

**TOWN OF SHEFFIELD
BOARD OF SELECTMEN
WORKING SESSION
NOVEMBER 21, 2014
TOWN HALL
9:00 AM**

Board Members Present: David A. Smith, Jr., Chairman
Rene C. Wood

Board Members Absent: Nadine A. Hawver, Clerk

Others Present: Rhonda LaBombard, Town Administrator
Alicia Dulin, Assistant to the Town Administrator

Chairman Smith called the meeting to order at 9:00 AM.

The Board read an e-mail and an opinion from attorney D.M. Moschos regarding the procedure for abolishing the part time Senior Center Director position in order to establish a full time Executive Director to the Council on Aging position.

Administrator LaBombard explained her conversation with Attorney Moschos and explained the next steps that would need to be taken.

Discussion ensued regarding the offer made to the current Senior Center Director, which he has declined due to the salary.

Administrator LaBombard suggested that first, the Board abolish the part time Senior Center Director position and then vote to create a full time Executive Director of the Council on Aging position. Discussion ensued regarding the timeline for hiring a full time Executive Director and who would fill the position until a full time Executive Director is hired. It was the consensus of the Board to advertise for a full time Executive Director immediately and ask the Assistant to the Senior Center Director if she would serve as acting Senior Center Director until a full time Executive Director is hired. Administrator LaBombard left the meeting to call the Assistant to the Senior Center Director to ask if she would be willing to serve as acting Senior Center Director at the current Senior Center Director salary until a full time Executive Director is hired. Administrator LaBombard returned to the meeting and stated that the Assistant to the Senior Center Director agreed to serve as the Acting Director until a full time Executive Director is hired.

Selectman Wood moved to abolish the current part time Senior Center Director position and create a new Executive Director of the Council on Aging position with the duties and effective date to be determined, seconded by Chairman Smith. The motion carried unanimously.

Selectman Wood moved to create an Acting Senior Center Director position to be offered to Nadine Hawver at the same hours and rate of pay as the current Senior Center Director effective immediately, seconded by Chairman Smith. The motion carried unanimously.

Selectman Wood moved to begin the recruitment process for the new position of Executive Director of the Council on Aging, seconded by Chairman Smith. The motion carried unanimously.

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

Chairman Smith adjourned the meeting at 9:30 AM

Respectfully submitted:

Alicia Dulin
Assistant to Town Administrator

Documents were reviewed at this meeting:
E-mail and opinion from Attorney D.M. Moschos