

**TOWN OF SHEFFIELD  
BOARD OF SELECTMEN  
WORKING SESSION  
SEPTEMBER 12, 2014  
TOWN HALL  
2:00 PM**

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

Members Absent: Nadine A. Hawver, Clerk

Others Present: Kathy Staropoli, Council on Aging Chairman  
Helen Johnston, Council on Aging  
Rhonda LaBombard, Town Administrator  
Alicia Dulin, Assistant to the Town Administrator

Selectman Smith called the meeting to order at 2:10 PM.

Selectman Wood stated that she thought that the information submitted by Senior Center Director John Arthur Miller was very interesting and stated that she would like to see more reports regarding the number of seniors coming from other Towns to use the Senior Center. It was the consensus of the Board to wait for the Council on Aging members to arrive before continuing discussion on the Senior Center.

Administrator LaBombard explained that she received a complaint regarding the issuance of a ticket for failure to stop at a stop sign. Selectman Wood asked if the Police Department had any policies in place regarding verbal warnings versus citations in order ensure consistency. Administrator LaBombard stated that she would discuss this with Chief Munson.

Kathy Staropoli and Helen Johnston entered the meeting at 2:30 PM.

Kathy Staropoli had previously provided everyone with copies of several examples of job descriptions for Senior Center Directors. Discussion ensued regarding the changes to the current job description. It was the consensus of everyone present that Selectman Wood would incorporate all of the changes and additions into a document and distribute it for everyone to review. Administrator LaBombard will complete the job description and e-mail to everyone for review. Both selectmen were to forward their Senior Center Director goals to Town Administrator LaBombard.

The meeting to finalize the job description will be held on October 3, 2014.

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

Chairman Smith adjourned the meeting at 4:05 PM

Respectfully submitted:

Alicia Dulin  
Assistant to Town Administrator

Documents reviewed at this meeting:  
Senior Center Director Job Description  
Job Description Examples