

**TOWN OF SHEFFIELD  
BOARD OF SELECTMEN  
WORKING MEETING  
SEPTEMBER 30, 2013  
TOWN HALL  
6:00 PM**

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

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

Members of the Public

Chairman Hannum called the meeting to order at 6:00 pm.

Discussion ensued regarding staffing, frequency that vendors are paid, software updates, developing a set of policies and procedures for the Treasurer/Collector office, developing a policy for the collection of delinquent taxes, developing a set of performance measures that reflect primary duties, payroll, organization and filing, outside commitments, possibility of transitioning to an electronic lockbox and the possibility of separating the Treasurer/Collector and Accountant's office. Discussion continued regarding a timeline for implementing any of the above changes. It was the consensus of the Board to advertise a temporary part time position for the Treasurer/ Collector office.

Discussion ensued regarding an agreement with Borestone/Four Corners, possible locations for a new highway garage and passenger rail service.

Discussion ensued regarding appointing Bylaw Review Committee and the Community Development Strategy Committee.

Selectman Wood moved to enter Executive Session for the purpose of discussing litigation strategy concerning Primax Properties and not return to Open Session, seconded by Chairman Hannum. The motion carried as follows:

Chairman Hannum-Aye

Selectman Wood-Aye

Chairman Hannum adjourned meeting at 7:50 pm.

Respectfully submitted:

Alicia Dulin  
Assistant to Town Administrator

Documents reviewed at this meeting:  
Staffing and Operational Assessment of the Treasurer/Collector Office  
Selectman Wood's Comments on Assessment