duly seconded, that funds being provided by the Commonwealth of Massachusetts under the provisions of Chapter 90 of the General Laws, be accepted to pay for those costs allowed by appropriate legislation in connection with the maintenance, repair, and construction of Town ways and bridges. *The motion passed unanimously.*

ARTICLE 12: Rene Wood made a motion, it was duly seconded, to authorize the appointment of members of the Board of Selectmen to the Board of Health, Economic Development Committee and Highway Garage Design Study Committee

at no additional compensation in accordance with the provisions of Chapter 268A, Section 21A of the General Laws. *The motion passed by substantial majority.*

ARTICLE 13: Julie Hannum made a motion, which was duly seconded, to authorize the Board of Health to employ any of its members as Title 5 and Perc Test Witnesses for Septic System Inspections, Sanitation Inspections, and Health Inspector for Fiscal Year 2014 at the following rates and salaries: Perc Test Witness Fee \$30 per hour; Title V Fee \$40 per test; Sanitation Inspector \$537 per year; Health Inspector \$26 per inspection. *The motion passed by substantial majority.*

ARTICLE 14: A motion was made by David Smith, Jr., which was duly seconded, to authorize the Treasurer/Collector to sell, with the approval of the Board of Selectmen, any parcel or parcels of real estate which have been or may be acquired through the foreclosure of tax title. *The motion passed unanimously.*

ARTICLE 15: Rene Wood made a motion, it was duly seconded, to transfer \$25,053 from Free Cash to pay principal and interest on the bonded indebtedness, authorized by Town Meeting vote of January 30, 1995. *The motion passed unanimously.*

ARTICLE 16: Collin Smith made a motion to transfer \$74,000 from Free Cash to provide for extraordinary or unforeseen expenditures under the provisions of Chapter 40, Section 6 of the General Laws, known as the Reserve Fund. *The motion passed unanimously.*

ARTICLE 17: A motion was made by Julie Hannum, duly seconded, to transfer \$750 from Free Cash to the Emergency Response Fund. *The motion passed unanimously.*

ARTICLE 18: A motion was made by David Smith, Jr., duly seconded, to transfer \$25,000 from Free Cash to compensate firefighters for training. *The motion passed unanimously.*

ARTICLE 19: A motion was made by Rene Wood, duly seconded, to transfer \$10,000 from Free Cash for Tax Recertification. *The motion passed unanimously.*

ARTICLE 20: A motion was made by Julie Hannum, duly seconded, to transfer \$10,000 from Free Cash for processing Tax Takings and costs associated with Tax Title accounts. *The motion passed unanimously.*

ARTICLE 21: A motion was made by David Smith, Jr., duly seconded, to transfer \$40,300 from Free Cash to purchase a cruiser and laptop for the Police Department. *The motion passed unanimously.*

ARTICLE 22: A motion was made by Rene Wood, duly seconded, to transfer \$9,000 from Free Cash to purchase up to date information technology hardware, software and services. *The motion passed unanimously.*

ARTICLE 23: A motion was made by Julie Hannum, duly seconded, to transfer \$30,000 from Free Cash for guardrail replacements. *The motion passed unanimously.*

ARTICLE 24: A motion was made by David Smith, Jr., duly seconded, to transfer \$70,000 from Free Cash for Town building repairs, improvements and furnishings to include, but not limited to the Town Hall, Library and Police Station. *The motion passed unanimously.*

ARTICLE 25: A motion was made by Rene Wood, duly seconded, to transfer \$87,000 from Free Cash to purchase and equip a plow truck for the Highway Department. *The motion passed unanimously.*

ARTICLE 26: A motion was made by Julie Hannum, duly seconded, to transfer \$2,500 from Free Cash to purchase a mower for the Highway Department. *The motion passed unanimously.*

ARTICLE 27: A motion was made by David Smith, Jr., duly seconded, to transfer \$2,500 from Free Cash to purchase two cold water rescue suits for the Fire Department. *The motion passed unanimously.*

ARTICLE 28: A motion was made by Rene Wood, duly seconded, to transfer \$9,000 from Free Cash to purchase a Rescue Wagon for the Fire Department. *The motion passed unanimously.*

ARTICLE 29: A motion was made by David Smith, Jr., duly seconded, to transfer \$150,000 from Free Cash into the Fire Truck Stabilization Fund. *The motion passed unanimously.*

ARTICLE 30 On a motion by Julie Hannum, duly seconded, to authorize the use of the following revolving funds for departmental operations which shall not exceed the noted sums for each fund, which shall be accounted for separately, and to which shall be credited only the receipts received in connection with the departmental operations supported by the revolving fund; further to authorize the Town Treasurer to expend from such funds in accordance with Chapter 44, Section 53 E 1/2 of the General Laws, provided however that said expenditures for the revolving funds shall not exceed the receipts for said fund:

Plumbing Inspector	\$10,000
Gas Inspector	\$10,000
Electrical Inspector	\$10,000
Fire Safety Inspector	\$10,000
Board of Health	\$15,000

The motion passed unanimously.

ARTICLE 31: On a motion by Rene Wood, duly seconded, to transfer \$95,000 from the Solid Waste Enterprise Fund Retained Earnings Account for paving and repairs at the Transfer Station. *The motion passed unanimously.*

Respectfully submitted,

Felecie Joyce,
Town Clerk, CMMC

Report of the Town Administrator

Another year has flown by and 2013 was a very busy year.

Sheffield is fortunate to have a great group of employees who strive to offer excellent service to the residents. The following is a list of personnel changes for 2012:

Retirements:

Richard M. Boardman – Animal Inspector

Richard Kirchner – Board of Health and Zoning Board of Appeals

Barbara West – Assessor Clerk and Board of Assessors

George Oleen – Food Safety Inspector

New Positions/Hires:

Eric R. Munson III – Police Chief

Ryan Kreisak – Police Sergeant

Brennan Polidoro – Patrol Officer

Butch Ray – Assistant Electrical Inspector

Nadine Hawver – Assistant to the Senior Center Director

Alicia Powers Dulin – Assistant to the Town Administrator

Chris Lamarre – Board of Assessors

Bonnie Bonn-Buffoni – Clerk Treasurer/Collector

Sally Munson – Food Safety Inspector

Karen Lindquist – Library Director

Resignations:

David Moynihan – Patrol Officer

Edwin J. Dobson – Board of Selectmen

Carl VanDeusen – Assistant Electrical Inspector

Several training sessions were held in Town Hall, hosted by MIIA, the Town's insurance provider, to help our employees continue to offer the best service possible.

I am happy to report that we have a new contract with Time Warner Cable after many months of meetings and negotiations. The Solid Waste and Recycling contracts were renewed with JTC for three years. The on-line permitting program is operational and has been a great success. The Reverse 911 system is operational in the event of an emergency. This system has been tested several times and we are thankful that we have not had to use it often. The Electric Aggregation Program that was approved several years ago is in the process of being approved by the Department of Public Utilities.

Donation funds from Berkshire School allowed the Town to purchase a new flag pole for the Town Park, purchase EMS supplies and purchase a sound system for the Selectmen's meeting room. The sound system has been a great help to ensure that our residents are better able to participate in meetings. Special thanks to Todd Mack for donating his time to set up the system.

The Senior Center Building Committee has continued its work on recommendations for the lower level of the Senior Center. The Board of Selectmen worked with the Council on Aging and the Friends of the Senior Center for the new sign that hangs above the front door of the Senior Center. A special thanks to Michael Dutton and Catherine Miller for their work to revive the historical signs upon entering Town on Route 7. Thanks also to Tom Ingersoll and the Sheffield Tree Project for their hard work and dedication to have Sheffield designated as a Tree City USA town, again!

Some of the projects that took place during the year were the redesign of the Town web site and improvements to the Transfer Station access road. The Fire Department worked hard to retro fit a decommissioned police cruiser as an EMS vehicle. This vehicle will transport much needed emergency supplies to calls and will help reduce the wear on the fire trucks. The Commission on Disabilities hosted an Americans with Disabilities Act training at the Senior Center in October. This training was attended by Town employees, members of surrounding towns, as well as private citizens and was a huge success. The Highway Department hosted a training attended by many surrounding towns and towns from as far away as Greenfield, for sander calibration. This calibration will help reduce road treatment costs in the winter. Changes were made to the Miller Ave., Cook Road and Bow Wow Road intersection in an effort to help improve the safety of this intersection.

The Best 2013 was published this year and I am happy to report that Sheffield received recognition as the "Best Managed Community" and the Sheffield Highway Department was acknowledged as the "Best County Department". This highlights the dedication of our employees and volunteers.

I would like to offer my continued thanks to the residents, Town employees, boards and committees for helping make Sheffield a great community and the Board of Selectmen for all of their support. A special thanks to Alicia Dulin for her assistance, which is invaluable.

Please do not hesitate to drop in or call with any questions or concerns that you may have.

Respectfully submitted,

Rhonda LaBombard
Town Administrator

Report of the The Highway Department

This past year culverts were replaced on Weatogue Road, brush was cut on Bow Wow Road, Boardman Street, Home Road and Old Joe Road, all the dirt roads were graded and roadside mowing was completed. Due to the river bank failure of Rannapo Road, we were unable to do any paving because we were anticipating having to use our Chapter 90 funds to repair Rannapo Road. We have applied for a grant to repair the road and hope that work can begin late spring or early summer. We took delivery of our new International truck with an all season body and replaced one Scag lawnmower. We began a Continuing Education program for the employees put on by Baystate Roads, some of the courses we have completed are chain saw safety, OSHA 10 and snow and ice operations. We hosted two seminars at the Highway Dept on chainsaw repair, chainsaw maintenance and sander calibration. The seminars were attended by many surrounding towns.

Respectfully submitted:

Edward Lord,
Highway Superintendent

Report of the Police Department

The Sheffield Police Department responded to 5275 calls for service in 2013. Officers conducted 161 criminal investigations that resulted in 53 arrests and 70 criminal summonses issued. The criminal cases involving an arrest or criminal summons are prosecuted by the Berkshire District Attorney in either District Court or Superior Court. For Criminal Summonses a show cause hearing is held with a court magistrate who then determines if there is probable cause to move forward and issue a criminal summons to the individual. In some cases individuals are allowed to make restitution or perform community service during which time the cases is continued to a later date. If the conditions weather they are restitution or community service are met the case is then dismissed with no criminal record for the individual.

In 2013 officer's investigated 54 motor vehicle accidents as well as issued 455 citations. The Massachusetts Registry of Motor Vehicles returned to the town \$8,715.00 for fines generated from civil motor vehicle infraction citations. In addition 9 individuals where charged with operating under the influence of alcohol or drugs. The Southern Berkshire Court returned to the town the amount of \$388.00 for fines assessed for criminal cases.

The Department forwarded to the office of the Treasurer \$2,587.50 for Fire Arms licenses and \$3,550.00 for alarm permits and \$1,140.00 for fines assessed for false alarms. The department additionally collected \$3,882.46 in outside detail surcharge fees and \$850.00 in Cruiser use surcharge fees for outside details.

