

**TOWN OF SHEFFIELD  
SELECT BOARD  
WORKING MEETING  
MARCH 14, 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  
Erik Williams, Canna Provisions

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

Erik Williams discussed Canna Provisions converting into an employee owned company. The Board reviewed and discussed the draft Assignment and Assumption Agreement from Legal Counsel. Selectman Wood moved to approve the Assignment and Assumption Agreement with Canna Provisions, seconded by Selectman Hawver. The motion carried unanimously.

Selectman Wood discussed the letter the Building Inspector sent to Canna Provisions regarding the trailers on the property. E. Williams will follow up with the Building Inspector. E. Williams left the meeting at 9:45 AM.

Administrator LaBombard discussed the Tree Warden position and the Warrant Article in the amount of \$30,000. There was discussion on responsibilities, what the pay would be and asking other towns for a job description. Selectman Wood discussed the Urban and Community Forestry Environmental Justice Grant, which is a grant up to \$100,000 to remove dead trees and plant new trees. Selectman Wood moved to apply for the Urban and Community Forestry Environmental Justice Grant, subject to review from the Town Administrator and if awarded the grant Selectman Wood continues to be involved with it, seconded by Selectman Hawver. The motion carried unanimously.

The Board discussed Transfer Station staffing. Selectman Hawver moved to hire Travis McLoughlin to work at the Transfer Station this summer and to increase the budget, seconded by Selectman Wood. The motion carried unanimously.

Administrator LaBombard discussed the Board Administrator position. There was discussion on the list of duties and changing the position to Administrative Assistant for the Town Administrator's office. Selectman Hawver moved to advertise and hire an Administrative Assistant for the Town Administrator's office, seconded by Selectman Wood. The motion carried unanimously.

The Board discussed the business licenses that will expire on March 31<sup>st</sup> for businesses that owed back taxes. Selectman Hawver moved to extend the license expiration date to December 31<sup>st</sup> for those businesses that had licenses originally expiring March 31<sup>st</sup>, with the exception of Mary Ann Marschat, seconded by Selectman Wood. The motion carried unanimously.

Selectman Wood moved to send a letter to Pete's Sales and Service regarding a new payment plan regarding taxes, seconded by Selectman Hawver. The motion carried unanimously.

Selectman Wood discussed the Charter Cable License renewal. Selectman Hawver moved to approve and sign the Charter Cable License Agreement, seconded by Selectman Wood. The motion carried unanimously.

The Board discussed the letter from the Town of Monterey regarding EMS Services and Regional EMS Services. Monterey is requesting a meeting to discuss alternate assessment methods for Southern Berkshire Ambulance Services. Representative Smitty Pignatelli also sent an email informing the Board of a meeting on March 22<sup>nd</sup> that he is hosting to discuss EMS Services. Selectman Hawver offered to attend both meetings to gather information. Selectman Wood moved to nominate Selectman Hawver to attend both meetings and bring back information for discussion, seconded by Selectman Hawver. The motion carried unanimously. Selectman Hawver will reach out to Monterey to confirm her attendance.

The Board discussed the email from Mark Pruhenski, Great Barrington stating that Egremont reached out regarding a regional approach to fire services. They are looking to schedule a meeting and have a member of the Select Board, Fire Chief and Town Administrator attend. Administrator LaBombard has reached out to Chief Ullrich. Selectman Wood moved to nominate Selectman Hawver and Administrator LaBombard attend the meeting, seconded by Selectman Hawver. The motion carried unanimously.

The Board discussed the process for the Town Administrator's evaluation. Selectman Wood moved to conduct Administrator LaBombard's evaluation at a working meeting and to use the same form as last year, seconded by Selectman Hawver. The motion carried unanimously.

Selectman Hawver discussed the borrowing for the highway garage. She stated that she spoke to David Eisenthal and also met with Weston & Sampson to discuss the proposed project at 48 Sheffield Business Park. There was discussion on the project cost of \$7.63 million, bond options and the presentation that will be made at the Special Town Meeting on March 18<sup>th</sup>. Chairman Kilmer moved to have Selectman Wood continue in an advisory position on the highway garage project, seconded by Selectman Hawver. The motion carried 2-0, Selectman Wood abstained from the vote.

Selectman Wood moved to use ARPA funds for the interest bond payment due May 2025 for short term borrowing for the highway garage, seconded by Selectman Hawver. The motion carried unanimously.

Selectman Wood moved to enter Executive Session for Litigation – Aragi vs. Sheffield Zoning Board of Appeals and not to return to Open Session, seconded by Selectman Hawver. The roll call vote was as follows:

Chairman Kilmer – Aye

Selectman Hawver – Aye

Selectman Wood – Aye

Executive Session began at 10:52 AM.

Chairman Kilmer adjourned the meeting at 10:55 AM.

Respectfully submitted:



Jill Hughes

Assistant Town Administrator

Documents reviewed at this meeting:

3/11/24 Email from Mark Pruhenski, GB

Draft Assignment and Assumption Agreement – Canna Provisions

List of Duties for Admin Assistant for the Town Administrator's Office

3/6/24 Letter from Town of Monterey  
3/7/24 Email from Smitty Pignatelli