

Town of Sheffield, Vermont

2017 Town Report



2018 Freightliner
Sheffield Highway Department

Dedication

The 2017 Sheffield Town Report is dedicated to the men and women of the Sheffield- Wheelock Fire Department. These volunteers work tirelessly in service to our towns. For this, we offer our thanks and gratitude.



In Memory of Huguette Thompson



Huguette was a valued employee of the Transfer Station. She would also help at town events and the Sheffield Food Pantry. Her beautiful smile brightened many people's day.

She is truly missed.

Photograph- Guibord Funeral Home

TOWN OF SHEFFIELD 2017 ANNUAL REPORT

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Town Officers

Office	Length of Term	Elected at Town Meeting	Term Expires
Moderator	1 Year	Patrick Ham	2018
Town Clerk	3 Years	William St. Peter	2020
Treasurer	3 Years	William St. Peter	2020
Selectboard	3 Years	Max Aldrich	2018
		Charles Gilman	2019
		Walter Smith	2020
Road Commissioners		Selectboard	In effect until changed by voters
Listers	3 Years	Edward Jewell	2018
		William St. Peter	2019
		David Eliassen	2020
Auditors	3 Years	Gretchen Bristol	2018
		David Eliassen	2019
		Meghan Sweeney	2020
Constable	1 Year	Edward Jewell	2018
Tax Collector	1 Year	Cheryl Chesley	2018
Grand Juror	1 Year	Harman Clark	2018
Town Agent	1 Year	William St. Peter	2018
Agent to Convey Real Estate	1 Year	Selectboard	2018
Trustee of Public Funds	1 Year	Selectboard	2018
School Directors	3 Years	Brian (Biff) Mahoney	2018
		Erika Lavallee	2019
		Michelle Hill	2020
Sexton	1 Year	Charles Gilman	2018
Planning Commission	3 Years	Keith Ballek, Edward Richardson, Rodney Dwyer	2018
		Patricia Degreenia, Al Robertson, Erik Lavallee	2019
		Sally Wood-Simons, Ann McLean, Linda Lyman	2020
Office	Officers		
Board of Civil Authority	Selectboard Justices of the Peace		

Office	Length of Term	Elected in General Election	Term Expires
Justices of the Peace	2 Years	Gay Ellis	2018
		Leslie Ham	2018
		Edward Jewell	2018
		Edward Richardson	2018
		Sally Wood-Simons	2018

Office	Appointed by Selectboard or other Town Officers
Assistant Town Clerk	Wendy Scofield
Assistant Treasurer	Wendy Scofield
Assistant Clerk/ Assistant Treasurer	Kathy Newland, as needed
	Candace Dane, as needed
Cemetery Commissioners	Selectboard
Deputy Registrars	Stephen Robertson (Guibord/Sayles Funeral Home)
	Rodney Sayles
Dog Warden and Pound Keeper	Candace Dane
Emergency Management Coordinator	Marc Brown
E911 Coordinator	William St. Peter
Fence Viewers	Listers
Forest Fire Warden	Marc Brown
Health Officer	Select Board Chairperson
Inspector of Wood	Leslie Newland
Lyndon Rescue, Inc.	
NEK Waste Management District	Preston Smith
Town Service Officer	William St. Peter
Tree Warden	Edward Jewell
Weigher of Coal	Charles Gilman

Vermont Legislators			
Representative	Vicki Strong	13676 Creek Rd, Irasburg, VT 05845	754-2790 vstrong@leg.state.vt.us
Representative	Sam Young	PO Box 10, W Glover, VT 05875	321-0365 syoung@leg.state.vt.us
Senator	Joe Benning	291 Happy Hill Rd, Lyndonville, VT 05851	626-3600 jbenning@leg.state.vt.us
Senator	Jane Kitchel	PO Box 82, Danville, VT 05828	684-3482 janek45@hotmail.com

United States Legislators			
Representative	Peter Welch	128 Lakeside Avenue, Suite 235 Burlington, VT 05401	888-605-7270 welch@welch.house.gov
Senator	Patrick Leahy	Courthouse Plaza, 199 Main Street Burlington, VT 05401	800-642-3193 leahy@leahy.senate.gov
Senator	Bernie Sanders	357 Western Avenue, Suite 1B St. Johnsbury, VT 05819	748-9269 sanders@sanders.senate.gov

Town of Sheffield, VT
Chartered 1793
Report of the Select Board

2017 proved to be a year of accomplishment in Sheffield. With thanks to the voters for their approval, a new dump truck has arrived and is now part of the snow management and road maintenance of the town. As a result, the old red truck which was becoming almost impossible to maintain, is gone!

2017 also saw the completion of the no cost land swap with the Wind Farm that has allowed us to eliminate a dangerous curve and thereby improve the safety of New Duck Pond Road.

Once again, the operation of the Transfer Station has met the requirements of the state required Universal Recycling Law. This will allow us to continue pricing of trash bags at \$1.00 and \$2.00, which I believe is the lowest in the state. The two year reduction in the budget totals \$14,400.00

The board would like to thank everyone for their continued support.

Respectfully submitted,

Walter Smith
Chairperson
Sheffield Select Board

Report of the Road Foreman

2017 was year of ever changing weather patterns. We saw more freezing rain events that were stressful for everyone.

