

**July 02, 2025 Minutes**  
**Sheffield Select Board Meeting**  
**Municipal Building**  
**5:56 PM**  
**In person Meeting**

Present: Walter Smith, Chairperson, Erik Lavallee, Select Board, Cynthia (Cindy) Roy, Select Board, Erika Lavallee, Town Clerk, Felicia Bedor, Assistant Town Clerk (Recorder), Sally Wood-Simons, Kathy Newland, Al Robertson, Carolyn Crankshaw

The meeting was called to order at 5:56 PM by Walter Smith, as Chairperson, with the following business being transacted:

**Any Additions, Deletions or Amendments to Agenda**

**Vermont Bond Bank loan documents** – Erika presented the documents for the loan from the Vermont Bond Bank. The following documents were presented:

- The Resolution Certificate - This was signed by all members of the Selectboard and the Town Clerk. It was also stamped with the town seal.
- Loan Agreement – This was signed by Walter, Selectboard Chairman and Erika, Town Clerk. The document was also stamped with the town seal.
- Bond – Was signed by all members of the Selectboard and the Town Clerk, also stamped with the town seal.
- Certificate of Registration – This was signed and stamped by Erika as the Town Clerk.
- Receipt – This was signed and stamped by Walter as the Selectboard Chairman.
- Treasurer Certificate – This was signed and stamped by Erika as the town treasurer.
- Commitment Memo – The amount of \$3.2 million will be paid semi annual for the interest, and annual for the principal. This was signed and stamped by Walter as the Selectboard Chairman.

**Jacob McNeal – Signature on Bank Documents** – Sally Wood-Simons stated that Broadridge is holding the stocks for Union Bank and they normally would deposit them into the Jacob McNeal fund. Now that The McNeal Fund checking account is closed, Broadridge needs signatures to change the direct deposit to the cemetery checking account. Erik made a motion to accept the Selectboard signing the change, seconded by Walter. The Selectboard all signed the direct deposit change form.

**Appoint Michelle Haselton to open town auditor position.** – One of the town auditor positions was being held by Magon Lindgren. Magon just recently moved out of town and resigned so Michelle Haselton is going to fill the position. Walter made a motion to appoint Michelle as the new auditor, seconded by Cindy.

**Planning Commission Updates**

- Carolyn spoke about meeting with a representative from the Village Trust Initiative (VTI) and that they filled out the application to work with them again this year. The application opens July 7, 2025 and the planning commission will meet with VTI on July 8, 2025 to find out if they will work with the Planning Commission again this year. Carolyn needs the Selectboards approval for the planning commission to be apart of VTI. Erik made a motion to accept them working with VTI seconded by Walter.
- Al spoke about a conversation he had with an engineering firm for the sidewalk scoping project. The firm will submit the proposal. After that has been submitted there will be a public meeting for people to come and ask questions and find out information. As of right now the sidewalks are projected to only be in the State right of ways and not take any land from taxpayers. Erika asked if there was any talk about possible payment from VTrans, since they removed the past sidewalks. Al wasn't sure about if there

would be any help from VTrans or not. Al stated that this project is at least 5 years out and that the biggest issue is going to be the bridges, as the sidewalks have to be about 4 feet.

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

**Public Comments- limited to five minutes per comment.**

Erika asked if the Selectboard could look at and approve the tax rate for 2025. Erik made a motion to accept the tax rate, seconded by Cindy.

Kathy Newland mentioned that she is going to resign from cleaning the town clerks office. She has injured her shoulder and doesn't feel that she can continue doing the cleaning.

Erika stated that the delinquent tax amount is currently \$16,411.12.

Coe an Coe sent a proposal for the Fire Department garage project, not including the total cost, just the amount for Coe and Coe's service. Walter motioned to accept and approve the proposal seconded by Erik.

**Adjournment**

With no further business, Cindy Roy made the motion to adjourn. Second, by Erik Lavallee Motion passed. Meeting adjourned at 6:22 PM, July 02, 2025.

**Select Board Work Session- Motions reflecting session work will be made at the next Select Board meeting.**

Respectfully submitted,

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Erika Lavallee, Town Clerk

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Walter Smith, Chairperson

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Erik Lavallee

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Cynthia Roy