

**TOWN OF SHEFFIELD
BOARD OF SELECTMEN
WORKING SESSION
AUGUST 4, 2015
TOWN HALL
4:30 PM**

Board Members Present: Nadine A. Hawver, Chairman
David A. Smith, Jr., Clerk
Andrew G. Petersen

Others Present: Rhonda LaBombard, Town Administrator

Chairman Hawver called the meeting to order at 4:30 pm.

TOWN CREDIT CARD USE POLICY:

Administrator LaBombard asked the Board to consider getting a Town credit card for all departments to use. She stated that she checked with the auditors and was told that they do not have a problem with it as long as there is a credit card use policy in place. Discussion ensued. It was the consensus of the Board to allow Administrator LaBombard to obtain a credit card with a \$1,000 limit that will be kept in her office. The Board asked that Administrator LaBombard also draft a credit card use policy for their approval.

ASSESSOR'S STIPEND:

Administrator LaBombard explained that Principal Assessor, Tammy Blackwell has requested a stipend for the Board of Assessor's members. Discussion ensued. It was the consensus of the Board to obtain more information.

POWER PLAY SOLAR PAYMENT SCHEDULE:

Chairman Hawver gave an update on the conference call that she and Administrator LaBombard had with Steve Levine from Power Play Solar, LLC. Discussion ensued. It was the consensus of the Board to have Administrator LaBombard e-mail Power Play Solar, LLC and tell them that \$47,000 per year is the Town's bottom line offer for a yearly tax agreement payment.

BOARD DEPARTMENT LIAISONS:

Chairman Hawver indicated that more and more of her time seems to be spent on personnel issues with various departments within the Town. She asked if the other Board members would consider divvying up the various departments so that she is not having to address every issue. Discussion ensued. It was the consensus of the Board to divvy the departments between all three Selectmen.

LETTER TO SBRSD – LUNCH PROGRAM:

Chairman Hawver stated that she attended the School Committee meeting in which Business Administrator, Bruce Turner gave a report on the financial shortfall with the lunch program. She stated that she drafted a letter to Superintendent Hastings to express the Board's concerns regarding the School Lunch Reimbursement Programs deficit that was found by the auditor. It was the consensus of the Board to sign and send the letter to Superintendent Hastings. Chairman Hawver suggested also sending a copy to the School Committee.

LETTER OF RESPONSE TO COMPLAINT – ROUTE 7A CUTOFF:

Administrator LaBombard stated that she drafted a letter in response to a resident's complaint regarding speeding on the Route 7A cutoff and snow being plowed into driveways during the winter

months. Administrator LaBombard stated that she spoke to the Highway Superintendent who stated that the State plows that portion of the road. Administrator LaBombard stated that she would go with the Highway Superintendent tomorrow to look at the area of complaint and if needed change the letter and have it ready for the Board's signatures.

ASSISTANT TO SENIOR CENTER DIRECTOR:

Administrator LaBombard stated that she, Executive Director to the Council on Aging, Jennifer Goewey and Council on Aging Chairman, Kathy Staropoli interviewed applicants for the Assistant to the Executive Director to the Council on Aging and recommend that Marsha Wilson be offered the position. Discussion ensued. Selectman Smith moved to offer the position of Assistant Senior Center Director to Marsha Wilson at the rate of \$14.00 per hour, seconded by Selectman Petersen. The motion carried unanimously.

Selectman Smith move to enter Executive Session for the purpose of discussing litigation strategy regarding the Hanlon appeal and not return to Open Session, seconded by Selectmen Petersen. The roll call vote was as follows:

Chairman Hawver ó aye
Selectman Smith ó aye
Selectman Petersen ó aye

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

Chairman Hawver adjourned the meeting at 5:33 pm

Respectfully submitted:

Alicia Dulin
Assistant to the Town Administrator

Documents reviewed at this meeting:
Letter from Principal Assessor Tammy Blackwell regarding Board of Assessor's stipends
Power Play Solar draft payment schedule
Draft letter to SBRSD regarding the Lunch Program
Draft response letter to a complaint
Marsha Wilson ó Application for Assistant to the Senior Center Director