

**TOWN OF SHEFFIELD  
BOARD OF SELECTMEN  
JULY 18, 2011  
CARLTON FRENCH MEETING ROOM  
WORKING MEETING  
6:00 PM**

Board Members Present: Rene C. Wood, Chairman  
Julie M. Hannum, Clerk  
David A. Smith, Jr.

Others Present: Joseph A. Kellogg, Interim Town Administrator  
Rhonda LaBombard, Assistant Town Administrator  
Thomas Carmody, Building Inspector

Members of the public

Chairman Wood called the meeting to order at 6:00 pm.

**PERSONNEL ISSUES:** Discussion ensued regarding the expectations of Town employees. It was the consensus of the Board to issue a memo stating the expectation that all employees should notify their Department Head and/or co-workers if they are going to be out of the office during the scheduled work day. It was also the consensus of the Board to schedule a meeting with Building Inspector Thomas Carmody on July 25, 2011 at 5:30 pm to discuss issues concerning his department.

**INSPECTOR FEES:** Richard Cappadona, Electrical Inspector, has requested to increase in his fees by \$5.00 per inspection. Discussion on the request was tabled until the next meeting. Information on inspection fees from surrounding towns will be available for the next meeting.

**TOWN COUNSEL SELECTION:** Interim Administrator Kellogg suggested scheduling interviews with the following regarding appointment of Town Counsel:

Kopelman and Paige  
Brackett and Lucas  
Jeremiah Pollard

Discussion ensued. Selectman Hannum moved to appoint Brackett and Lucas as Special Town Counsel until a permanent Town Counsel has been selected, seconded by Selectman Smith. The motion carried unanimously.

**A-1 SECURITY TRIP CHARGES:** Selectman Smith expressed his concerns with a trip charge that was included in several invoices for alarm servicing. A-1 Security has been consulted in the past regarding these charges. Discussion ensued. It was the consensus of the Board to check with all departments using A-1 Security to find out if there are any issues with their service.

Selectman Hannum moved to adjourn the meeting, seconded by Selectman Smith. The motion carried unanimously.

Chairman Wood adjourned the meeting at 6:55 pm.

Respectfully submitted:

Rhonda LaBombard  
Assistant Town Administrator