

**TOWN OF SHEFFIELD  
SELECT BOARD  
WORKING MEETING  
FEBRUARY 15, 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 discussed the request from a resident to change the Rote Hill Road intersection. It was the consensus of the Board to have the Highway Superintendent look at it.

Selectman Wood discussed the research she did on Conservation Commission membership. She stated that Town Meeting sets the number of members and that you do not have to be a resident to serve. There was discussion on reducing the number of members. Selectman Hawver moved to add a General Bylaw to reduce the number of Conservation Commission members from five to three, with two alternate members, seconded by Selectman Wood. The motion carried unanimously.

The Board discussed what would be on the Annual Town Meeting Warrant. It was the consensus of the Board to have the budget and any Zoning Bylaw changes on the Annual Town Meeting Warrant. There was discussion on holding a Special Town Meeting in March and possibly sometime later in the year.

There was discussion on meetings via Zoom. Administrator LaBombard discussed some of the issues with recent scheduling of Zoom meetings. Selectman Wood moved to hold all in person meetings and to not allow Zoom for any Boards and Commissions meetings other than for invited presenters or consultants, seconded by Selectman Hawver. The motion carried unanimously.

Administrator LaBombard stated that Canna Provisions sent an email that they are in the process of converting their company to an employee owned company. It was the consensus of the Board to ask Canna Provisions for a formal letter requesting the change and to send to Town Counsel for an opinion once received.

Administrator LaBombard reminded the Board to send changes to the Board's annual report to her.

Administrator LaBombard stated that the Planning Board discussed and voted on the proposed Zoning Bylaw change to the setbacks in the General Business District, although the matter was not on their meeting agenda, so it will be on their next agenda. The matter will be added to the Select Board's meeting agenda for February 20<sup>th</sup>.

Administrator LaBombard informed the Board that Marcum has offered to reduce their monthly fee by \$250 for accounting services, since they cannot provide an in person visit once a month. She stated that she objected to the offer and asked them to fulfill their contract. A discussion ensued regarding accounting services. Administrator LaBombard will keep the Board informed.

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 10:18 AM.

Chairman Kilmer adjourned the meeting at 10:46 AM.

Respectfully submitted:



Jill Hughes  
Assistant Town Administrator

Documents reviewed at this meeting:  
Information on Conservation Commission Membership  
Email from Erik Williams, Canna Provisions