The community outreach program's had another successful year. The Kops N Kids camp had almost 70 campers in July. The week long camp is geared toward fifth and sixth graders and is designed to build confidence and self-esteem among campers by utilizing the department slow and high ropes course at the town park. Campers participate in a variety of different events as individuals and as a team throughout the week. Campers start with get to know you games and trust building games and then move onto the low elements in their groups. After a day or two on the low elements the campers then graduate to the high elements. At the high elements the campers climb the vertical playground and walk across the log and practice their balance and coordination on the multi-vine all while trying to forget they are thirty feet in the air. During the week special guest come and give presentations to the campers. The camp staff consists of officer's from the Sheffield, New Marlborough, Otis, Egremont, Great Barrington and Stockbridge and Lee police departments. Lunches and snacks are provided by local restaurants and stores. All this and more is provided free of charge to the campers due to the generosity of residents and businesses of Sheffield and surrounding towns who contribute to make this wonderful week happen.

The department also continues to run other programs that have a great benefit to the community. They are the Rape Aggression Defense Training (for women only.) The Drug take back program which was held in April and September with mild success. I believe this is due to the 24 hour drop box for unused or old prescriptions that was installed in the police station lobby in February. There is also an needle drop box located in the lobby. Residents and nonresidents alike may come to the station 24 hours a day and drop unused or old prescriptions or over the counter drugs into the drop box to be destroyed by the department. Again the Sheffield Police Officers Association held a very successful Toy for Tots drive which filled our station lobby and our basement area with toys. This was coordinated by Officer Jacob Gonska and Officer Tricia Zucco with all other officers of the association supporting the effort in different ways. Officer Rathbun and Officer Frank continued with the car seat check and install program

Officer Susan Rathbun is now certified as the department's only School Resource Officer and is currently working with the school administration on programs for our school district. Officer Gonska and Sergeant Kresiak are certified fire arms instructors and conduct all of the department fire arms training. Sergeant Kresiak and Officer Gonska are also certified instructors in officer down training. Officer Rathbun, Gonska and I are all certified as sexual assault investigators. Officer Gonska and Officer Fahey are certified Filed Training Officers and provide all of the in house and road training to our part time officers and newly hired officers. The Department also has one full time officer assigned to the Berkshire County Detective Unit. These officers work with other officers and state police detectives from all over the county to conduct investigations not only in Sheffield but all over Berkshire County. Officer Fahey also serves as the department evidence officer and is in charge of all the department's breathalyzer equipment. All of the officers of the department are well trained and participate in many aspects of police work for the benefit of the residents of Sheffield.

I would like to thank all of the residents of Sheffield for their continued support and assistance of the Police Department. I would also like to thank the Board of Selectmen, the Town Administrator Rhonda LaBombard, the Highway and Fire Departments with special thanks to Chief Boardman and Superintendent Ed Lord. I would also like to thank the officers of the Sheffield Police Department for their support in helping me to transition into the Chief position.

Police Department Calls:

911 Hang ups	47
Abuse Prevention Orders	12
Activated Alarm	163
Animal Complaints	72
Assault & Battery	8

Assist Citizen	129
Assist Fire Dept	52
Assist Other Agencies.....	121
Medical Assist.....	163
Disturbances	172
Motor Vehicle Crashes	74
Motor Vehicle Complaints	197
Domestic Disturbances	27
No Trespass Orders.....	22
Suspicious Activity	111
Serve Summons	54
Public Service	33
Vandalism	17
Serve warrant	13
Well Being Check	53

Respectfully submitted,

Eric R. Munson III
Chief of Police

Report of the Fire Department

The Sheffield Fire Department responded to 138 calls in 2013. Sheffield EMS responded to 110 calls. The following is a breakdown of alarms.

Structures	1
False Alarm	45
Brush/Grass.....	9
Mutual Aid	25
Chimney	4
Auto Accident	18
Burnt Food	2
Lost/Injured Hikers	4
Wires/Tree Down	4
Car/Truck Fire.....	4
Lifting Assistance	2
Misc.....	2
Carbon Monoxide	10
Smoke in Building	9
Furnace Blow Back.....	1
EMS	152

EMS calls top this years list of calls, false alarms second, and mutual aid third.

I would like to thank all the Sheffield EMS responders for the extra hours you put in responding to medical calls, along with fire calls. You are a huge asset to the Town Of Sheffield. Again, thank you.

We were busy again this year assisting our neighboring towns with mutual aid calls. The Fire Department continues to train every Wednesday evening, and some weekends with our mutual aid companies. I would like to thank the residents of Sheffield for their donations towards our building fund. We are getting closer to our goal.

I would like to thank Chief Munson and our Sheffield Police Department for all of their help this past year. I would also like to thank the Highway Department for their assistance.

Our Emergency Management staff is much appreciated for the time they dedicate to assisting us at fire calls by making hot food and drinks and also helping with the fundraising throughout the year.

I would like to thank the members of the Sheffield Fire Department for their dedicated service to the community which they protect. I would also like to thank the members' families, for their support and understanding of the time the firefighters take away from their families, to serve and protect.

I would like to thank the Select Board and the Town Administrator for their continued support. Thank you to all of the firefighters for your support. Lastly, I would like to thank my family for all of their support.

Officers	Years In Department	Years In Position
Chief Rick Boardman	31 years	11 years
Dep. Chief John Ullrich	33 years	11 years
Dep. Chief Brent Getchell	17 years	2 years
Captain Pete Batacchi	30 years	8 years
Captain David Ullrich	13 years	2 years
1st Lieut. Robert Martin	8 years	2 years
2nd Lieut. Adam Carlotto	11 years	2 years

Members	Years in Department
Craig Bachetti	28
Nick Ball	12
Robert Beham	31
Anthony Bleau	6
Doug Blume	27
Ron Bubak	5
Adam Carlotto	5
James Foster	6
Michael Funk	17
Joseph Glaszcz	2
Daniel T. Hamill	6 months
Jake Hunker	6 months
Stephen Hyer	2
Robert Kilmer	2
Kevin Leonard	5
Kyle Legyt-McLoughlin	1
Robert Martin	5
Malcolm McCain	4
Martin Mitsoff	6

Brian Ovitt	49
Michael Ovitt	15
Robert Poulter	12
John Pshenishny	40
Michael Ramella	1
Randy Robarge	22
Mark Robitaille	2
Jason Smith	12
Wayne Wilkinson	13
Trevor Williamson	3
MarcWysocki	5 months
Total Members:	37
Average Years of Service:	13

Respectfully submitted,

Rick Boardman, *Chief*

Report of the Inspectors

Report of the Building Commissioner

The Building Department received and processed two hundred thirty eight applications for permits during the period January 1 thru December 31, 2013. Eight chapter 304 inspections were performed, with certificates of compliance issued, for renewal of licenses. Thirty two periodic inspections were completed with certificates of compliance issued for facilities of Educational and Assembly use.

Permits include: 173 residential, 33 commercial and 32 other permits for signs, solid fuel burning appliances, sheet metal installations, temporary structures and change of use. Fees collected for permits and inspections total \$47,525.22 with an estimated construction value of \$9.4 million.

I thank the Board of Selectmen and the Residents of The Town of Sheffield for the opportunity to serve the community again this year.

The office hours of the Building Department are Monday and Tuesday 7:00 am to 1:00 pm, Thursday 11:00 am to 6:00 pm and Friday 11:00 am to 4:00 pm.

If you have any questions please do not hesitate to contact me by telephone at 413-229-7000 ext.156, Fax 413-229-7010 or e-mail to tcarmody@sheffieldma.gov.

Respectfully submitted,

Thomas M. Carmody CBO
Building Commissioner

Report of the Gas Inspector

During the year January 1, 2013 through December 31, 2013 this department issued 53 gas piping permits and 30 gas storage permits, collected \$7,440.00 in fees and conducted 106 on site gas inspections.

Sincerely,

Robert Krupski
Gas Inspector

Report of the Plumbing Inspector

During the year January 1, 2013 through December 31, 2013 this department issued 34 plumbing permits, collected \$3,520.00 in fees and conducted 58 on site plumbing inspections.

Sincerely,

Robert Krupski
Plumbing Inspector

Report of the Inspector of Wires

In the year 2013 there were 140 permits filed. These permits entailed approximately 240 visits. My thanks to Thomas Carmody for help and assistance.

Respectfully submitted,

Richard Cappadona
Inspector of Wires

Report of the Sheffield Cultural Council

Mission Statement: *Helping to fund culture, history, environmental awareness, arts, and the humanities for our community.*

The Cultural Council is part of the Local Cultural Council (LCC) Program of the Massachusetts Cultural Council. The LCC Program is the largest grassroots cultural funding network in the United States.

The LCC Program brings art and culture to every community in Massachusetts
In FY 2013, the LCC Program granted more than \$2 million to support concerts, performances, exhibition, festivals, and other cultural activities in all of Massachusetts' 351 cities and towns.

The Sheffield Cultural Council's Goal

The goal of the Sheffield Cultural Council is to build community; promote collaboration between community-based businesses, organizations and residents; expose under-served constituencies to the arts, humanities and sciences; inspire substantial community volunteerism; and provide quality arts educational experiences in Sheffield and Ashley Falls.

Programs supported by the Sheffield Cultural Council in 2012/13

Berkshire Bach Society (tickets for youth), Berkshire Children's Chorus (scholarship for a local child), Berkshire Human Rights Speaker Series, Berkshire Playwrights Lab, Berkshire Pulse (tuition assistance), Bushnell Sage Library (children's program), Cantilena Chamber Choir (workshop with Mt. Everett H.S. chorus), Community Access to the Arts (field trip), Flying Cloud Institute (Youth half-day programs), IS183 Art School (scholarship for a local child), Ashley House Property Committee (music program), Senior Center (music program), Music in Common (youth music program), New Marlborough Village Association (concert series), Winter Solstice workshop at Mt. Everett H.S., Ashley House Property Committee (Pottery workshop), Sculpture Now (tours & workshops for youth), Shakespeare & Co. (children's Fall Festival of Shakespeare), Dewey Hall Folk Music Series, scholarships for the Sheffield Winnies 4-H Club, and the Undermountain Elementary School (visit to Colonel Ashley House).

Our allocation from the Massachusetts Cultural Council for 2012/13 was \$3,870. The Council accepted a total of 25 grant applications from a pool of 36 applications. Of our allocation, 36% went to community programs, 56% went to school or children's programs, and the rest equally to Library & Senior Center programs.

Current members of the Sheffield Cultural Council are Wendy Casey, Sally Chamberlin Cook, Katherine Ness, David Reed, David A. Smith, Jr. and Trudy Weaver Miller.

Contact Information

All correspondence with the Council should be addressed to: The Sheffield Cultural Council, PO Box 325, Town Hall, 21 Depot Square, Sheffield, MA 10257.

More information may be found at <http://www.mass-culture.org/Sheffield> and on the Town web site at http://www.sheffieldma.gov/Pages/SheffieldMA_Cultural/index.

Respectfully Submitted,

Trudy Weaver Miller, *Chair*

Report of the Board of Health

Sheffield's Board of Health is required by state and local laws to perform many duties related to the protection of public health.

