

**TOWN OF SHEFFIELD
SELECT BOARD
WORKING MEETING
FEBRUARY 29, 2024
TOWN HALL – SECOND FLOOR MEETING ROOM
9:30 AM**

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

Others Present: Rhonda LaBombard, Town Administrator
Jill Hughes, Assistant Town Administrator

Chairman Kilmer called the meeting to order at 9:30 AM.

Administrator LaBombard informed the Board that the Board Administrator has submitted her letter of resignation and her last day will be April 1st. There was discussion on reviewing the job description before placing a help wanted ad. Selectman Hawver asked that the ad be sent to workforce development and local colleges. The Board discussed the conversation that took place at the Finance Committee regarding salaries. Selectman Wood moved to leave the salaries as there were previously voted on, seconded by Selectman Hawver. The motion carried unanimously.

There was discussion on whether or not to log the Berkshire School Road property or to leave as is. Selectman Hawver moved to not engage with Jim Kelly for the Forest Cutting Plan on the Berkshire School Road property, seconded by Selectman Wood. The motion carried 2-1, Chairman Kilmer was opposed.

Administrator LaBombard reviewed and discussed the proposal for the Shared Building Inspector Program. She stated that Sheffield's share would be approximately \$84,000 for one year. There was discussion on having a clause in the agreement if the position did not work out. Selectman Hawver moved to go forward with the Shared Building Inspector Program with a clause in the agreement if the position does not work out, seconded by Selectman Wood. The motion carried unanimously.

Selectman Hawver stated that she emailed the draft donation letter for the American Legion to Bruce Philbrick. There was discussion on the need for estimates and plans for the renovations. Selectman Wood moved to draft a letter to the American Legion requesting a proposal and their fundraising efforts and to send them an application request for funding, seconded by Selectman Hawver. The motion carried unanimously.

Administrator LaBombard stated that the State requires the appointment of the Animal Control Officer in February of each year. Selectman Hawver moved to appoint Cassie Keeley as the Animal Control Officer for one year, seconded by Selectman Wood. The motion carried unanimously.

Administrator LaBombard informed the Board that the Warrant for the March 18th Special Town Meeting is ready for signature. She asked the Board if they would like Town Counsel present at the meeting. Selectman Hawver moved to have Town Counsel present at the March 18th Special Town Meeting, seconded by Selectman Wood. The motion carried unanimously.

There was discussion on who from the Board would speak at the Special Town Meeting. It was the consensus of the Board to have Selectman Hawver speak, to have a handout with information, photos of the proposed highway garage and to do an email blast and Blackboard Connect call.

Administrator LaBombard discussed the shared mower the Town has with New Marlborough. She stated that they would like to purchase a new mower arm and head and that Sheffield's approximate share would be a maximum of \$20,000. Selectman Wood moved to purchase a new mower arm and head for the shared mower using Berkshire School funds, seconded by Selectman Hawver. The motion carried unanimously.

Selectman Hawver moved to enter Executive Session to consider the purchase, exchange, lease or value of real property that may have a detrimental effect on the negotiating position of the public body and to return to Open Session, seconded by Selectman Wood. The roll call vote was as follows:

Chairman Kilmer – Aye

Selectman Hawver – Aye

Selectman Wood – Aye

Executive Session began at 10:20 AM.

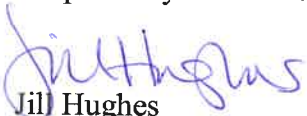
At 10:30 AM the Board returned to Open Session.

Selectman Wood discussed applying for a USDA Grant for a new police cruiser. Selectman Hawver moved to authorize Selectman Wood to work on applying for a USDA Grant for a new police cruiser, seconded by Selectman Wood. The motion carried unanimously.

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

Chairman Kilmer adjourned the meeting at 10:33 AM.

Respectfully submitted:



Jill Hughes
Assistant Town Administrator

Documents reviewed at this meeting:
Proposal for Shared Building Inspector Program