July 15, 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), Max Aldrich, Bobbie Bristol, Mark Buonanno

The meeting was called to order at 6:00 PM by Erik Lavallee, as Selectboard Chairman, with the following business being transacted:

Any Additions, Deletions or Amendments to Agenda –

- Additions to July 1, 2026, meeting minutes- Kate had a few changes she would like to add to the minutes. One of them being added comments made by Beth Quimby and John Simons. The second being to re-word the line about Kate updating the employee policy. With that, Kate made a motion to approve the written minutes for the July 1, 2026, meeting with revisions seconded by Ben Robinson.
- PVR Letter- Erika received a letter from the Property Valuation Review board (PVR) stating that the town needs to do a reappraisal. This is already set to begin within the next few weeks, so the letter is irrelevant, however, Erika needed to present it to the board.
- Selectboard Minutes Clerk- Erik stated that the Selectboard will be looking for a minute's clerk and potential assistant to help with writing policies, agendas, etc. He's looking to have the individual start with 10 hours a week until the next budget year, where it could allow for more hours. Ben asked if there was anybody in mind for the position. Erik stated he had a few people in mind he would like to reach out to, but no one lined up currently. Kate mentioned having a minute's clerk on an as needed basis for now and see how that goes. Ben made a motion to hire a minute's clerk on an as needed basis for $150 per meeting, seconded by Erik.

Correspondence – None

Justice of the Peace ballot approval – With an upcoming election on November 3, 2026, the board needs to decide if the nominees for Justice of the Peace can be mailed out to every registered voter. Erik made a motion to allow the ballots to be mailed out, seconded by Ben.

Ethics Complaint Resolution –

Before discussion, all the board members read over the written resolution compiled by Erika Lavallee and Carolyn Crankshaw. Kate made a statement that at the prior meeting she felt personally attacked and was very upset that the complainant believed that she was the one who orchestrated the whole benefits package.

Erik spoke about this being a learning experience for the board, and that they will need to be cautious going forward with these conversations, to not have this kind of issue happen again. Kate also commented that she has since taken the ethics training and can see where she should have recused herself from the discussion.

Full Time and Part Time Benefits Package rework –

The board started the discussion talking about the full-time benefit package. Kate recused herself from any discussion or decisions on the full-time benefit package. Erik proposed keeping the insurance stipend but instead of the original $280 per week, he would like to lower it to either $150 or $175 per week. This will be a stand-alone payment in each employee's paycheck. Ben agreed to $175 per week. They also agreed to keep the original paid time off (PTO) timeline that was agreed upon. Mark asked about when the stipend will begin. Erik explained that once the benefit package is adopted and the employee policy is adopted, they will then be able to implement it. He was advised the payments should begin in late August or the first of September of this year.

With no further discussion, Erik made a motion to adopt the benefit package to include the $175 per week stipend if the employee is not going to take insurance. Ben seconded the motion. With no objections, the motion passed. Max asked if he could talk with the newest applicant about a potential start date of August 3rd. The board all agreed that Max could speak with the potential new hire, including the newly adopted benefit package.

The board began speaking about the part time benefit package, Erik recused himself from any discussion and decisions for the part time package. Erika presented to the board a rough draft of a benefit package for part time Town Clerk and assistant Town Clerk positions. She stated that she doesn't believe that part time employees should receive the stipend for not taking the insurance.

Ben agreed with taking the stipend out of the package all together, Kate however, believes that because the part time employees can receive the insurance, they should be compensated for not taking the insurance. Erika advised she was hired under a policy of 100% paid insurance, which she doesn't take, however, she does have an HRA that is fully funded by the town. Erik also pointed out that everyone hired under the old policy does reserve the right to stay under that policy. With the given information Kate liked the policy of offering new part-time employees the option of the HRA instead of a stipend if they choose not to take the insurance. Erika advised that as an elected official, she does not fall under the Fair Labor Standards Act (FLSA).

With no further discussion Kate made a motion to allow current employees to maintain their current policies if so choose and to update the new policy to reflect the HRA instead of the stipend for employees that choose not to take insurance. Ben seconded the motion. With no objections, the motion passed.

Kate made a motion to adopt the part time Town Clerk and Assistant benefit package with revisions; Ben seconded the motion. With no objections, motion passed.

Finalization of the employee handbook and adoption – There was some discussion to add a line to the policy to grandfather previous employee policies or take the new policy for current employees. The board also agreed to update the wording for insurance to say the insurance would be covered from a single plan up to a family plan. Kate stated that she would update the part time benefit package to the same wording. With no further discussion, Erik made a motion to adopt the new employee policy with the mentioned edits, Ben seconded the motion.

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

Public Comments- limited to five minutes per comment.

Select Board Executive Session- Jason Korpi Lawsuit -Ben made a motion to enter executive session at 7:05pm seconded by Erik. The board returned from executive session at 7:35pm

Adjournment
With no further business, Ben Robinson made the motion to adjourn. Kate Berry-Buonanno seconded, motion passed. Meeting adjourned at 7:35pm, July 15, 2026.

Respectfully submitted,

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Erika Lavallee, Town Clerk

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Erik Lavallee, Chairperson

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Kate Berry-Buonanno

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Benjamin Robinson