During this past year the Board continued to improve its response time for citizen and business inquiries, complaints and requests for information as well as providing services required to fulfill its mandated responsibilities. Board of Health forms were updated and posted to the Board's web page and links were added to provide access to popular state and federal health related websites. The Board continued to align its procedures with state requirements.

During the past year the Board continued to expand its work with other health organizations, as the Board still depends on its members voluntarily providing many services, these organizations provide needed education and assistance.

The Board was an active member of the Berkshire Public Health Alliance (BPHA); Priscilla Cote was the Town's delegate and Scott Smith its alternate delegate. A grant application was approved through the Massachusetts Department of Public Health for a project called Tick Tock: Time to Protect Yourself & Your Pets from Ticks, which was attended by many Sheffield residents. The Board used BPHA staff for recreational camp inspections and received several BPHA services at no cost.

In 2013 Richard Boardman, Animal Inspector retired; George Oleen, Food Inspector retired and Richard Kirchner, Sanitation Inspector and Board member retired. The Board thanks them for their many years of service.

The Board welcomed Sally Munson as our new Food Inspector; Marty Clark as Animal Inspector and Fred Panitz, Board member.

We thank Jill Hughes for providing excellent support this past year; we appreciate how attentive she is to phone calls and requests for information. We are also grateful for ongoing assistance provided by the Town Administrator, Board of Selectmen, Building Commissioner, Police and Fire Departments and many other Town employees. Again this year we have benefited from Charlie Kaniecki's, DPH's Western District Health Officer, advice. We thank the voters for approving a Revolving Fund for the Board of Health at the Town's Annual Meeting.

We look forward to serving the Town of Sheffield in 2014. The Board of Health meets on the second Monday of each month at 6 pm and as needed. All meetings are posted and open to the public.

Respectfully submitted,

Priscilla B. Cote, *Chairman*

Scott Smith, *Vice-Chairman*

Joel Weiss

Rene Wood

Fred Panitz

Report of the Council on Aging and Senior Center

The 2013 calendar year saw increased use of the Sheffield Senior Center, soon to start its fourth year (March, 2014) at its 25 Cook Road location. Statistics from My Senior Center, a nationally recognized tracking software purchased by the Friends of the Sheffield Senior Center, show over 700 seniors 60 and older having had some contact with the center in 2013. With the 60 and over 2010 census figure of 908 in Sheffield, that figure represents good outreach and usage of our building. In 2010 seniors over 60 represented 28% of the Sheffield population. With future projections (UMDI) showing increases in older populations, Sheffield seniors will represent 38% of Sheffield in 2020 and 49% in 2030! Increased support of staffing, outreach and programing is a must for our community to keep up with the rising need.

Over 675 programs were held throughout the year with roughly one third being fitness/exercise programs. Other types of programs included arts & crafts, community education, cultural, health education/screening, recreation/socialization, information sharing, and intergenerational events.

Volunteers have aided the professional staff greatly with forty five people contributing over 2,600 hours doing various jobs from receptionist to driver, to set-up and clean-up of programs, to folding and getting out the monthly newsletter.

The Council on Aging and The Friends of the Sheffield Senior Center, a 501 3c support group, have both continued to work cooperatively and tirelessly in support of professional staff, the former in advising the direction and the latter in contributing over \$7,600 in the 2013 calendar year for programming and equipment for Senior Center use.

Although town funding has remained virtually level funded, the State Formula Grant through the Executive Office of Elder Affairs has increased from \$7 per senior to \$8 per senior.

Combined professional staff hours remained at 38 hours/wk. and Senior Center open hours remained at 27.5 hours/wk. The primary goal for 2014 remains increasing staff hours in order to extend open hours, to increase outreach especially to those less able to travel from home, and to build the number of quality programs serving our growing numbers of Sheffield seniors and their families.

In 2014 we will continue in our mission “to facilitate seniors’ ability to live independently and enjoy a high quality of life...to provide life-enriching activities,

relevant information on all issues that affect them, and assist them in obtaining any services necessary to their well-being.

Respectfully submitted,

John-Arthur Miller,
Director Sheffield Senior Center

Report of the Library Director

2013 was a year of transition for the Bushnell-Sage Library. December, 2012 saw the retirement of director Nancy Hahn. During her eleven year tenure Nancy developed a broad-ranging collection, instituted numerous programs and nurtured community support. Katherine Westwoods took over as Interim Director on a part-time basis, while a director search committee was formed. The committee worked tirelessly to find a replacement. Karen Lindquist was hired as the new director in May, 2013.

Transition did not keep our dedicated staff from rising to the occasion and delivering excellent service to patrons. Services were delivered promptly and programs went on with the oversight of Ms. Westwoods.

The digital presence of the library has changed how we view the statistics. The total number of physical items in the collection has decreased slightly this year to 45,002 items (due to the paring down of our VHS video and cassette audio collections), but our digital collection through the CWMARS consortium has added 22,674 titles in the form of e-books, audio books and videos; giving our patrons an available collection of 67,676 items.

Our 1,638 registered patrons circulated 33,443 items in 2013. The number of registered patrons has increased, while the number of circulated items has decreased from 2012. The reason for this is unclear, but statistical management by Evergreen, our integrated library system, may be the root cause. Evergreen has stabilized in the year since migration, so statistic accuracy has improved and we can move forward, using these numbers as a baseline for comparison. Sheffield residents are undoubtedly in favor of printed materials, but we can now report that 544 digital items were borrowed in 2013. This will also create a baseline for future comparison. Average attendance per week was 546 people, down slightly from 2012, but understandable due to fewer special programs during the transition period.

The weekly programs of yoga (twice weekly), knitting and art league (life drawing and painting) are always consistently attended; as are the monthly poetry read arounds, writing group and book group. Bushnell-Sage hosted two workshops by Sheffield residents for The Berkshire Festival of Women Writers Conference - *Writing with Prompts* led by Frances Roth and *The Prose Poem* by Jessica Treat. We also hosted two heavy hitters of the literary world Simon Winchester - *The Men Who United the States...* and Peter Steiner - New Yorker cartoonist and crime thriller author. Other events included; *Summer Flowering Bulbs, Bold and Beautiful* with Ron Kujawski, *Arbor Day Tree Planting* with

Tom Ingersoll and a Fall Pruning Workshop also with Tom. We made a few new introductions to the Sheffield community with a presentation on *Great Mountain Forest* by director Paul Barten, located right over the border in Norfolk, a meditation workshop with Dr. Andrew Vidich, and *Family Game Night* - a literary scavenger hunt.

The half-day (5) and vacation programs (April and June) remained the backbone of our activities for school-aged children offering a much needed outlet for working parents; while the weekly CHP sponsored Sing-A-Song Playgroup continued to grow with our preschool set. *Dig into Reading* was the theme of the Summer Reading Program for 2013 with 5 special weekly events to pique their reading interest. There was also a special children's only book sale to raise money for a hands-on program by Joe Brien of *Lost Arts Workshops*- 15 kids got to make survival bracelets. We also received a visit from Rhonda's Reptiles and hosted two Halloween Parties this year, one for the pre-schoolers and one after school for the older children.

Through the generosity of the Friends group we have once again been able to purchase over \$5000 of additional materials and our annual museum passes for patrons to enjoy. Friends also purchased an LCD projector and laptop to improve the functionality of the program room. Thank you to all the people who helped with the Book Sale this year. The General Barnard uniforms have been fully restored and are ready for display.

Our year would not be complete without thanking the many volunteers who help keep this library looking good and organized. Thank you to Sherry MacDonald and Barbara Carr for keeping the greenery thriving inside and out, and thank you to Eleanor Shiels, Catherine Hutchinson, John Whightman and Don Freedman for their shelving and processing assistance.

Respectfully submitted,

Karen Lindquist
Library Director

Report of the Agricultural Commission

The Sheffield Agricultural Commission works to promote agriculture in Sheffield and advise the Board of Selectmen and other town boards, commissions and departments on agricultural issues. Our meetings are held on the second Tuesday of the month at noon, with the exception of the months from May until September - which are the busy growing season, when meetings are held on an as-needed basis.

The Agricultural Commission is working on a brochure of Sheffield farms and sent out an initial letter to each farm looking for information about their business to include. Due to a low response rate we will be doing a second mailing to ensure that the information we have is accurate. The brochure is being funded in part by a grant from the Massachusetts Association of Agricultural Commissions and the Berkshire Taconic Community Foundation's Green Pastures Fund.

We also worked with the Sheffield Highway Department and private landowners to put up our Right To Farm bylaw signs. We would like to thank them for their assistance. More signs will be ordered so we can complete the project as our budget allows.

The Agricultural Commission has continued to work with the Sheffield Farmers' Market in 2013. The Farmers' Market will be June 6 through October 10 on Fridays with shorter hours from 3-6pm. We expect the Farmers' Market to stay viable and serve many of the farmers in the area and the community.

Our members remained active in the Keep Berkshires Farming initiative, which is geared toward keeping farms viable and prosperous throughout the Berkshires. This initiative has been assessing the agricultural resources in the area to help enhance the business of farming and our local food system. Members also participated in Berkshire Regional Planning Commission's Sustainable Berkshires project to ensure that agriculture was included in the economic development planning for the county.

Commission members Bruce Howden and Kathy Orlando serve on the Board for the statewide MA Association of Agricultural Commissions, with Kathy also serving as Treasurer for that organization. They make sure that topics important to our farmers have a voice at the state level and keep us informed on statewide issues.

Respectfully submitted
James M. Larkin, *Chair*

Report of the Commission on Disabilities

The Commission on Disabilities (C.O.D.) has completed its fourth full year of service to the residents of Sheffield. Its mission is to “cause the full integration and participation of people with disabilities in Sheffield.”

The C.O.D. consistently works to inform the people of Sheffield about services and products available to people with disabilities. It continues to reach out to the citizens of Sheffield to encourage more people to serve on the Commission or attend its meetings.

Projects Completed in 2013

- On February 13, the C.O.D., in collaboration with the Southern Berkshire School District, produced “Work, Play, Learn – Without Limits,” a resources fair for kids with and without disabilities showcasing 26 exhibitors who offer inclusive activities for kids of all ages. The list of exhibitors is available upon request.
- The C.O.D. prepared several informational documents about “visitability.” Making a home “visitable” means to build or rehabilitate the home so that three key construction elements make it possible for a person with a mobility disability to visit the home. A visitable home has: 1) a stepless entrance, 2) doorways that are wide enough for a wheelchair to pass, and 3) a ground floor bathroom that is accessible to someone using a wheelchair. Information about visitability is available through the Sheffield Building Inspector or the C.O.D.
- On September 7, the Commission participated in the Sheffield in Celebration fair by staffing a C.O.D. table with information about services available to people with disabilities in Sheffield and by staffing the accessible parking area.
- On October 21, the C.O.D., in collaboration with the Sheffield Senior Center, produced an Americans with Disabilities Act training that focused on Title II of the law, the section that applies to governmental entities such as the Town of Sheffield. The training was publicized county-wide and 46 participants attended representing 12 towns. Thirty-one town officials, employees, and residents of Sheffield attended. Kathy Gips, Director of Training at the New England ADA Center, led the training. A video of the training is available for loan through the Bushnell-Sage Library or may be purchased from CTSB Community TV in Lee.
 - The Commission submitted announcements or articles to all issues of the Sheffield Times in order to publicize the C.O.D.’s activities and share information about accessibility.

