

July 1, 2026, Minutes
Sheffield Select Board Special Meeting
Municipal Building
6:00 PM
In person Meeting

Present: Erik Lavallee, Chairperson, Benjamin (Ben) Robinson, Select Board, Kate Berry-Buonanno, Selectboard, Erika Lavallee, Town Clerk, Felicia Bedor, Assistant Town Clerk (Recorder), Carolyn Crankshaw, Michelle Haselton, Beth Quimby, John Simons

The meeting was called to order at 6:01 PM by Erik Lavallee, as Selectboard Chairman, with the following business being transacted:

Any Additions, Deletions or Amendments to Agenda – Erik presented the board members with an Ethics Ordinance he received from the VLCT. The board all took a moment to review the document. Erik then asked that the board decide on who to have as the point of contact for the ethics complaints and investigations. Ben motioned that the Town Clerk be that person, Kate seconded the motion. Kate motioned for the Selectboard to be the person/s of contact with the findings from the investigations, seconded by Ben, with no objections the motion passed. Erik also motioned that the board changes the document from an ordinance to a policy with the effective date of July 1, 2026. Kate seconded the motion, with no objections the motion passed. With all changes and discussion complete, Erik made a motion to adopt the Ethics policy, seconded by Ben. With no objections, the motion passed.

Correspondence – None

Delinquent Taxes – The delinquent taxes are currently \$16,156.23.

Dumping Tires on New Duck Pond Road – Erika mentioned that in talking with the road crew, that there is a portion of New Duck Pond Road that has a large embankment near the interstate, that people are dumping tires and trash. Erika stated that she would like to invest in some game cameras to put there and in the future, other problem areas for investigative purposes. Kate asked about the dumping on New Duck Pond Road, if there was a possibility that there may be hazardous material being dumped. Erika said in talking with Mark from the road crew, that there may be hazardous material. The problem is where everything is located, there is no easy way to access it.

Larry Dillard Land Purchase – Erik started the discussion by stating that he had a conversation with Mr. Dillard, and he is looking to only sell a portion of his property to the town, as his property abuts the town's property. Ben asked what the property owner is looking to gain by selling. Erik said that he believes he is just looking to gain the money as he is having issues with his mortgage company. Kate asked how much property Larry wants to sell. Erik was unsure of how much property they wanted to sell. After some discussion the board decided the town is not

in need of property, Kate made a motion not to move forward with the purchase, seconded by Ben. With no objections, the motion passed.

Town Hall Repairs & Upgrades – Kate had sent out an email of items she noticed may need some attention at the Town Hall. After reviewing the list, Erika stated that there are a few items that are in the works for next year. Currently there is a plan to get a quote on putting a ramp to the basement on the side of the building. Erika would also like to have the road crew help with creating more parking spaces the back of the building. Providing the budget allows, the town would also like to fix the front porch issues and paint the downstairs. Erik would like to get in contact with the local high schools about possibly having the trades students do some of the work. Ben asked how much money there currently is to work on these projects, Erika investigated the current budget and it is currently \$8,300 with the potential to added \$3-4 thousand. Kate asked if there are any grants that the town could use to help pay for some of these projects. Carolyn stated that the Planning Commission investigated that and currently Sheffield Town Hall is not eligible for any grants. Carolyn also said that with improving the Town Hall that could lead to the sidewalk scoping project. There was some more discussion on the sidewalk project and the town water.

John Simons – John wanted to speak about the school district potential coming mergers, however, with Beth Quimby being present, he felt that she could give more information. Beth spoke about the education system at the government level and some of the discussions that have been had in possibly changing the school district layout for the State.

