

**TOWN OF SHEFFIELD  
BOARD OF SELECTMEN  
WORKING SESSION  
NOVEMBER 15, 2016  
TOWN HALL  
3:00 PM**

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

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

Chairman Hawver called the meeting to order at 3:00 PM.

**UPDATE FROM TREASURER/COLLECTOR:**

Treasurer/Collector Michael Ovitt was present to discuss the status of his office. Chairman Hawver began by asking for an update on FY16 and FY17 receipts. Treasurer Ovitt replied that he is working on FY16 and has not started FY17. Discussion ensued regarding finalizing the receipts so the Free Cash and the tax rate may be set. The Board asked when the FY16 receipts would be finalized, Treasurer Ovitt stated that he did not know. It was requested that it be finalized by the end of the month. Chairman Hawver then asked about the status of the Worker's Comp. audit. The insurance company sent an email in July asking for information to complete the payroll audit. Treasurer Ovitt replied that he is working on it. Discussion continued regarding staffing of the Treasurer/Collector office, scheduling of the financial audit for FY16, processing the receipts on a monthly basis rather than waiting a year or more and a list of properties in tax title. Selectman Smith suggested that outsourcing payroll might be an option and asked if the two positions together was too much for one person to fill, Treasurer Ovitt replied yes. Discussion continued on how to get the office caught up.

**APPOINTMENT – PART-TIME POLICE OFFICER:**

Administrator LaBombard stated that Justin Biasin did not get appointed as a Reserve Intermittent Police Officer when appointments were made in June, due to a miscommunication. Selectman Smith moved to appoint Justin Biasin as a Reserve Intermittent Police Officer, seconded by Selectman Petersen. The motion carried unanimously.

**ACCOUNTANT POSITION:**

Administrator LaBombard asked the Board if they would like to advertise for the Accountant position. Discussion ensued. It was the consensus of the Board to have Administrator LaBombard contact a few Accountants in other towns and find out if any of them would be willing to help with the transition to the new software.

**BODY CAMERA:**

Discussion ensued regarding a police officer's request for a body camera. It was the consensus of the Board to have Administrator LaBombard discuss the request with Town Counsel.

It was the consensus of the Board to cancel their meeting scheduled for November 21, 2016 and schedule a meeting to discuss how to proceed with non-profit owned land for December 6, 2016 at 3:00 PM.

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

Chairman Hawver adjourned the meeting at 3:55 PM

Respectfully submitted:

Alicia Dulin  
Assistant to the Town Administrator

No Documents were reviewed at this meeting.