Ongoing and Future Projects

- The C.O.D. has plans to produce a seminar about Visitability in October 2014.
- The Select Board and the Town Administration continue efforts to procure funding to improve accessibility for the Town Hall's front and back entrances.
- The C.O.D. researched the cost of purchasing an Assistive Listening System (ALS). Depending on approval, the C.O.D. has hopes for a 2014 purchase and installation. The ALS will make it possible for people who are hard of hearing to hear and participate in town meetings and activities.
- At the request of the Town and the C.O.D., the Massachusetts Department of Transportation expects to install curb cuts on Route 7 at key locations in the center of Sheffield. The curb cuts will make it possible for those who are using mobility devices to cross the road safely and increase the safety for all.
- The C.O.D. continues in its efforts to create an online presence for the Commission.

The Commission members express sincere and deep gratitude to Claudia Martin who found it necessary, for personal reasons, to retire from the Commission. The Commission misses her participation and assistance.

Anyone interested in serving on the Commission should contact the Town Administrator's office. New members are welcome.

Accessibly yours,

Laura Grunfeld, *Chair*

David Wells, *Clerk* (with the assistance of Nanette Wells)

Gail Mullen

Lakhan Verma

Report of the Animal Control Officer

A reminder to all cat and dog owners, the State requires them to be vaccinated for rabies and all dogs must be licensed each year. Skunks and raccoons have tested positive for rabies this year. It is important to put the license tag on your dog. If the dog is lost it is helpful in finding the owner and it also saves time and extra expense in getting the dog back.

Calls:

Dogs – 141

Cats – 12

Dog Bite – 8

Other – 21

Wildlife – 18

I would like to thank Town Administrator Rhonda LaBombard, her assistant Alicia Dulin, Town Clerk Felecie Joyce and her assistant Jill Hughes for their assistance throughout the year.

Respectfully submitted:

Marty Clark

Animal Control Officer

Report of the Animal Inspector

The following is a list of the calls I made this year:

- 26 barn inspections
- 6 animal quarantines
- 9 animal health permits

The following is the number of animals in Sheffield in 2013:

- 2934 – milking cows
- 179 – beef cattle
- 78 – horses
- 11 – goats
- 11 – swine

Poultry

- 416 – chickens 6 – turkeys
- 26 – waterfowl 9 – game birds

We have 81,615 lbs. of milk produced daily from five different dairy farms located in Sheffield and Ashley Falls.

Respectfully submitted,

Marty Clark
Animal Inspector

Report of the Historical Commission

The Sheffield Historical Commission was established under Massachusetts General Law Chapter 40 Section 8d to allow cities and towns to create a local historical commission. Once established by a town, a local historical commission is responsible for preservation planning providing preservation, protection and development of the historical or archeological assets in the community. Sheffield, the first town founded in what became Berkshire County, is rich in historical assets and was one of the early towns in the Commonwealth to adopt the MGL establishing historical commissions.

In late 2012, the Sheffield Historical Commission, after a long history of excellent document development of a community historical assets and building list of over 200 historic properties recorded on the Commonwealth and National Registers, was down to only 1 member and was rebuilt to seven with new members. The Historical Commission has been working since early 2013 on development of a Demolition Delay General Bylaw which will be on the warrant for the 2014 Town Meeting. A demolition delay bylaw allows a town to delay issuance of a demolition permit for significant historical or archeological assets in the community for a fixed amount of time to allow the Historical Commission and other interested parties to work with the current owner to seek other solutions or owners that would keep the asset from being lost.

Future projects for the Historical Commission in 2014 and beyond, in addition to administration of the Demolition Delay Bylaw, include bringing the historical asset documentation up to date, reviewing the existing Historic Districts for possible expansion and identifying more assets for inclusion on the Commonwealth and National Registers.

Respectively submitted,

Dennis Sears, *Chair*

Michael King, *Vice Chair*

Catherine Miller, *Clerk*

Pat Elsbach, *Treasurer*

Jeffrey Waingrow

Kathy Orlando

Gay Tucker

Report of the Conservation Commission

The purpose of the Conservation Commission is to administer the provisions of the Wetlands Protection Act (WPA) MGL Ch 131, §40, and to educate and communicate with the residents and businesses of Sheffield on issues concerning the protection of our wetlands. The regulations of the WPA were written to protect public and private water supplies, ground water supplies, and to provide flood control, storm damage protection, prevention of pollution, and protection of land containing shellfish, of fisheries and of wildlife habitat. The Act prohibits the filling, excavation or other alteration of the land surface, water levels or vegetation in or near wetlands without a ruling from the local Conservation Commission. Our jurisdiction covers any work to be done within 100' of a lake, pond, vegetated wetland or intermittent stream, and within 200' of any perennial stream and any work within a floodplain.

If there is any question on applicability of the WPA to our project, you can contact the Conservation Commission at 229-7000, ext. 114. We can advise you if a project will come under our jurisdiction and if the work requires the filing of a Request for Determination of Applicability (RDA) or a Notice of Intent (NOI).

In 2012, the Sheffield Conservation Commission reviewed twelve Requests for Determination of Applicability and three Notices of Intent.

The Commission meets in public session every 2nd and 4th Monday of the month from April through October and on the 2nd Monday of the month, only, from November through March. Meetings are at 7:00 p.m. and anyone may attend.

Respectfully submitted,

Don Ward III, *Chairman*
James Collingwood
Howard Chezar
Cheryl Blackburn
Peter Stiglin

Report of the Zoning Board of Appeals

The Zoning Board of Appeals heard and acted on the following application in 2013:
Sheffield Planning Board - Administrative Appeal – Granted

At the end of 2013 the Board was in the process of deliberating on the following applications:

Bayer Material Science LLC – Special Permit

Old Castle Retail, Inc. – Special Permit and Variance

The final decision on these two applications will be made in January 2014.

The Zoning Board received the following applications, which were withdrawn by the applicant:

Primax Properties – Variance - Withdrawn

Southern Berkshire Regional School District – Administrative Appeal – Withdrawn

Frank, Rhonda and Adrian Cushwa – Special Permit – Withdrawn

The Board welcomed Trudy Weaver Miller who was appointed as a member of the Board after the resignation of Richard Kirchner. We would like thank Dick for his service. We would also like to express our sympathy to the Blackburn family. Eric Blackburn was an asset to the Board and will be missed.

The most demanding hearing this year was the Planning Board Administrative Appeal of the building permit issued to Primax Properties. Our Board invested a lot of effort and consideration regarding this Appeal. We will continue to strive to provide the town with the best service possible as we conduct the duties with which we are charged by the town and the state.

We would like to thank Jill Hughes, our clerk, for her assistance during the year.

Respectfully submitted:

Bart Elsbach, *Chairman*

Eric Carlson

Allison Lasso

Trudy Weaver Miller

Greig Siedor, *Alternate Member*

Report of the Recycling Coordinator

In 2013, the arrangement that we have with Goodwill Industries has proved to be a great success. The items townspeople donate to Goodwill Industries helps them carry out their mission to the people they serve. They either re-use or recycle the donated items. Please remember they accept household electronics except cathode ray tubes from old style television sets.

Cathode ray TV's can be recycled in the electronics container across from the trash compactor, but we must pay for the disposal while the Goodwill Container items do not cost us anything.

In 2013 we received \$4,918.63 from the Springfield Materials Recycling Facilities (MRF) for the 203.76 tons of paper containers we shipped to them. This payment substantially reduces our cost of hauling these materials to the MRF. Our cost for recycling is just a tiny fraction of the cost of disposing these items as trash.

Respectfully Submitted:

David J. Steindler
Recycling Coordinator

Report of the Berkshire Visiting Nurses Association

As part of the Berkshire Health System network, Berkshire Visiting Nurse Association provides comprehensive, multidisciplinary healthcare to individuals and families in the community. Community public health services are **Disease Surveillance and Investigation, Active TB Disease Management, Disease Screening and Immunizations, and Health Promotion**. A description of services follows.

Disease surveillance and investigation of reportable and communicable diseases involves the receipt and processing of reports for specific diseases and implementation of appropriate follow-up measures. This is accomplished with the use of MAVEN. The Massachusetts Virtual Epidemiologic Network known as MAVEN is part of the Electronic Disease Surveillance System. There were 57 diseases investigated. The diseases were babesiosis, ehrlichiosis, group A streptococcus, human granulocytic anaplasmosis, influenza, Lyme disease, pertussis and salmonellosis.

Active TB disease management is following all cases of active disease in accordance with MDPH requirements and MA regulations. This includes contact investigation, skin testing, multiple months of case management and direct observation therapy. There were no active cases of TB.

Disease screening and immunizations for individual and community disease prevention are provided as necessary. An established distribution station is maintained in accordance with MDPH requirements for the management of state supplied vaccine. A town clinic for seasonal influenza and pneumococcal vaccine is offered to persons meeting the criteria. Opportunity for those who are unable to come to the town clinic is made available at subsequent health promotion clinics. There were 40 seasonal influenza shots administered.

Health promotion provides accessible monitoring of health risks to the community. Also provided are health education, health promotion and screening in accordance with acceptable standards of care. Health promotion clinics are held regularly at the Sheffield Senior Center with 75 visits. Blood sugar testing is offered regularly to those with diabetes and annually for all clinic participants. Clinic participants are engaged in monthly health education topics with printed material offered for future reference. A listing of health topics follows: influenza information, heart health, oral health, maintaining a balance, stroke information, men's and women's health, nutrition, Summer Smarts including tick borne illnesses, Heart Strong class with free cholesterol check and education, breast health and fostering resilience.

The Board of Health Coordinator, Cindy Croce, RN, collaborates with the Council on Aging to provide coordination of services for residents. As a member of the community health care continuum of Berkshire Health Systems, collaboration with and referrals to other health care professionals are readily made.

Berkshire Visiting Nurse Association wishes to thank the Select Board and the Board of Health for the opportunity to serve your residents. Please feel free to call BVNA for information at 800- 788- 2862. We look forward to our continued relationship in maintaining and promoting good health in Sheffield.

Respectfully submitted,

Cindy Croce, *RN*
Board of Health Coordinator
Berkshire Visiting Nurse Association

Report of the Town Park & Recreation Committee

The Park adorned itself with a much-needed new flag pole in July. The entrances to the baths were black-topped making them handicap accessible. The drinking fountain was repaired. We want to thank Mark Bachetti for also faithfully winterizing the baths each year.

Beginning early in the Spring the Little League and Minor League teams take to the fields which are maintained by team coaches and other volunteers. The teams are sponsored by the Sheffield Kiwanis, and the Kiwanis food trailer serves food and beverages during the games. With games and/or practices almost every evening, volunteers are needed to help keep the fields in condition and are always welcome. Please call the Town Hall at 413-229-7000 if you are able to help. We also ask that people keep their dogs off of both fields. Thank you.

