

**TOWN OF SHEFFIELD  
SELECT BOARD  
MARCH 4, 2024  
TOWN HALL – SECOND FLOOR MEETING ROOM  
7:00 PM**

Board Members Present: Robert C. Kilmer, Jr., Chairman  
Nadine A. Hawver, Clerk  
Rene C. Wood

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

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

Chairman Kilmer offered condolences to the family of Diane Farnham, who worked for many years at the Transfer Station and asked for a moment of silence.

**APPROVAL OF MEETING MINUTES:**

Selectman Hawver moved to approve the meeting minutes from February 7, 2024 – 2 sets, February 15, 2024, and February 20, 2024 – 3 sets, seconded by Selectman Wood. The motion carried unanimously.

**DISCUSSION/ACTION REGARDING ONE DAY ALCOHOL PERMIT:**

The Board reviewed the request for a One Day Wine and Malt License application from Edward Smith dba Ed Valentine for an event on March 9, 2024 at Dewey Hall. Selectman Wood moved to approve the One Day Wine and Malt Beverage License application from Edward Smith dba Ed Valentine for an event on March 9, 2024 at Dewey Hall pending receipt of liquor liability insurance, seconded by Selectman Hawver. The motion carried unanimously.

**DISCUSSION/POSSIBLE ACTION REGARDING TREATING INVASIVE PLANTS ON TOWN PROPERTIES:**

It was the consensus of the Board to table the matter to the next meeting.

**DISCUSSION/POSSIBLE ACTION REGARDING SUBMISSION OF PERMITS ELECTRONICALLY:**

Selectman Wood stated the Town has been scanning records electronically. She discussed the draft notice regarding new procedures for filing documents electronically for the Board of Health, Conservation Commission, Planning Board, and Zoning Board of Appeals. Selectman Wood also stated that applicants will need to have the Map-Block-Lot of the subject property written on the documents. A discussion ensued regarding the draft notice. Selectman Hawver moved to approve the draft Notice for Filing Documents Electronically beginning April 1<sup>st</sup>, seconded by Chairman Kilmer. The motion carried unanimously.

**DISCUSSION REGARDING SPECIAL TOWN MEETING FOR MARCH 18, 2024:**

Administrator LaBombard stated that the Board has scheduled a Special Town Meeting for March 18<sup>th</sup> at 6 PM at Mount Everett High School. She stated there will be one article on the warrant for the purchase of property in

the Sheffield Business Park for a new highway garage. Selectman Wood stated that this property was discovered after voters approved the purchase of the property on Hewins Street. Selectman Hawver stated that she and Weston & Sampson, who developed the plan would be making a presentation. Pat Levine asked what would happen to the property that was previously purchased. Chairman Kilmer stated that there is no specific plan at this time. Kathy Orlando stated that the Sheffield Times would be doing a special issue. Selectman Wood thanked the Sheffield Times.

#### **DISCUSSION/ACTION REGARDING COVER PHOTO FOR ANNUAL TOWN REPORT:**

The Board reviewed and discussed several photos that were submitted for the cover of the Annual Town Report. Selectman Wood moved to have the sunset submitted by Carolyn Ullrich for the cover photo and the Hylander cow submitted by Cassie Keeley for the back cover photo of the Annual Town Report, seconded by Selectman Hawver. The motion carried unanimously.

#### **DISCUSSION/ACTION REGARDING OPIOID SETTLEMENT FUNDS AND DEDICATED STABILIZATION FUND:**

Administrator LaBombard discussed the state legislation regarding Opioid Settlement funds allowing towns to place the funds into a stabilization fund, which the Town approved at the Annual Town Meeting last May. She stated the State has since changed legislation to allow the Opioid money to go into a special revenue fund to be expended without further appropriation. Administrator LaBombard informed the Board that there would need to be an article placed on the Annual Town Meeting Warrant to revoke the stabilization fund that was created. There was discussion on Rural Recovery's inquiry for funds. Selectman Wood moved to accept the recommendation of Administrator LaBombard and to place the article on the Annual Town Meeting Warrant, seconded by Selectman Hawver. The motion carried unanimously.

#### **DISCUSSION/ACTION REGARDING USDA GRANT APPLICATION:**

Selectman Wood discussed the USDA Grant and that she received an estimate for a police cruiser from Chief Munson. Selectman Hawver moved to authorize Selectman Wood to apply for the USDA Grant for a police cruiser, seconded by Selectman Wood. The motion carried unanimously.

#### **CHARTER CABLE LICENSE RENEWAL UPDATE:**

Selectman Wood discussed the draft Cable Television Renewal License with Charter she handed out to the Board for review. She stated that she hopes to have an Agreement with CTSB for the next meeting.

#### **ELECTRIC VEHICLE CHARGING STATION UPDATE:**

Selectman Wood discussed the two quotes she received for two charging stations at the Library and Town Hall. She discussed the revised proposal from World Energy Services in the amount of \$7,235.38 for each site. Selectman Wood asked the Board to review for discussion at their next meeting.

#### **BOARD MEMBER ITEMS:**

Selectman Wood reminded residents of the election tomorrow.

#### **TOWN ADMINISTRATOR ITEMS:**

Administrator LaBombard asked the Board if they wanted to move their next meeting to Tuesday, March 19<sup>th</sup> since the Special Town Meeting is scheduled for March 18<sup>th</sup>. It was the consensus of the Board to have their next meeting on March 19<sup>th</sup>.

Administrator LaBombard stated that a resident has inquired about holding a private tag sale at the Town Park. It was the consensus of the Board to not allow a private tag sale at the Town Park.

**PUBLIC COMMENT:**

Sari Hoy expressed her concerns with the Board no longer allowing Zoom meetings for Boards and Commissions.

Pat Levine stated her concerns with not allowing Zoom meetings.

Kathy Orlando stated her concerns with not allowing Zoom meetings.

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

Chairman Kilmer adjourned the meeting at 7:43 PM.

Respectfully submitted:



Jill Hughes

Assistant Town Administrator

Documents reviewed at this meeting:

Draft Meeting Minutes

Application One Day Alcohol Permit

Draft Notice for Filing Documents Electronically

Email Regarding Opioid Settlement Funds

Draft Cable Television Renewal License

Proposal from World Energy Services