

**TOWN OF SHEFFIELD  
SELECT BOARD  
FEBRUARY 20, 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.

**APPROVAL OF MEETING MINUTES:**

Selectman Hawver moved to approve the meeting minutes from January 25, 2024 – 2 sets, February 1, 2024, and February 7, 2024, seconded by Selectman Wood. The motion carried unanimously.

**UPDATES FROM LIBRARY DIRECTOR:**

Library Director Deena Caswell gave an update on the Library. She stated that in 2023 the Library circulated 40,227 items, welcomed 27,057 visitors, and hosted 554 events with a total of 5,351 attendees. Director Caswell discussed the sculptures that were donated and the Crossroads exhibit they hosted. The Board thanked Director Caswell. Selectman Wood asked how the Library counts visitors. Director Caswell stated that they have a tracker that counts visitors, which helps with their state aid.

**DISCUSSION/POSSIBLE ACTION REGARDING TREATING INVASIVE PLANTS AT THE TOWN PARK:**

Sari Hoy discussed the Department of Conservation and Recreation grant the town received for invasive plant management at the Town Park. She asked if the Board would be interested in applying again. The grant is for \$20,000 and the town would pay 25%. A discussion ensued. It was the consensus of the Board to have S. Hoy look at the Town Park and the Library properties to see if there is work to be done and bring it back to the Board.

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

The Board reviewed the request for a One Day Wine and Malt License application from Dewey Hall for an event on March 8, 2024. Selectman Wood moved to approve the One Day Wine and Malt Beverage License application from Dewey Hall for an event on March 8, 2024, seconded by Selectman Hawver. The motion carried unanimously.

**DISCUSSION/POSSIBLE ACTION REGARDING POLICY ON WRITTEN, ELECTRONIC, AND VERBAL COMMUNICATIONS WITH A COMMISSION, COMMITTEE, COUNCIL, TRUSTEE, AND BOARD MEMBER:**

Selectman Wood drafted a policy on written, electronic, and verbal communications with a Commission, Committee, Council, Trustee, and Board member that was reviewed at the last meeting. Residents have been writing letters and sending them to the member's home addresses instead of Town Hall. Selectman Wood moved to accept the policy on written, electronic, and verbal communications with a Commission, Committee, Council, Trustee, and Board member as drafted, seconded by Selectman Hawver. The motion carried unanimously.

**DISCUSSION/POSSIBLE ACTION - BYLAW AMENDMENT REGARDING SETBACKS:**

Administrator LaBombard stated that the Board voted at a prior meeting to change the minimum front setback from 100 feet to 50 feet and minimum rear & side setback from 75 feet to 35 feet in the General Business District. She stated that the Planning Board is recommending the minimum front setback be 40 feet and minimum rear & side setback 20 feet to be more consistent with the other Districts. Selectman Hawver moved to accept the Planning Board's recommendation to change the minimum front setback from 100 feet to 40 feet and minimum rear & side setback from 75 feet to 20 feet in the General Business District, seconded by Selectman Wood. The motion carried unanimously.

**ACTION REGARDING RESIGNATION – HISTORICAL COMMISSION:**

Chairman Kilmer stated the Board received a letter from H. Dennis Sears resigning from the Historical Commission. Selectman Wood moved to accept the resignation of H. Dennis Sears from the Historical Commission and to send a letter of thanks for his service, seconded by Selectman Hawver. The motion carried unanimously.

**APPOINTMENT OF FIREFIGHTERS:**

Chairman Kilmer stated the Board received two applications for firefighter from Daniel Baker and Kristin Keefner. Selectman Wood moved to appoint Daniel Baker and Kristin Keefner as Probationary Firefighters for a one year term, seconded by Selectman Hawver. The motion carried unanimously.

**BOARD MEMBER ITEMS:**

Selectman Wood gave an election/voting update. The Presidential Primary is March 5<sup>th</sup> and the deadline to register to vote is February 24<sup>th</sup>. In person voting begins on Saturday, February 24th and continues Monday, February 26th through Thursday, February 29th (from 9am to 4 pm). Selectman Wood reminded residents to turn in their Census forms. She also stated that nomination papers are available in the Town Clerk's office. She stated that there are openings for Town Moderator (1 year), Selectman (3 year), Library Trustee (3 year), and two openings on the Planning Board (3 year). The deadline to take papers out is March 22nd and the deadline to return is March 25th.

Selectman Wood stated that she will not be seeking re-election and encouraged others to run for Select Board.

Selectman Wood stated that the Town received a grant for a Junior Grit chair that will be housed at the Library.

**TOWN ADMINISTRATOR ITEMS:**

There were no Town Administrator items.

**PUBLIC COMMENT:**

Sari Hoy encouraged others to use the digital resources at the Library.

Julie Hannum thanked the Library Director and staff for their hard work. She inquired if the policy on written, electronic, and verbal communications with a Commission, Committee, Council, Trustee, and Board member would be included in the Board Handbook. Selectman Wood stated that the Policy will be sent to all the Chairs.

Selectman Wood 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 not 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 7:37 PM.

Chairman Kilmer adjourned the meeting at 7:47 PM.

Respectfully submitted:



Jill Hughes

Assistant Town Administrator

Documents reviewed at this meeting:

Draft Meeting Minutes

Library Director's Presentation

Email from Sari Hoy

One Day Alcohol Permit

Draft Policy on Written, Electronic, and Verbal Communications with a Commission, Committee, Council, Trustee, and Board member

Draft Zoning Bylaw Amendment – Setbacks in General Business District

Resignation Letter

Appointment Requests - Firefighter