The Pavilion continues to accommodate parties of various kinds, birthday, graduation, family, company, anniversary, weddings, receptions and reunions. Each year the Police Department holds its Kops and Kids program in July. The program includes the rope course and zip line. The largest event was the annual Sheffield in Celebration in September.

In the fall the Park received some second hand playground equipment from Undermountain Elementary. The Committee is working on sorting it out and having it installed for the 2014 season. In preparation for this, some old playground equipment has been removed including the old black locust structure that was built many years ago.

To reserve the Pavilion for your event, please call Grace Campbell at 413-229-2682.

Donations are welcome and help with some expenditures not funded by the Town.

Respectfully submitted,

Kevin Joyce, *Chair*

Michael Ovitt, *Vice Chair*

Joe Wilkinson

Grace French Campbell, *Secretary*

Report of the Board of Assessors

Greetings to the townspeople of Sheffield:

In compliance with the requirement of the Massachusetts Department of Revenue, the Town of Sheffield continues the cyclical inspection program. This program requires an inspection of the interior as well as a measurement and inspection of the exterior of all property. The inspection is necessary in order to create equitable assessments throughout the town. We appreciate the taxpayers' continuing cooperation with this effort. Barbara West retired in December after 18 years of service. We wish her a happy retirement! The Board of Selectmen appointed Christopher Lamarre to the Board of Assessors. Chris is the Principal Assessor for the Town of Great Barrington. We welcome his knowledge and expertise of the assessing profession. Fiscal 2014 was a recertification year for the town. The total valuation dropped slightly from 613,740,420 to 606,403,257 and the tax rate increased by forty cents (\$.40).

Fiscal Year 2013 Commitment & Abatement Summary (calendar year 2013) Tax Rate \$13.34

Commitments to the Collector:

Motor Vehicle Excise	\$ 478,226.83
Supplemental Tax	1,612.82
Total	\$ 479,839.65

Abatements & Exemptions

Real Estate Abatements	\$ 9,380.66
Personal Property Abatements	\$ 37.35
Statutory Exemptions:	

<u>Exemption Type</u>	<u>Count</u>	<u>Total Tax Amount</u>
Clause 22 – Veterans	17	\$ 8,000.00
Clause 37 – Blind	1	437.50
Clause 41C – Elderly	23	16,875.00
Total Exemptions	41	\$ 25,312.50

Total Abatements & Exemptions taken against 2013 overlay \$ 65,099.99

Motor Vehicle Excise Abatements

Levy of 2011	161.90
Levy of 2012	1,746.70
Levy of 2013	<u>8,583.27</u>
Total MVE Abatements	\$ 10,491.87

Fiscal Year 2014 Commitment & Abatement Summary (calendar year 2013)
Tax Rate \$13.74

Commitments to the Collector:

Preliminary Tax	\$ 4,073,418.10
Real & Personal Property – Actual	\$ 8,331,981.03
Motor Vehicle Excise	\$ 24,370.94
Farm Animal Excise	\$ 15,890.68

Abatements & Exemptions

Real Estate Abatements	\$ 0.00
Personal Property Abatements	\$ 0.00
Statutory Exemptions:	\$ 0.00
Total Abatements & Exemptions taken against 2014 overlay	\$ 0.00

Motor Vehicle Excise Abatements

Levy of 2012	196.85
Levy of 2013	<u>29,837.29</u>
Total	\$30,034.14

Respectfully submitted,

Tammy L. Blackwell, *MAA, Chairman*
Christopher Lamarre

Report of the Treasurer/Collector

The total levy of Real Estate and Personal Property Tax for Fiscal Year 2013 was \$8,188,913.35 of which \$7,773,049.16 was collected, \$40,517.63 was abated, \$24,584.90 was overpaid and refunded, \$51,780.60 taken into tax title, leaving a balance of \$348,150.86 at the end of June 2013, thus collecting/reducing approximately 95.75 % of the Levy. A new Solar Panel Installation Assessment is being challenged, leaving an extra \$103,780.93 outstanding. By June 30, 2013 we were able to collect \$158,492.27 of last year's balance of Real Estate and Personal Property taxes, bringing collections to 98.2% after one year. Motor Vehicle Excise collections totaled \$511,641.45. From delinquent taxes came \$100,308.42 in interest penalties and fees. Payments on account in Tax Title totaled \$102,598.07 lowering the Tax Title account by \$64,293.20 and bringing in an additional \$38,304.87 in interest penalties. Statute mandates the assessment of interest on any delinquent taxes which offsets the inability to invest excess funds on deposit. The Town was able to safely earn \$6,698.07 on its investments with no risk of principle.

Real Estate and Personal Property bills are payable 4 times per year. Preliminary Bills are due Aug 1st and Nov 1st, each representing 25% of the prior fiscal year net tax. Actual Bills are due Feb 1st and May 1st, which reflect any change in valuation along with the change in tax rate. I encourage taxpayers to understand the basis of their bills and welcome any taxpayer to review the collection process.

The majority of Motor Vehicle Excise Taxes are issued in February of each year for those registered as of the 1st of the year and approximately every two months following. You may be eligible for a refund or adjustment if you transfer plates from another vehicle or cancel plates mid year; you will be directed to the Assessors office for this adjustment.

Online payment options can be found on the Town website.

Go to: www.sheffieldma.gov Debit or Credit cards as well as Electronic Checks can be used. Fees vary by option.

Thank you to Barbara Roraback for her dedicated service to the town and welcome to Bonnie Bonn-Buffoni who is working part time doing a great job. Any questions or concerns can be directed to the Treasurer/Collectors' Office at 229-7000 ext. 153 or 154.

Respectfully submitted,
Michael C. Ovitt, *Treasurer / Collector*

REPORT OF THE TOWN TREASURER

July 1, 2012 through June 30, 2013

FROM TAX COLLECTOR:

REAL ESTATE TAXES	\$7,845,028.77
PERSONAL PROPERTY TAXES	\$244,707.49
MOTOR VEHICLE EXCISE TAXES	\$511,641.45
TRANSFER STATION FY13 Sticker Revenue	\$127,871.24
FARM ANIMAL EXCISE TAXES	\$15,679.98
INTEREST ON TAXES	\$91,748.42
COLLECTOR FEES	\$8,560.00
DEPUTY COLLECTOR FEES	\$7,726.00
CERTIFICATES OF MUNICIPAL LIENS	\$4,800.00
US TREASURY IN LIEU OF TAXES	\$2,230.00
REGISTRY NON RENEWAL FEES	\$2,700.00

FROM STATE TREASURER:

CHAPTER 70	\$13,886.00
UNRESTRICTED GENERAL GOVT. AID	\$206,062.00
LESS: NET STATE ASSESSMENTS	(\$26,437.00)
PAYMENT IN LIEU OF TAXES ON STATE OWNED LAND	\$75,551.00

AID TO PUBLIC LIBRARIES: LIG /MEG/NRC GRANTS	\$5,835.49
COUNCIL ON AGING (Formula Grant)	\$6,356.00
CULTURAL COUNCIL GRANT	\$3,870.00
ELDERLY EXEMPTIONS	\$7,546.00
MASS. REHAB. COMMISSION - Records Fee	\$170.00

CH-90 HIGHWAY FUNDS	\$383,020.23
EXTENDED POLLING HOURS	\$402.00
EXEMPTIONS: BLIND, SURVIVING SPOUSE, VETS	\$6,250.00
MASS DOR / F.E.M.A.:	
SEPT 2011 TROPICAL STORM IRENE	\$1,877.00
OCT 2011 SNOW STORM	\$838.00
MASS. EMERGENCY MANAGEMENT PLANNING GRANT	\$2,000.00
VETERANS BENEFITS REIMBURSEMENT	\$19,049.00

FROM BOARD OF SELECTMEN:

LICENSES & PERMITS	\$16,682.80
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FROM BOARD OF HEALTH:

LICENSES & PERMITS	\$4,213.00
WITNESS FEES (Perc, Septic, Well, Title IV)	\$4,700.00
TICK TOCK Grant # 2660	\$350.00

FROM TOWN CLERK:

DOG LICENSES	\$4,265.00
MISC. FEES	\$2,896.50
DOG VIOLATIONS	\$1,400.00

FROM LIBRARY:

LIBRARY FINES & COPIES	\$1,255.72
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FROM CONSERVATION COMMISSION:

REQUEST FOR DETERMINATION FEES	\$900.00
NOTICE OF INTENT FEES	\$1,187.50

FROM POLICE DEPARTMENT:

COURT FINES	\$7,663.00
PAID DETAILS	\$65,969.32
SURCHARGE ON PAID DETAILS	\$3,387.92
CRUISER USE	\$200.00
TAG SALE PERMITS	\$182.00
ALARM PERMITS & FINES	\$5,115.00
FIREARMS PERMITS TO STATE	\$5,625.00
FIREARMS PERMITS TOWN SHARE	\$1,875.00

FROM INSPECTORS:

BUILDING	\$38,570.73
ELECTRICAL	\$12,115.00
PLUMBING	\$4,370.00
SANITATION	\$850.00
FIRE SAFETY	\$3,285.00
GAS & PIPING	\$6,420.00

FROM PAYROLL DEDUCTIONS:

FEDERAL WITHHOLDING TAX	\$120,688.75
STATE WITHHOLDING TAX	\$59,039.66
COUNTY RETIREMENT	\$92,740.71
GROUP INSURANCE	\$67,166.85
MEDICARE DEDUCTION	\$17,983.21
UNION DUES	\$1,243.86
VOLUNTARY LIFE & DISABILITY	\$1,083.98
DEFERRED COMP. DEDUCTION	\$39,505.35
CHILD SUPPORT	\$8,840.00

FROM TREASURER:

INVESTMENT INCOME	\$6,686.84
RET CHECK FEES/REFUNDS/OVERPAYMENTS	\$2,420.76
CULTURAL COUNCIL INTEREST	\$11.23
TAX TITLE ACCOUNT	\$64,293.20
ADDITIONAL INTEREST ON T.T.ACCOUNTS	\$38,304.87

FROM:

APPEALS BOARD - Filing Fees	\$576.66
ASSESSORS - Copy & Fax Fees	\$69.00
BERKSHIRE HOUSING: Dewey Court	\$2,560.08
BERKSHIRE SCHOOL - Annual Gift to Town	\$50,975.00
BERKSHIRE TACONIC FOUNDATION - Donation	\$1,000.00
CABLE FRANCHISE FEE	\$504.00
COMMUNITY INNOVATION GRANT - Bldg Insp. # 2657	\$11,730.00
COUNCIL ON AGING: Gift Account	\$375.00
CRUISER - Damage restitution	\$127.19
ENTERPRISE Rent-a-car: Lease Surcharge	\$486.60
INSURANCE PROCEEDS: Fire Engine #3 Compartment/Doors	\$10,395.00
KOPS & KIDS - Police: Community Outreach Programs	\$22,750.00
PLANNING BOARD - Filing Fees	\$1,500.00
POLICE - Breathalyzer Grant # 2659	\$500.00
RECYCLED MATERIALS REVENUE	\$8,496.01
SHEFFIELD AGRICULTURE BROCHURE GRANT # 2658	\$500.00
TOWN PARK GIFT - Donations	\$170.00
TRANSFER STATION BROCHURE GRANT # 2312	\$1,000.00

