

**TOWN OF SHEFFIELD  
BOARD OF SELECTMEN  
WORKING MEETING  
SEPTEMBER 12, 2013  
TOWN HALL  
5:00 PM**

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

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

Members of the Public

Chairman Hannum called the meeting to order at 5:00 pm.

Chairman Hannum stated that instead of going through the Staffing and Operational Assessment of the Treasurer/Collector Office section by section she would like to go right to the recommendations. Discussion ensued regarding staffing, 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, cross training staff, payroll, organization and filing, outside commitments, possibility of transitioning to an electronic lockbox and the possibility of separating the Treasurer/Collector and Accountants office.

It was the consensus of the Board to talk about implementing some of the recommendations at a future meeting. The Board requested that Mr. Ovitt create and submit a job description for the position that is vacant on or before September 18, 2013. The Board will review the job description and make a decision on the position.

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

Chairman Hannum adjourned meeting at 6:20 pm.

Respectfully submitted:

Alicia Dulin  
Assistant to Town Administrator

Documents reviewed at this meeting:  
Collins Center Staffing and Operational Assessment of the Treasurer/Collector Office