Sheffield Selectboard Meeting
November 4th, 2026
6:00PM

Present:

Sheffield Selectboard Members: Erik Lavallee, Kate Berry-Buonanno and Ben Robinson

Town Clerk: Erika Lavallee

Planning Commission (PC) Members: Al Robertson and Carolyn Crankshaw

NEK Broadband Representative: Eileen Boland

Road Formen: Mark Buonanno

Members of the Public: Lindsay Hale

Recorder: Meaghan Rinehart

Call the Meeting to Order:

Erik the Selectboard Chair called the meeting to order 6:00 PM.

Additions, Deletions or Amendments to Agenda:

Kate requested to add updating the Dog Ordinance to the discussion with the other ordinances.

Delinquent Taxes:

Erika updated the Board on the status of the delinquent taxes. The current amount owed is $13,019.08 across 6 parcels. All notices were sent with letters that properties will go to tax sale if not paid by 12/7/26.

NEK Broadband:

Eileen Boland gave an update on NEK Broadband's last meeting and spoke of grants available. She also informed the Selectboard that Sheffield does not have a representative. The Selectboard will look for a volunteer who is able to take on this role. NEK Broadband's next public meeting will be on 11/12/17.

Road Foreman:

Erik motioned, seconded by Ben to officially appoint Mark Buonanno as Road Foreman for the Sheffield Highway Department. Kate recused herself.

2 yes, 1 recusal, so voted.

PTO for Dayton:

Mark asked about PTO for Dayton. The Board reviewed the Employee Policy and discussed the Sate's requirements. They determined that once Dayton's 90-day probationary period is up, he will have 40 hours of PTO that expires at the end of year.

Uniforms:

Mark shared Cinta's proposal for uniforms for the Highway Department. The low-end package (t-shirts, long-sleeved shirts and pants) would cost $53-$58 per week with a 5-year contract. The Highway Department Employees have agreed to an employee contribution of $5 a week toward the cost. Mark also asked about an allowance for work boots. Ben and Erik discussed the benefits of the uniforms and boots, including the Highway Department having appropriate PPE (Personal Protective Equipment), safety, and professional appearance. Another benefit is that the uniforms are cleaned professionally and swapped out is there is damage to the item.

Erik motioned, seconded by Ben to approve Cinta's uniforms for Highway Department at $53-$58 per week with a $200 boot allowance with $5 per week employee contribution. Kate recused herself.

2 yes, 1 recusal, so voted.

Truck 2 replacement:

The town has ordered a new plow truck to replace Truck 1; however, the delivery of the new truck has been delayed due to the assembly of new truck's dump body running behind schedule. Mark explained that this timing delay will likely be a problem when it comes to replacing Truck 2. It currently takes about two years to receive the truck once it has been ordered. Due to the timing issue, he thinks it's best to plan for it sooner than later. Mark will pull together budget information to share with the Selectboard in December and there will be a proposal prepared for Town Meeting.

Promotion and Pay Raises:

The promotion and pay raises discussion was moved to end of the meeting in case it required an executive session.

Public Comment: Lindsay Hale took this time to ask about Town Hall rental policy; she was unaware there was a fee to use it and would like to organize community events such as a Valentines Dance and a spring festival similar to Field Day. She was encouraged to contact Town Hall Manager.

Unlanded, Dog, Dilapidated Building Ordinances:

The current Dog Ordnance (Animal Control Ordnance) dates to the early 90's and needs to be updated. It was determined that the Dog /Animal Control Ordnance could be updated by the Selectboard, however the Dilapidated Building Ordinance and Unlanded Ordinance will be drafted by an Attorney to make sure language is correct. Erik will contact the attorney and coordinate working on the creation of those ordinances.

Planning Commission Updates:

Caroline Crankshaw attended NVDA vote/meeting and shared the changes made to the Regional Plan with the Select Board.

The funders of the MERP Grant (Municipal Energy Resilience Program) did/or will do a site visit to see the finished work at the Fire Station/Town Office.

The Sidewalk Scoping Project is waiting for the actual archeological report to be completed, however, and a decision needed to be made on what sidewalk option was preferred (there were three options presented at a previous Selectboard meeting in a presentation put on by Fuss & O'Neil). The Select Board and PC Members discussed the three different options. The Board decided to pursue (Alternate # 3). This option included curb cut sidewalks and a pedestrian bridge to span the river. The pedestrian bridge would run parallel to the existing concreate bridge on the southwest side. This option is also the option that requires less space on the side of the road.

Erik motioned, seconded by Kate to go with Alternate 3.

All in favor, so voted.

Promotion and Employee Raises:

With Mark being promoted to Road Forman, Mark requested $30.50 an hour to assume the responsibilities in that role.
Erika asked to give Felicia a raise. She explained all the things Felicia does to keep the office running smoothly. Ben and Kate also discussed a pay increase for Erika.
Ben motioned, seconded by Kate to give Erika and Felicia each a $1 an hour raise. Erik recused himself.
2 in favor, 1 recusal, so voted.
Ben motioned, seconded by Erik to increase Marks hourly rate to $30.50 per hour. Kate recused herself.
2 in favor, 1 recusal, so voted.

Adjourn the Meeting:
Ben motioned, seconded by Erik to adjourn the meeting. The meeting adjourned at 7:26
All in favor, so voted.