TOTAL: \$10,396,171.37

REPORT OF THE TAX COLLECTOR
FISCAL YEAR 2013
JULY 1, 2012 THROUGH JUNE 30, 2013

Tax Year & Type	Beginning Balance	New Levy	Overpayments & Refunds	Coll. & Paid Treasurer	Abatement	Tax Title	Ending Balance	Fees & Interest
*MV Paid After Abated		\$228.44		\$228.44			\$0.00	\$492.19
1990-2004 Real Estate	\$11,002.87						\$11,002.87	
2005-2007 Motor Vehicle	\$5,480.60						\$5,480.60	
2005: Real Estate	\$2,311.70			\$32.00		\$921.91	\$1,357.79	\$54.76
2006: Real Estate	\$3,011.31					\$1,800.06	\$1,211.25	
2007: Real Estate	\$3,752.34			\$30.97		\$1,848.96	\$1,872.41	\$25.97
Personal Prop.	\$172.06						\$172.06	
Farm Animal	\$172.55						\$172.55	
2008: Real Estate	\$8,364.96			\$2,778.16		\$3,539.66	\$2,047.14	\$1,766.91
Personal Prop.	\$521.86			\$149.80			\$372.06	\$116.29
Motor Vehicle	\$1,634.07			\$234.69			\$1,399.38	\$239.51
2009: Real Estate	\$27,995.26		\$44,607.66	\$7,316.65	\$44,607.66	\$13,271.84	\$7,406.77	\$4,849.87
Personal Prop.	\$828.56			\$220.12			\$608.44	\$141.43
Motor Vehicle	\$2,244.98			\$303.43			\$1,941.55	\$267.74
2010: Real Estate	\$80,170.05			\$39,660.94		\$25,200.61	\$15,308.50	\$12,873.31
Personal Prop.	\$1,029.07			\$238.65			\$790.42	\$125.12
Motor Vehicle	\$3,174.91			\$550.13			\$2,624.78	\$432.73
Farm Animal	\$322.35						\$322.35	
2011: Real Estate	\$160,960.03			\$107,277.66		\$29,570.98	\$24,111.39	\$31,441.17
Personal Prop.	\$1,542.04			\$489.88			\$1,052.16	\$168.79
Motor Vehicle	\$4,780.26			\$2,188.78			\$2,409.61	\$783.76
Farm Animal	\$322.35				\$352.72		\$322.35	
2012: Real Estate	\$303,035.61		\$170.85	\$156,943.39		\$30,393.42	\$115,698.80	\$25,711.83
Personal Prop	\$2,709.71			\$1,548.88			\$1,160.83	\$288.53
Farm Animal	\$112.35						\$112.35	
2013: Real Estate	\$22,931.11	\$60,148.67		\$74,128.19	\$10,158.63		\$6,447.63	\$4,160.68
Motor Vehicle	\$7,839,259.73	\$7,839,259.73		\$7,530,989.00	\$39,946.04	\$51,780.60	\$240,738.03	\$12,961.24
Personal Prop.	\$349,653.62			\$242,060.16	\$571.59		\$107,412.83	\$288.84
Farm Animal	\$15,700.01			\$15,679.98			\$20.03	\$43.49
Motor Vehicle	\$475,777.83	\$475,777.83		\$434,007.79	\$8,583.27		\$35,148.31	\$3,074.26
TOTALS:	\$648,582.96	\$8,740,768.30	\$78,979.62	\$8,617,057.69	\$104,219.91	\$158,328.04	\$588,725.24	\$100,308.42

* Subsequently Paid After Abatement

Report of the Town Accountant

To the honorable Board of Selectmen, and residents of the Town of Sheffield. I hereby submit the following reports of the Town Accountant: Combined Balance Sheet-All Fund Types, Appropriation Report, Special Revenue Funds, Trust Funds, Agency Funds.

Respectfully submitted,

James V McCormack,
Town Accountant

**TOWN OF SHEFFIELD
COMBINED BALANCE SHEET - ALL FUND TYPES
JUNE 30, 2013**

	Governmental Fund Types						Totals (Memo Only)
	Unrestricted General	Special Revenue	Enterprise	Agency	Trust	Long Term Debt	
ASSETS							
Cash & Cash Equivalents	2,016,507.88	400,461.25	164,249.85	12,313.63	1,183,199.59		3,776,732.20
Receivables							0.00
Property Taxes	532,323.75						532,323.75
Excises	56,401.49						56,401.49
Tax Liens	377,831.79						377,831.79
Departmental (other)							0.00
Due From Other Funds							0.00
Due From State Government							0.00
Amount for Retirement of Debt						84,210.40	84,210.40
TOTAL ASSETS	2,983,064.91	400,461.25	164,249.85	12,313.63	1,183,199.59	84,210.40	4,827,499.63
LIABILITIES							
Warrants Payable	129,167.57						129,167.57
Withholdings Payable	1,080.84						1,080.84
Due to Other Funds				12,313.63			12,313.63
Due to Others	-12,221.28						-12,221.28
Deferred Revenues:							0.00
Property Taxes	312,136.85						312,136.85
Excise Taxes	56,401.49						56,401.49
Tax Liens	377,831.79						377,831.79
Departmental (other)							0.00
Allowance for Abatements	185,997.48						185,997.48
Overlay Deficit Prior Years							0.00
Surplus Reserve for Abatements							0.00
General Obligation Tri-Building						84,210.40	84,210.40
TOTAL LIABILITIES	1,050,394.74	0.00	0.00	12,313.63	0.00	84,210.40	1,146,918.77
FUND EQUITY							0.00
Reserved for Encumbrances	897,003.36						897,003.36
Reserved for Deficits Snow Ice							0.00
Reserved for Expenditures		400,461.25	88,462.00				
Unreserved Fund Balance	1,035,666.81		75,787.85		1,183,199.59		2,294,654.25
TOTAL FUND EQUITY	1,932,670.17	400,461.25	164,249.85	0.00	1,183,199.59	0.00	3,680,580.86
TOTAL LIABILITIES & FUND EQUITY	2,983,064.91	400,461.25	164,249.85	12,313.63	1,183,199.59	84,210.40	4,827,499.63

REPORT OF PAYMENTS**July 1, 2012 - June 30, 2013**

Appropriation Accounts	9,175,983.72
Special Revenue Funds	512,879.11
Agency Funds	78,296.58
Trust Funds	1,988.72

Refunds:

Real Estate & Personal Property Tax	69,476.32
Motor Vehicle Excise Tax	9,787.06

Commonwealth of Massachusetts:

Registry of Motor Vehicle Surcharge	3,080.00
Mosquito Control	22,102.00
Air Pollution	1,180.00

Berkshire County Charges:

Berkshire Regional Planning Commission	2,183.15
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Payroll Deductions:

Federal Withholding Tax	120,688.75
Medicare	17,983.21
State Withholding Tax	59,039.66
County Retirement System	92,739.91
Deferred Compensation	39,505.35
Employee Health Insurance	68,838.12
Union Dues	162.87
Child Support	8,840.00

Encumbrances:

Highway	250.00
Selectmen	2,972.00
Board of health	749.97
Planning Board	264.69

Total	10,288,991.19
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APPROPRIATION REPORT FY 2013

Name of Appropriation	Appropriation	Reserve Transfers	Other Transfers	TOTAL Appropriation	TOTAL Expended	Encumbered	Balance
Moderator	214.00			214.00	214.00		0.00
Selectmen's Office	156,552.00			156,552.00	152,043.40	3,700.00	808.60
Board of Assessors	96,720.00			96,720.00	86,889.15		9,830.85
Treasurer/Collector	153,891.00			153,891.00	150,421.32	2,907.68	562.00
Town Clerk	55,487.00			55,487.00	51,548.32		3,938.68
Election & Registration	21,300.00	500.00		21,800.00	21,683.88		116.12
Conservation Commission	7,093.00			7,093.00	4,550.69	63.72	2,478.59
Planning Board	11,354.00			11,354.00	5,346.43		6,007.57
Board of Appeals	2,035.00			2,035.00	1,849.64		185.36
Town Buildings and Properties	127,425.00			127,425.00	123,212.92		4,212.08
Town Report & Communications	6,500.00			6,500.00	4,160.05		2,339.95
Legal Services	25,000.00	10,000.00		35,000.00	34,298.64	165.00	536.36
Dispatch Services	8,307.00			8,307.00	8,306.08		0.92
Police Department	435,398.00	18,005.39		453,403.39	453,403.39		0.00
Fire Department	44,749.00	9,696.96		54,445.96	54,402.15		43.81
Fire Hydrants	18,091.00			18,091.00	18,090.76		0.24
Inspection Services	60,500.00			60,500.00	60,498.10		1.90
Animal Control Officer	8,700.00			8,700.00	8,641.04		58.96
Highway Department	581,354.00			581,354.00	573,239.44	5,923.96	2,190.60
Streetslights	11,000.00			11,000.00	9,509.25		1,490.75
Board of Health	14,551.00			14,551.00	14,294.05		256.95
Visiting Nurse Association	4,200.00			4,200.00	4,200.00		0.00
Council on Aging	42,263.00			42,263.00	42,225.84		37.16
Veterans' Benefits	27,000.00	3,500.00		30,500.00	30,263.04		236.96
Library	159,665.00			159,665.00	156,881.54	120.00	2,663.46
Historical Commission	0.00			0.00	0.00		0.00

APPROPRIATION REPORT FY 2013

Name of Appropriation	Appropriation	Reserve Transfers	Other Transfers	TOTAL Appropriation	TOTAL Expended	Encumbered	Balance
Memorial Day	750.00			750.00	435.00		315.00
American Legion	500.00			500.00	500.00		0.00
Care of Soldiers' Graves	1,400.00			1,400.00	1,224.00		176.00
Ashley Falls Historic Dist Commission	50.00			50.00	0.00		50.00
Agriculture Commission	250.00			250.00	250.00		0.00
Interest on Loans	1.00			1.00	0.00		1.00
SBRSD Operating	5,888,727.00			5,888,727.00	5,888,727.00		0.00
SBRSD Capital	223,632.00			223,632.00	223,632.00		0.00
SBRSD Committee	0.00			0.00	0.00		0.00
Vocational Education	60,000.00			60,000.00	39,960.00		20,040.00
Berkshire County Retirement	177,082.00			177,082.00	177,082.00		0.00
Worker's Compensation	18,500.00			18,500.00	8,067.05		10,432.95
Unemployment Compensation	1.00			1.00	1.00		0.00
Group Health (Ch. 32B) Insurance	336,000.00			336,000.00	306,252.46	47,648.84	24,982.70
Employer Medicare	21,000.00			21,000.00	17,983.21		3,016.79
Financial Audit	12,000.00			12,000.00	12,000.00		0.00
Insurance & Bonding	69,000.00			69,000.00	63,513.48		5,486.52
Library Books, Equipment, Furnishings	6,145.00			6,145.00	0.00		6,145.00
Agriculture Preservation	2,000.00			2,000.00	0.00		2,000.00
Bridge Repair-Iron Works Brook	3,715.70			3,715.70	0.00		3,715.70
CTV Emergency Alert	400.00			400.00	0.00		400.00
Exterior Trim Town Hall	2,010.00			2,010.00	0.00		2,010.00
Digital Archiving	14,527.50			14,527.50	0.00		14,527.50
Landfill Compliance	6,999.58			6,999.58	6,999.58		0.00
Tax Title & Possession/Legal	2,000.00			2,000.00	0.00		2,000.00
Local Cable TV Broadcasting	251.77			251.77	0.00		251.77

