

**TOWN OF SHEFFIELD  
SELECT BOARD  
WORKING SESSION  
DECEMBER 2, 2021  
TOWN HALL – SECOND FLOOR MEETING ROOM  
10:00 AM**

Board Members Present: Rene C. Wood, Chairman  
Martin C. Mitsoff  
Robert C. Kilmer, Jr.

Others Present: Rhonda LaBombard, Town Administrator  
Jill Hughes, Assistant to Town Administrator  
Pat Levine, Board of Health Chair  
Scott Smith, Sanitation Inspector

Chairman Wood called the meeting to order at 10:00 AM.

The Board discussed the email from Kaileen Wolfe requesting appointment to the Housing Production Plan Committee (HPPC) and having two members of the Housing Commission appointed to the HPPC, with the possibility of a third. Selectman Mitsoff moved to notify the Housing Commission and have them choose one member to serve on the Housing Production Plan Committee and inform the Board, seconded by Selectman Kilmer. The motion carried unanimously. The Board discussed appointing a Chairman to the HPPC. Selectman Mitsoff moved to appoint Nadine Hawver as Chairman to the Housing Production Plan Committee, seconded by Selectman Kilmer. The motion carried unanimously.

Pat Levine, Board of Health Chair discussed the Mass in Motion Municipal Wellness & Leadership Initiative, a four year grant at no cost to the Town. She discussed the Berkshire County community food assessment and the distribution of food supplies. Chairman Wood expressed her concerns with the discrepancies in the document versus the handouts that were given to the Board. She stated that she would like to review the contract. Selectman Mitsoff stated he would like to make changes to the language. Chairman Wood moved that the Board would endorse the Mass in Motion Municipal Wellness & Leadership Initiative Grant pending the final language in the Agreement, seconded by Selectman Mitsoff. The motion carried unanimously.

Pat Levine, Board of Health Chair discussed the need for an alternate Title V witness in case Sanitation Inspector Scott Smith is unavailable. She asked the Board to appoint Jayne Smith. There was discussion regarding a recent Title V inspection and a resident requesting an alternate inspector. Chairman Wood expressed her concerns with residents requesting an alternate inspector when they are unhappy with an outcome. Sanitation Inspector Scott Smith entered the meeting at 10:39 AM. He recommended that the Board appoint Jayne Smith as an alternate Title V witness. Selectman Mitsoff moved to appoint Jayne Smith as an alternate Title V witness, seconded by Selectman Kilmer. The motion carried unanimously. Scott Smith and Pat Levine left the meeting at 10:45 AM.

Administrator LaBombard asked the Board to consider allowing employees to be a brown bag volunteer for one hour on the second Wednesday of each month if needed. She stated that volunteers would go to the Claire Teague Senior Center to sort and bag food and deliver to our Senior Center. Selectman Mitsoff moved to enable Town employees, except for Highway and Police, to volunteer their services on the second Wednesday of the month from 12-1PM at their normal rate of pay and to coordinate through Kathie Loring, seconded by Selectman Kilmer. The motion carried unanimously.

Administrator LaBombard discussed shared services with the Town of New Marlborough and Community Compact Grant funding. She stated that she has a meeting with New Marlborough's Town Administrator and Police Chief and Chief Munson on Monday to discuss further. Selectman Kilmer expressed his concerns with shared services. It was the consensus of the Board to discuss the matter at a future meeting.

The Board reviewed three letters from police officers interested in becoming a full time officer. Administrator LaBombard informed the Board that Chief Munson may be able to get a waiver from the State allowing these two part-time officers to work as full time officers until they enter the academy. Selectman Mitsoff moved to allow two officers to go to the full time academy and to enable Chief Munson to use his discretion on candidates Jake Newton and Kadin Shafiroff, seconded by Selectman Kilmer. The motion carried unanimously. The Board discussed the letter from Jennifer Brown who is currently attending the Bridge Academy. Selectman Mitsoff moved to send Officer Brown a letter of support for attending the Bridge Academy, seconded by Selectman Kilmer. The motion carried unanimously.

Administrator LaBombard discussed the outdated licensing programs that are currently used. She reviewed the proposal from LL Data Designs for software for licensing and data bases with the Board. The software would be for the Town Clerk, Town Administrator and Board of Health offices. Discussion ensued on the data bases for dog licenses, marriage/vitals, business licenses, landlord, and Boards and Commissions. It was noted that the quote includes a 25% discount. Selectman Mitsoff moved to authorize Administrator LaBombard to enter into an Agreement with LL Data Designs for software for licensing and data bases in the amount of \$13,102.50 to be paid for with Berkshire School funds, seconded by Selectman Kilmer. The motion carried unanimously.

Administrator LaBombard discussed the Bylaw denial from the Attorney General's Office. She explained that the denial was due to the public hearing notice only published once and the two valid claims the Town Clerk received in response to the posting. The Board asked Administrator LaBombard to reach out to Attorney Blake to inquire if the process has to start from the beginning or if the Planning Board can advertise and hold a hearing. Chairman Wood moved to pass the Bylaw onto the Planning Board for their next meeting and ask them to schedule a public hearing, seconded by Selectman Kilmer. The motion carried unanimously.

The Board discussed the highway garage design. It was the consensus of the Board to review the files and discuss the matter at their next meeting.

Administrator LaBombard asked the Board to consider setting up the giving tree at Town Hall. It was the consensus of the Board to approve setting up the giving tree as long as it did not require any work from the Town Administrator's office.

Chairman Wood discussed the new COVID variant. It was the consensus of the Board to discuss Zoom meetings at their next working meeting.

Administrator LaBombard informed the Board that her office received two applications for the Transfer Station attendant position. She stated that they currently have a senior work off person to fill in if needed. It was the consensus of the Board that Administrator LaBombard use her discretion on interviewing the candidates.

Selectman Mitsoff moved to adjourn the meeting, seconded by Selectman Kilmer. The motion carried unanimously.

Chairman Wood adjourned the meeting at 11:57 AM.

Respectfully submitted:



Jill Hughes

Assistant to Town Administrator

Documents reviewed at this meeting:

Email for Appointment to HPPC

Brown Bag Volunteer Information

Letters from Police Officers

Proposal from LL Data Designs LLC

Mass in Motion Grant Information

Attorney General's Determination