

**TOWN OF SHEFFIELD
BOARD OF SELECTMEN
WORKING MEETING
OCTOBER 18, 2010
SELECTMEN'S OFFICE
5:30 PM**

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

Others Present: Joseph A. Kellogg, Town Administrator
Rhonda LaBombard, Assistant Town Administrator

Chairman Hannum called the meeting to order at 5:30 pm.

Discussion ensued regarding the employment contract between the Town and Administrator Kellogg. Administrator Kellogg requested that the current contract, set to expire in November, be extended to June 30, 2011 to coincide with the fiscal year with negotiations to begin in Spring for a renewal contract. Selectman Wood moved to extend the contract between the Town and Administrator Kellogg to June 30, 2011 as requested, and to begin negotiations for a renewal contract in the Spring, seconded by Selectman Smith. The motion carried unanimously.

Discussion ensued regarding the Town Administrator's roles and responsibilities. It was the consensus of the Board that the primary responsibility was to deal with the day to day administration, interactions and communications. The discussion will continue at a future working meeting.

The Board tentatively scheduled a Department Head meeting for November 29, 2010 at 9 am.

A meeting with the land use boards was tentatively scheduled for Thursday, November 18, 2010 at 6 pm.

Discussion ensued regarding the process for Administrator Kellogg's annual evaluation.

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

Chairman Hannum adjourned the working meeting at 6:55 pm.

Respectfully submitted:

Rhonda LaBombard
Assistant Town Administrator