DONE**APPROPRIATION REPORT FY 2013**

Name of Appropriation	Appropriation	Reserve Transfers	Other Transfers	TOTAL Appropriation	TOTAL Expended	Encumbered	Balance
Emergency Management Fund 03	7,410.12		750.00	8,160.12			8,160.12
Fire Dept Purchase/Repair Equipment 04	442.01			442.01	441.95		0.06
Fire Dept Purchase/Repair Equipment 05	2,458.98			2,458.98	2,458.98		0.00
Railroad Barn 07	158.61			158.61	0.00		158.61
Triennial Property Recertification 07	5,000.00			5,000.00	0.00		5,000.00
Pickup Truck Highway 08	725.11			725.11	0.00		725.11
Senior Center 08	2,613.19			2,613.19	0.00		2,613.19
Process Tax Delinquent Accounts 09	8,500.00			8,500.00	0.00		8,500.00
Commercial /Personal Tax Appraisal 09	750.00			750.00	0.00		750.00
Highway Garage Design 10	46,194.70			46,194.70	0.00		46,194.70
New Backhoe 11	95,000.00			95,000.00	89,225.06		5,774.94
Bid Documents New Highway Garage 11	150,000.00			150,000.00	0.00		150,000.00
Jaws Life/Radios Fire 12	32.20			32.20	0.00		32.20
Training Fire 12	12,470.00			12,470.00	12,470.00		0.00
Truck Highway 12	3,763.00			3,763.00	0.00		3,763.00
Police Cruiser 12	1,558.00			1,558.00	0.00		1,558.00
Septic System Library 12	29,625.00			29,625.00	3,703.50		25,921.50
Information Technology 12	338.23			338.23	338.23		0.00
Building Permitting Software 12	6,500.00			6,500.00	2,644.79		3,855.21
Preserve Town Historical Documents 12	3,095.61			3,095.61	0.00		3,095.61
Town Building Repairs 12	21,442.59			21,442.59	3,928.75		17,513.84
Town Hall Elevator	51,947.10			51,947.10	2,440.00		49,507.10
Principal Interest Debt 13	26,053.00			26,053.00	26,052.62		0.38
Reserve Fund 13	73,000.00	-41,702.35		31,297.65			31,297.65
York Rake/Mower 13	8,450.00			8,450.00	8,450.00		0.00

DONE

APPROPRIATION REPORT FY 2013

Name of Appropriation	Appropriation	Reserve Transfers	Other Transfers	TOTAL Appropriation	TOTAL Expended	Encumbered	Balance
Fire Fighters Training 13	25,000.00			25,000.00	5,006.00		19,994.00
Exterior Painting Buildings 13	50,000.00			50,000.00	0.00		50,000.00
Tax Recertification 13	10,000.00			10,000.00	0.00		10,000.00
Rent Equipment Highway 13	10,000.00			10,000.00	10,000.00		0.00
Information Technology 13	8,000.00			8,000.00	1,593.30		6,406.70
Guardrail Replacement 13	3,162.00			3,162.00	2,992.00		170.00
Replace Carpet Library 13	21,700.00			21,700.00	4,123.70		17,576.30
Town Building Repairs 13	50,000.00			50,000.00	0.00		50,000.00
Principal Interest Debt 14	25,053.00			25,053.00	0.00		25,053.00
Reserve Fund 14	74,000.00			74,000.00	0.00		74,000.00
Emergency Response Fun 14	750.00		-750	0.00			0.00
Firefighter Training 14	25,000.00			25,000.00	0.00		25,000.00
Tax Recertification 14	10,000.00			10,000.00	0.00		10,000.00
Tax Taking 14	10,000.00			10,000.00	0.00		10,000.00
Police Cruiser/Laptop 14	40,300.00			40,300.00	0.00		40,300.00
Information Technology14	9,000.00			9,000.00	0.00		9,000.00
Guardrail Replacement 14	30,000.00			30,000.00	30,000.00		0.0
Town Building Repairs 14	70,000.00			70,000.00	0.00		70,000.00
Plow Truck 14	87,000.00			87,000.00	0.00		87,000.00
Mower 14	2,500.00			2,500.00	2,489.99		10.01
Cold Water Rescue Suits 14	2,500.00			2,500.00	824.95		1,675.05
Rescue Wagon 14	9,000.00			9,000.00	0.00		9,000.00
Fire Truck Stabilization 14	150,000.00			150,000.00	150,000.00		0.00
TOTALS GENERAL FUND	10,206,784.00	0.00	750.00	10,206,784.00	9,175,983.72	17,645.20	1,013,155.08

SPECIAL REVENUE
June 30, 2013

Funds	Beginning Balance	Receipts	Transfers In	Expenses	Transfers Out	Ending Balance
Conservation Commission	8,823.55	1,187.50				10,011.05
Cemetery Perpetual Care	118.50					118.50
Arts Lottery Council	4,265.37	3,881.23		5,404.00		2,742.60
Berkshire School Gift 07	6,159.46			6,159.97		0.00
Berkshire School Gift Fund	69,700.00			12,018.97		57,681.03
Berkshire School Gift 09	52,500.00					52,500.00
Berkshire School Gift 10	42,500.00					42,500.00
Berkshire School Gift 11	35,500.00					35,500.00
Berkshire School Gift 12	37,500.00					37,500.00
Berkshire School Gift 13	0.00	50,975.00				50,975.00
Library Gift 04	15,601.02					15,601.02
Music Related Program	325.86					325.86
Friends of Library Gift 04	424.88					424.88
Extended Polling Hours	0.00	402.00		402.00		0.00
State Census Grants	0.00					0.00
Lig/Meg	11,353.62	5,835.49		9,488.74		7,700.37
COA Formula Grant	0.00	6,356.00		6,356.00		0.00
COA Networking Grant	124.94					124.94
COA Gift	983.00					983.00
COA Gift	450.00	375.00				825.00
Fruits of Our Labor Grant	816.57					816.57
Kops & Kids	14,024.42	22,750.00		18,545.27		18,229.15
Community Policing 2009	222.79					222.79

SPECIAL REVENUE
June 30, 2013

Funds	Beginning Balance	Receipts	Transfers		Expenses	Transfers Out	Ending Balance
			In				
Law Enforcement Trust	0.00						0.00
Portable Breathalyzer	0.00	500.00			500.00		0.00
MEME-Certification Grant	288.72						288.72
CH 90	0.00	383,020.23			396,530.43		(13,510.20)
CDBG Program Income	0.00						0.00
Housing Rehab Grant	1,184.54						1,184.54
Ready Resource Grant	1,781.25						1,781.25
Town Park	2,796.71	170.00			320.00		2,646.71
Insurance Proceeds	0.00	10,395.00			10,395.00		0.00
Cell Tower Fees	2,145.07						2,145.07
CTSB Franchise Fee	1,914.50	504.00					2,418.50
Juvenile Court Restitution	2,752.90						2,752.90
Sale of Land	29,992.00						29,992.00
Senior Center CDBG Grant	0.00						0.00
Senior Center Building Fund	6,308.51						6,308.51
Parking Area Fund	3,478.45				661.55		2,816.90
Sheffield Grange Library Gift	541.24				177.19		364.05
Sheffield Agricultural Brochure	0.00	500.00					500.00
Clean Energy Choice	20,694.54						20,694.54
Fire Equipment DEM	0.00				530.00		(530.00)
Ballistic Vests	0.00						0.00
Emergency Management Planning	0.00	4,500.00			4,500.00		0.00
Plumbing Inspector	255.50	4,370.00			3,933.00		692.50

SPECIAL REVENUE
June 30, 2013

Funds	Beginning Balance	Receipts	Transfers In	Expenses	Transfers Out	Ending Balance
Gas Inspector	327.50	6,420.00		5,724.00		1,023.50
Electrical Inspector	712.00	12,115.00		11,047.50		1,779.50
Fire Inspector	216.50	3,285.00		3,186.00		360.50
Board Health Inspector	1,190.00	4,700.00		3,920.00		1,970.00
Community Innovation Challenge	0.00	11,730.00		11,730.00		0.00
Tick Tock Grant	0.00	350.00		350.00		0.00
Materials Recycling Facility	0.00	1,000.00		1,000.00		0.00
Totals	378,018.91	535,321.45	0.00	512,879.11	0.00	400,461.25

TRUST FUNDS
June 30, 2013

	Beginning Balance	Receipts	Interest	Transfers In	Expenses	Transfers Out	Ending Balance
Conservation	21,043.07	596.29			2,587.09		19,052.27
Building Insurance	40,507.79	2,260.86			500.00		42,268.65
Stabilization	143,176.55	8,327.78		118,000.00			269,504.33
Unemployment	27,127.56	1,514.04		1.00			28,642.60
Cemetery Perpetual Care	1,493.81	83.41					1,577.22
Law Enforcement	48.32	1.24					49.56
Mercin Library	24,164.14	1,316.82			3,664.19		21,816.77
Milani Library	16,538.72	512.20					17,050.92
Wright Library	4.19	.24					4.43
Churchill Cemetery	3,494.46	216.70					3,711.16
Cook School	502.20	15.56					517.76
Pine Knoll Reservation	987.14	30.57					1,017.71
Town Clock	323.07	10.02					333.09
Totals	279,411.02	14,885.73		118,001.00	6,751.28	0.00	405,546.47

AGENCY FUNDS
June 30, 2013

	Beginning Balance	Receipts	Transfers In	Expenses	Transfers Out	Ending Balance
Police Details	3,092.89	67,641.32		64,045.58		6,688.63
Sport Licenses	130.40	0.00		0.00	130.40	0.00
Deputy Collector Fees	0.00	7,726.00		7,726.00		0.00
Firearms	6,525.00	5,625.00		6,525.00		5,625.00
Totals	9,748.29	80,992.32	0.00	78,296.58	130.40	12,313.63

Wages Paid in Calendar Year 2013

BOARD OF SELECTMEN:

Hannum, Julie	\$2,091.50
Dobson, Edwin	\$512.25
Smith, David A.	\$1,733.25
Wood, Rene	\$2,011.50

TOWN ADMINISTRATOR:

LaBombard, Rhonda	\$79,199.45
Dulin, Alicia	\$34,104.16
Goewey, Jennifer	\$404.70
Hughes, Jill	\$12,847.55

BOARD OF ASSESSORS:

Blackwell, Tammy	\$51,021.35
West, Barbara	\$19,253.40
Hughes, Jill	\$1,162.80

TOWN CLERK:

Joyce, Felecie	\$41,846.12
Hughes, Jill	\$4,023.90

TOWN ACCOUNTANT:

McCormack, James	\$15,737.46
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TOWN TREASURER/COLLECTOR:

