

**TOWN OF SHEFFIELD
BOARD OF SELECTMEN
DECEMBER 5, 2012
TOWN HALL
WORKING MEETING
3:00 PM**

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

Others Present: Rhonda LaBombard, Town Administrator
Town Employees

Chairman Smith opened the meeting at 3:00 pm.

The purpose of the meeting was to answer questions or discuss the draft of the personnel policy that was handed out one week prior to this meeting.

Discussion ensued regarding changes to the sick time accumulation, adoption policy, appointed and hired employees, exempt and non-exempt employees, and pro-rated benefits for new hires. The Board will take all the comments under advisement and gave employees until Monday afternoon to submit any further questions or comments.

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

Chairman Smith adjourned the meeting at 3:45 pm.

Respectfully submitted:

Rhonda LaBombard
Town Administrator