

**TOWN OF SHEFFIELD
BOARD OF SELECTMEN
WORKING MEETING
SEPTEMBER 23, 2013
TOWN HALL
6:00 PM**

Board Members Present: Julie M. Hannum, Chairman
Rene C. Wood

Others Present: Rhonda LaBombard, Town Administrator
Alicia Dulin, Assistant to Town Administrator
Michael Ovitt, Treasurer/Collector
Barbara Roraback, Assistant Treasurer/Collector

Members of the Public

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

The Board reviewed the job description that Michael Ovitt submitted for the additional staff he is seeking.

Selectman Wood distributed copies of her comments on the Collins Center Report. Discussion ensued regarding Selectman Wood's comments, including the timeline for implementing some of the recommendations.

Discussion ensued regarding staffing, frequency that vendors are paid, software updates, developing a set of policies and procedures for the Treasurer/Collector office, developing a policy for the collection of delinquent taxes, developing a set of performance measures that reflect primary duties, payroll, organization and filing, outside commitments, possibility of transitioning to an electronic lockbox and the possibility of separating the Treasurer/Collector and Accountant's office. It was the consensus of the Board to schedule another meeting to further discuss implementing the recommendations.

Administrator LaBombard gave an update on the state owned property that was being considered for the highway garage. She stated that the price would be full market value since the state purchased the land with federal funds. Discussion ensued regarding other possible sites for a new highway garage. It was the consensus of the Board to consider the Business Park.

Selectman Wood gave an update on the passenger rail service.

Discussion ensued regarding the Bylaw Review Committee and the Community Development Strategy Committee.

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

Chairman Hannum adjourned meeting at 6:50 pm.

Respectfully submitted:

Alicia Dulin
Assistant to Town Administrator

Documents reviewed at this meeting:
Staffing and Operational Assessment of the Treasurer/Collector Office
Selectman Wood's Comments on Assessment
Map of Land for Highway Garage