Ovitt, Michael	\$62,774.75
Bonn-Buffoni, Bonnie	\$1,786.50
Hughes, Jill	\$3,223.04
Roche, Seana	\$11,696.50
Roraback, Barbara	\$40,382.28

BOARD OF REGISTRARS:

Consolini, Marjorie	\$6,473.70
Sadera, Patricia	\$7,088.55

CONSERVATION COMMISSION:

Conti, Joanne	\$3,577.00
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PLANNING BOARD:

Hughes, Jill	\$1,342.65
Milleron, Nadia	\$1,216.00

BUILDINGS & GROUNDS:

Marshall, Nancy	\$4,504.18
Powers, Kenneth	\$8,463.19
Smith, Dale	\$974.07
Smith, Maggie	\$12,279.12

TRANSFER STATION:

Bassett, Ronald	\$817.75
Cronk, Rose	\$2,517.07
Farnham, Diane	\$11,311.11
Hogelin, Janet	\$5,162.34
Wilson, Donald	\$14,579.48

INSPECTORS:

Building Inspector:	
Carmody, Thomas	\$54,104.20

Electrical Inspector:

Cappadona, Richard	\$11,497.50
Ray, Lawrence	\$108.00
VanDeusen, Carl	\$108.00

Fire Safety Inspector:

Boardman, Richard A.	\$2,956.50
Getchell, Brent	\$252.00
Gulotta, Anthony	\$63.00

Gas & Piping Inspector:

Krupski, Robert	\$6,156.00
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Plumbing Inspector:

Krupski, Robert	\$4,032.00
Gennari, Robert	\$486.00

Sanitation Inspector:

Kirchner, Richard	\$357.75
Smith, Scott	\$536.52

DOG OFFICER:

Clark, Thomas M.	\$7,486.56
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Wages Paid in Calendar Year 2013

ANIMAL INSPECTOR:

Clark, Thomas M. \$1,838.32

BOARD OF HEALTH:

Hughes, Jill \$4,115.70

Kirchner, Richard \$2,785.00

Oleen, George \$546.00

Munson, Sallyann \$156.00

Smith, Scott \$2,110.00

COUNCIL ON AGING:

Hawver, Nadine \$14,436.01

Miller, John Arthur \$18,228.63

LIBRARY:

Lindquist, Karen \$30,265.39

Moran, Leslie \$21,955.74

Balayan, Sandy \$122.40

Baldwin, Helen \$530.40

Connell, Jacqueline \$6,652.27

Goodchild, Molly \$7,068.31

Gordon, Frederic \$2,488.73

Honeycutt, Brece \$3,818.57

Joyce, Melissa \$1,630.54

Kuzmecz, Evangeline \$985.00

Lanoue, Grace \$8,141.86

Rembold, Mary \$339.52

Roseman, Jessica \$6,264.89

FIRE DEPARTMENT:

Chief's Stipend

Boardman, Richard A. \$2,584.75

FIRE DEPARTMENT: Training Compensation

Bachetti, Craig \$120.00

Ball, Nickales \$460.00

Batacchi, Peter \$600.00

Beham, Robert \$520.00

Bleau, Anthony \$740.00

Blume, Douglas \$40.00

Boardman, Richard A. \$420.00

Bubak, Ronald \$620.00

Carlotto, Adam \$340.00

Foster, James \$740.00

Funk, Michael \$660.00

Getchell, Brent \$600.00

Glaszcz, Joseph \$580.00

Hamill, Daniel \$260.00

Hyer, Stephen \$520.00

Hunker, Jake \$160.00

Kilmer, Robert \$820.00

Learnard, Kevin \$600.00

Legeyt-McLoughlin, Kyle \$560.00

Martin, Robert \$480.00

McCain, Malcolm \$320.00

Mitsoff, Martin \$580.00

Ovitt, Brian \$500.00

Ovitt, Michael \$420.00

Poulter, Robert \$660.00

Pshenishnev, John \$760.00

Ramella, Michael \$760.00

Robarge, Randy \$20.00

Robitaille, Mark \$740.00

Smith, Jason \$200.00

Ullrich, David \$720.00

Ullrich, John \$720.00

Wilkinsonm Wayne \$280.00

Williamson, Trevor \$920.00

Wages Paid in Calendar Year 2013

HIGHWAY DEPARTMENT:

	<u>Regular Wages:</u>	<u>Overtime:</u>
Lord, Edward	\$63,232.25	
Anelli, Mark	\$43,776.00	\$6,702.19
Reynolds, Thomas	\$43,738.00	\$8,497.20
Shimmon, Ryan	\$43,738.00	\$7,810.38
Collingwood, James	\$1,605.00	
Smith, Scott	\$5,525.00	
Manghue, Thomas	\$1,449.75	

POLICE DEPARTMENT:

	<u>Regular Wages:</u>	<u>Overtime:</u>	<u>Paid Details:</u>
Munson, Eric	\$69,211.64		
Fahey, Brian	\$54,408.04	\$5,375.24	\$17,057.27
Gonska, Jacob	\$54,887.40	\$6,222.65	\$6,889.50
Kresiak, Ryan	\$57,499.91	\$1,064.00	\$215.36
Rathbun, Susan	\$51,550.99	\$434.74	\$3,378.00
Biasin, Justin	\$10,186.28	\$602.00	\$1,434.50
Carlson, Andrew	\$3,375.90	\$112.00	\$760.00
Frank, Graham	\$3,153.38		\$332.50
Hamill, Daniel	\$3,396.45	\$756.00	\$768.00
Jackson, Christopher	\$2,880.38		
Mitchell, Gary			\$9,986.58
Monyahan, David	\$25,173.94	\$3,899.63	\$1,216.00
Ovitt, Michael	\$4,676.09		\$2,768.00
Polidoro, Brennan	\$12,275.70	\$172.13	\$3,333.00
Reagan, Shaun	\$127.50		\$2,188.50
Robarge, Richard	\$34.40		
Wilkinson, Tricia	\$5,131.43	\$1,694.00	\$4,567.76
Wood, Robert	\$3,823.80		\$3,160.74
Alden, Vonda (admin.)	\$1,872.00		

Regular Wages: (Includes Holiday Pay & Shift Differential)

Paid Details: Paid By Outside Sources

Household Hazardous Waste Collections

All Sheffield residents may participate.

Here are the confirmed dates for the 2013 HHW season:

MINI SITE COLLECTIONS (Oil Paint/Used Motor Oil)

- Saturday, May 4, 2013, 9 a.m. – 11:30 a.m. – Great Barrington Recycling Center, across from Monument Mountain High School
- Saturday, June 1st 2013, 9 a.m. – 11 a.m. – Lenox Dept of Public Works, 275 Main Street
- Saturday, June 29th, 2013, 9 a.m. – 11:30 a.m. – Great Barrington Recycling Center, across from Monument Mountain High School

COMPREHENSIVE COLLECTIONS

- Saturday, July 20th, 9 a.m. – Noon
Stockbridge Recycling Center
- Saturday, October 19th, 9 a.m. – 1 p.m.
Great Barrington Recycling Center

Residents can go to cetonline.org and look at the events page for the most up-to-date information.

RECYCLING IS REQUIRED IN SHEFFIELD



THE "YES AND NO" OF WHAT CAN GO IN THE RECYCLING BOXES



	YES	NO
<ul style="list-style-type: none"> ➤ cans ➤ foil ➤ pie pans 	<p>siding scrap foil-wrapped beverage pouches</p>	
<p>Aluminum <i>Empty and rinse.</i></p> <p>Steel (tin) cans <i>Empty and rinse. Labels do not need to be removed.</i></p> <ul style="list-style-type: none"> ➤ food and beverage cans ➤ pet food cans 	<p>hangers scrap metal aerosol spray cans plugs & pans car parts</p> <p>toys appliances plugs & pans fuel tanks</p>	<p>light bulbs fluorescent lights mirrors vases</p> <p>windows glass art eye glasses wine corks</p>
<p>Glass <i>Empty and rinse. Discard lids in trash. Labels do not need to be removed.</i></p> <ul style="list-style-type: none"> ➤ food and beverage bottles and jars 	<p>ceramics baking dishes dishware drinking glasses</p> <p>cookware (Pyrex) coffee mugs medicine bottles plate glass</p>	<p>egg cartons medicine & pill bottles "packing" peanuts foam packing packaging of any kind clothes baskets toys lower pots black plastic 5-gallon pails, buckets VCR, CD cases traps</p> <p>bottles that contained motor oil, anti-freeze, pesticides, pool chemicals or other hazardous substances curbside/other plastic bins dry cleaner/garment bags indoor/outdoor/patio furniture swimming pools nozes, PVC piping or tubing containers bigger than 2 gallons nalgene water bottles</p>
<p>Plastics <i>ONLY containers smaller than 2 gallons are recyclable. Empty and rinse. Discard caps in trash.</i></p> <ul style="list-style-type: none"> ➤ food containers: margarine, yogurt, cooking oil, condiments, peanut butter ➤ beverage bottles and jugs: soda, water, juice, milk ➤ detergent bottles ➤ personal care bottles: shampoo, soap, conditioner 	<p>Styrofoam (polystyrene) take-out food containers cups, plates, utensils, straws bags plastic wrap/sheeting cartons/trays (berry containers, cookie trays) liners from food packaging cellophane food bags (e.g., candy bars, cookies, pasta) frozen food bags/pouches meat trays</p> <p>egg cartons medicine & pill bottles "packing" peanuts foam packing packaging of any kind clothes baskets toys lower pots black plastic 5-gallon pails, buckets VCR, CD cases traps</p>	<p>bottles that contained motor oil, anti-freeze, pesticides, pool chemicals or other hazardous substances curbside/other plastic bins dry cleaner/garment bags indoor/outdoor/patio furniture swimming pools nozes, PVC piping or tubing containers bigger than 2 gallons nalgene water bottles</p>
<p>Cartons <i>Empty, rinse, & flatten. Recycle with containers, not paper.</i></p> <ul style="list-style-type: none"> ➤ milk and juice cartons ➤ soy milk and drink boxes 	<p>fold-wrapped pouches frozen juice cartons frozen food packaging plastic straws</p>	<p>egg cartons medicine & pill bottles "packing" peanuts foam packing packaging of any kind clothes baskets toys lower pots black plastic 5-gallon pails, buckets VCR, CD cases traps</p>
<p>Paper <i>Clean paper only. Flatten boxes. "Windows" in envelopes are ok; staples ok.</i></p> <ul style="list-style-type: none"> ➤ newspaper, inserts, magazines, junk mail ➤ white and colored paper ➤ shredded paper—put in paper bag ➤ corrugated cardboard ➤ boxboard (for example, cereal boxes) ➤ clean pizza boxes (no grease or food) ➤ paperback books and phonebooks 	<p>soda, beer cartons cups egg cartons frozen juice cartons take-out containers</p> <p>butter, margarine boxes paper towels tissues Tyvek or padded envelopes hardcover books stickers & sticker sheeting</p>	<p>glossy boxes that show white strands when torn (frozen food boxes) blueprints dirty paper (pet waste, paint) copy paper packaging</p>