Ethics Violation Complaint – Michelle Haselton brought to the meeting a formal complaint that she had regarding the new hire benefit package. Michelle went back and listened to the prior meeting and gave her interpretation of what she heard. Her complaint was because Kate helped put together a benefit package for the Highway crew new hire and current crew members, and in doing that, it will directly affect her families income. Michelle also spoke about the cost that the board agreed to spend on the new hire and going forward with all the highway employees is going to drastically impact the taxpayers as she believes it is a substantial cost. Erik said that with the new Ethics policy this would need to be looked into further and brought back to the table for further discussion. Erika mentioned that for the sake of the board and the conflicts of interest, the board could make a benefit package for the part time employees and a different one for the full time employees. In doing that the respective board members would be able to recuse themselves from the discussion and any decisions made on the package. Carolyn also agreed to be a neutral party in helping to put together a benefit package for all employees. Erik made a motion to contact the new hire about putting his hiring on hold until the benefit package can be finalized. There were no seconds to the motion. Erika explained to the board that even if there isn't a second, the new hire will need to be contacted because with an ethics violation, it needs to be investigated and brought back to the board to be in compliance. With that, Erik made a motion to contact the new hire and explain the benefit package and the process that needs to be completed before he can be hired. Ben seconded the motion; Kate abstained due to the original complaint involving her.

Employee Policy Discussion – Prior to the meeting, each board member received a copy of the potential new Employee Policy which is currently the employee policy for the attendants at the

Transfer Station Amended 7/29/2024. Each board member reviewed and made changes to discuss at the current meeting. The following changes were discussed:

Section 4 – Change the new hire probation period to 90 days not 6 months.

Section 6 – Conflict of interest, see Appendix A instead of all the other wording.

Section 6a – Will note that gifts such as holiday goodies can be accepted.

Section 7 – Erik would like to see the highway crew pay to include lunch, Ben agreed. Also remove the specific hours and word it 40 hours per week.

- The Town Clerk's portion in its own paragraph.

- Remove the portion about the Selectboard approval for time off, that should be decided by the head of the department.

- Remove the line about the emergency requirement.

- Change the line that all employees who will be absent will notify their respective department for time off as soon as possible.

Section 8 – Remove this section.

Section 11 – Remove this section.

Section 13 – To include smoke free in all town equipment and property.

Section 16 – Change the word anything to Personal Property.

Section 19 – To be determined, pending next meeting.

Section 20 – Add Presidents Day as a floater, Town Meeting Day, and Columbus Day as a floater. Add to Veterans Day, work the day in lieu of the day after Thanksgiving.

Section 21 – Change the header from Vacation Leave to PTO. Update PTO hour accrual based off discussion at an earlier meeting.

Section 22 – Add that their will be a payout of any unused PTO at time of Employees Retirement.

Section 23 – Change bereavement time to 5 days to use at the employees discretion.

Section 28 - The town will compensate employees for their service as jurors or witnesses.

Section 29 – Change the header to say just Overtime. Remove all but the first paragraph. Change amended to adopted.

Addendum C – moved to the body of the policy in the section with conflict of interest and added in that section to see Addendum C.

Kate is going to take all the changes and write up the policy for the board to approve and sign off on at the next meeting.

Planning Commission Updates:

Carolyn discussed a meeting that was had about the derelict properties in town and how to move forward, trying to help get them taken care of. Kate also attended that meeting. They are thinking of the possibility of the Selectboard reaching out to the property owners and going from there. The committee is currently working on getting a list of properties to send letters to. Al Robertson stated to Carolyn that getting an attorney who specializes in this kind of ordinance/policy writing involved in the process, would be in the town's best interest. He was going to look to see who was available for that.

Any other non-binding business that may be properly brought before the meeting

The board discussed setting the date for the next meeting, Kate would like to meet on July 15th to go over the benefits package and potentially finalize the Employee Policy. Erik and Ben agreed

to meet on July 15th at 6pm. They also set the date for the August meeting to August 12th at 6pm, due to a few conflicts, the board cannot meet the first Wednesday in August.

Public Comments- limited to five minutes per comment.

Select Board Executive Session- Motions reflecting session work will be made at the next Select Board meeting. Ben made a motion to enter executive session at 8:57pm, seconded by Kate. The board returned from executive session at 9:16pm.

Adjournment

With no further business, Ben Robinson made the motion to adjourn. Kate Berry-Buonanno seconded, motion passed. Meeting adjourned at 9:16pm, July 1, 2026.

Respectfully submitted,

Erika Lavalley, Town Clerk

Erik Lavalley, Chairperson

Kate Berry-Buonanno

Benjamin Robinson