

May 13, 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, Max Adlrich, Road Foreman

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

Erika stated Max requested time to speak regarding several grant opportunities.

Correspondence – None

- Max discussed the Town Farm Road closure and grant process. Max advised the Town of Sheffield was pre-approved for the structure grant which would cover the cost of Town Farm Road culvert replacement at 90%. The total cost of the culvert replacement is \$181,000.00. At 90% coverage the Town would be required to cover \$18,100.00 of the cost. Erika discussed the budget and advised there was \$30,000.00 in the 2026 budget for the culvert replacement project.
- Max further discussed the Dunn Mountain Road culvert replacement project. Max stated the culvert had been destroyed in both 2023 and 2024 during the flooding. He explained that FEMA did not cover an upgrade to the culvert in order to reduce the risk of destruction during flooding. Max stated he had spoken with Noreast Counseling Group regarding a FEMA mitigation grant that could be obtained to cover the Dunn Mountain Road culvert replacement up to 75%. The total cost of the project is \$154,000. At 75% coverage the town would be required to cover \$38,500.
- There was discussion regarding the budget line items for the Town Farm Road and Dunn Mountain Road projects. The selectboard asked Max to question the grant cycle and determine if the Town could obtain the grant in 2026 and complete the work in 2027.
- Discussion regarding a bid opening at the July selectboard meeting. A one-week bid period, with Pat Ross and Max sending the plans to at least 5 people for bid.

Discussion regarding new highway hire:

- Max advised his last day of work would be October 30th, 2026.
- Erik began the discussion by stating he would like to keep the original offer of: \$30/hr, 2 weeks of vacation, retirement after a year, and vacation in the winter months if there is a cover driver.
- Ben made the motion, Erik seconded with no objections vote passed.
- The counteroffer from the potential hire was \$31/hr, 3 weeks of vacation after a year and a 40/hr guarantee.
- Erika advised the per hour cost of the employer contributions for social security, Medicare and VT Childcare Contribution is \$2.427/hr.
- The board discussed the potential benefit package for new hires going forward. Ben advised the employee policy needs to be updated. Erika provided the current employee policy to all board members and suggested having an employee policy that covers all employees, a benefit package for each department and job descriptions for each town position.
- The board discussed the feasibility of offering health insurance as part of the benefit package.

- Erika provided the yearly cost of health insurance plans: Platinum- \$47,576, Gold- \$40,403, Silver- \$33,072 and Bronze- \$27,886.08.
- Max advised he would speak to the potential hire and relay the hiring package

Public Comments- limited to five minutes per comment.

Adjournment

With no further business, Ben Robinson made the motion to adjourn. Erik Lavalley seconded, motion passed. Meeting adjourned at 7:20 pm, May 27, 2026.

Respectfully submitted,

Erika Lavalley, Town Clerk

Erik Lavalley, Chairperson

Kate Berry-Buonanno

Benjamin Robinson