

**TOWN OF SHEFFIELD  
BOARD OF SELECTMEN  
DECEMBER 27, 2012  
TOWN HALL  
WORKING MEETING  
3:30 PM**

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

Others Present: Rhonda LaBombard, Town Administrator

Chairman Smith opened the meeting at 3:30 pm.

Discussion ensued regarding changing the sick time accumulation from sixty days to seventy five days to address a concern brought up during the meeting with employees. Selectman Hannum moved to increase the sick time accumulation from sixty days to seventy five days, seconded by Selectman Wood. The motion carried unanimously.

Administrator LaBombard distributed draft policies that will become appendixes to the Personnel Policy manual for the Board to review. Discussion and approval of the policy will take place at a future meeting.

Discussion on the Community Preservation Act was tabled to the next working session.

The schedule of meetings for the months of January and February was finalized. The Board of Selectmen meeting scheduled for January 21<sup>st</sup> has been canceled. Discussion ensued regarding a meeting with all department heads, as a whole as well as an individual meeting with each department head.

It was the consensus of the Board to ask Todd Mack to update the Board on a sound system.

Discussion ensued regarding invoices submitted from the Fire Department and the interview schedule for the position of Assistant to the Town Administrator.

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

Chairman Smith adjourned the meeting at 4:57 pm.

Respectfully submitted:

Rhonda LaBombard  
Town Administrator