

March 04, 2026, Minutes
Sheffield Select Board 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), Bobbie Bristol, Carolyn Crankshaw, Shane Lanphere, Joe Sabia, Sally Wood-Simons

The meeting was called to order at 6:03 PM by Erik Lavallee, as Selectboard member, with the following business being transacted:

Any Additions, Deletions or Amendments to Agenda

Erika added the sale of a town owned 10-acre parcel, located on Old Duck Pond Road, for updated paperwork which the selectboard needs to sign and date.

Correspondence – None

Selectboard Chairman Vote – Kate made a motion to appoint Erik as the Chairman of the Selectboard, seconded by Ben. With no objections, vote passed.

Appointments for Town Officers – Erika read off the list of appointments with the following included in the list:

- Animal Control Officer – Candace Dane
- Emergency Management Director – Aaron Stetson
- E911 Coordinator- Erika Lavallee
- Forest Fire Warden – Aaron Stetson
- Health Officer – Tony Wilbur
- Lyndon Rescue, Inc- Robert Blodgett
- NEK Waste Management District – Preston Smith
- Tax Collector – Erika Lavallee
- Tree Warden – Edward Jewell

Erik made a motion to accept the list as written, seconded by Kate. With no objections made the motion passed.

Delinquent Tax Update – Erika stated that delinquent taxes are currently at \$39,086.34. Ben asked if any of them are set up on payment plans and how that all works. Erika explained that there are currently three (3) payment plans and that anyone on a plan is required to come current before the next tax year. If a payment is missed with no reasonable explanation or no payment is made at all, there won't be an option for a payment plan again in the future.

Fire Station MERP Project Decisions – Shane gave an overview of the project and what they are hoping to accomplish. Erik also spoke more about the initial planning process. He stated that

they are hoping to initiate the project in early 2026. In speaking with the architect, the scope of the project from MERP was going to cost more than originally planned. Erik had a discussion with James Coe about changing the scope of the project. With that, instead of using the architect's design and outside contractors, Shane had a written scope document as well design printed and suggested the town be the general contractor. Kate asked with the project being paid with grant money if the town is required to put the project out for bid? Erik said that in reading the MERP paperwork it did not state that the project needed to go out for bid. There was discussion regarding checking in with Megan at the MERP office regarding an amendment to the scope for not proceeding with the pellet boiler. Shane advised that he would be able to begin work mid-week (03/11/2026) and had plenty of items to begin with while waiting for permits. A motion was made to accept Shane's proposal and move forward with Wheelock Mountain Carpentry LLC. Erik made a motion to accept Shane's proposal, Ben seconded. With no objections the motions passed.

Planning Commission Updates – Carolyn discussed what the planning commission had been working on for the last year and half, since there were two newly elected board members. Carolyn discussed the status of the town water and the need for repairs, parking for the town hall, and possibilities of creating a derelict property ordinance. Carolyn also explained the process used for the town plan which was approved by voters at the 2025 Town Meeting.

Duck Pond Road Property Sale. – The 10-acre parcel had a redrafted purchase and sale to sign and a notice of intent to convey real estate the required signatures. Erik discussed this was a parcel that was landlocked on Old Duck Pond Road. We were contacted by Red Dam Conservatory LLC to purchase the property. The purchase and sale had an update, and we were informed by our attorney that there was a Notice of Intent that was required to be posted and printed in the newspaper 30 days prior to the closing date. They are hoping to close on April 10th. The Selectboard all signed the notice.

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

Public Comments- limited to five minutes per comment.

Joe advised he had been volunteering with the Sheffield Food Pantry for roughly six years. Joe stated that on Wednesday of the month he picks up donated food items (roughly 25 boxes) from the Derby Walmart; those items are used on the second and fourth Wednesday of each month at the Food Pantry. Joe wanted to discuss the possibility of moving the Food Pantry storage to the dining area of the Sheffield Town Hall. There was a meeting at the Sheffield Town Hall with members of the selectboard, planning commission, the food pantry and the town clerk's office at the Town Hall in February to discuss the storage needs and the need for community members to have access and use the stage area at the Town Hall. Joe advised the area in question for storage in the dining area was not going to be big enough and expressed concern regarding the ease of moving items to the new storage due to the stairs. Carolyn stated that the food pantry and volunteers should draw up a plan for the food pantries use of the Town Hall that also allows for community use of the stage.

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, Erik seconded. With no

objections the board paused the recording and entered executive session to discuss the Jason Korpi court case. The board returned from executive session at 7:55pm, with no motions to be made.

Adjournment

With no further business, Erik Lavalley made the motion to adjourn. Kate Berry Buonanno seconded, motion passed. Meeting adjourned at 7:55pm, March 3, 2026.

Respectfully submitted,

Erika Lavalley, Town Clerk

Erik Lavalley, Chairperson

Kate Berry-Buonanno

Benjamin Robinson