The first part of the summer was very wet. Which hampered summer construction, forcing delays. The latter portion of the summer transitioning into fall was quite dry. The material processed for Sheffield's roads seem to hold up extremely well under dry conditions, along with resisting wash outs under heavy rains. Unfortunately the problem we are experiencing comes with the first rain after a grading, creating a slippery condition, telling us we need the contractor to reduce the amount of **fines* in the product. Due to this we apologize for any inconveniences it may have caused.

We completed a pilot project on Allard Hill Road under the specifications of the Clean Water Act (funded at 80% by the state). My concerns about paying for the implementation of this costly regulation have been answered in large by the new state funding, titled Better Roads Program.

We held a special town meeting in June to decide whether or not to purchase a new truck. The red truck was a victim of the trucking industries attempt to meet new federal emissions guidelines under deadline pressures. Resulting in a very costly, malfunctioning exhaust system within the truck that had become too costly for the town to maintain. We want to thank everyone who came to the meeting.

This past year we had a large increase in requests for additional sand. To accommodate those requests, this year's budget will include additional money for such.

If you have any further questions or concerns, please feel free to contact me.

Sincerely,

Max Aldrich
Road Foreman

**Fines- The part of the material that binds the gravel mixture together.*

Report of the Town Clerk and Treasurer

2018 has seen some changes in the Town Clerk's office. In March, the new copier was delivered. I am pleased that we are now able to print our reports in-house at considerable cost savings to the Town. With new computer software, we are beginning the process of scanning the Town's land records into the computer. Dog licenses are done electronically for greater efficiency in licensing.

My office has taken over the bookkeeping for the Sheffield-Wheelock Transfer Station. It has been a pleasure to work with Carol Rossi, the Wheelock Town Clerk, Jim Blackbird and Richard Thompson and the late Huguctte Thompson, Transfer Station employees, as part of this joint venture.

We also updated several Town policies this year. The Purchase policy and Employee Responsibilities, Duties and Benefits policies were reviewed and approved by the Select Board to include in Sheffield's application for reimbursement funding from the Federal Emergency Management Agency (FEMA) for damage sustained on Dane Road during a storm in the summer of 2017.

I would like to thank George and Judy Hajduczek for all their work in maintaining the Sheffield, VT website. It is a great site with a lot of Sheffield information.

Thank you for your continued support of this office and for Sheffield.

Respectfully submitted,

William St. Peter
Town Clerk and Treasurer

Planning Commission Report
2017 Town Report

It has been a busy year for the Commission.

The updated Town Plan was

- adopted by the Residents of the Town on March 7, 2017 (Town Meeting Day) by Australian ballot,
- approved by the Northeastern Vermont Development Association (NVDA) Review Board at our Commission Meeting on July 19th and
- ratified by the full NVDA board on September 14th at the annual regional meeting.

Copies of Sheffield's Town Plan can be obtained at the Municipal Building or online on the town's website.

The Commission ended the year continuing to explore different options for a possible flood plan, with more work to be done in 2018.

Thank you to everyone for your support.

Respectfully submitted,

Keith Ballek
Chairperson
Sheffield Planning Commission

Town of Sheffield
2017 General Actual, 2017 Budget and 2018 Proposed Budget
 January through December 2017

	Actual Jan - Dec 2017	2017 Budget	2018 Proposed Budget
Expenses			
Advertising	620.00	400.00	400.00
Animal Control			
Shelter Fees	0.00	150.00	150.00
Animal Control Officer	24.50	100.00	100.00
Dog ID Tags	83.18	100.00	100.00
Total Animal Control	<u>107.68</u>	<u>350.00</u>	<u>350.00</u>
Appropriations			
American Red Cross	250.00	250.00	250.00
Caledonia Home Health & Hospice	1,100.00	1,100.00	1,100.00
Cobleigh Public Library	600.00	600.00	600.00
Community Restorative Justice Ctr			500.00
Darling Inn Senior Meal Site	250.00	250.00	250.00
Fairbanks Museum	703.00	703.00	703.00
Green Up Vermont	50.00	50.00	50.00
H.O.P.E.	500.00	500.00	500.00
Lyndon Rescue Assessment	15,632.00	15,632.00	28,076.82
Lyn. Youth Baseball/Softball	350.00	350.00	250.00
NEK Council on Aging	330.00	330.00	330.00
NEK Human Services	738.00	738.00	738.00
NEK Learning Services	100.00	100.00	100.00
NEK Youth Services	300.00	300.00	300.00
Northeastern VT Develop. Assoc	527.00	527.00	527.00
Rural Community Transportation	1,000.00	1,000.00	1,000.00
Sheffield-Wheelock FD - Ops	17,000.00	17,000.00	17,000.00
SWVFD Truck Fund	9,700.00	9,700.00	9,700.00
Sheffield Food Pantry	360.00	360.00	360.00
Umbrella	500.00	500.00	500.00
VT Ctr for Independent Living	55.00	55.00	55.00
VT Rural Fire Task Force	100.00	100.00	100.00
VIS - Powers Park	1,000.00	1,000.00	1,000.00
Total Appropriations	<u>51,145.00</u>	<u>51,145.00</u>	<u>63,989.82</u>
Allocations			
Cemetery Assoc.	9,000.00	9,000.00	5,000.00
Listers	3,000.00	3,000.00	3,000.00
Total Allocations	<u>12,000.00</u>	<u>12,000.00</u>	<u>8,000.00</u>

Town of Sheffield
2017 General Actual, 2017 Budget and 2018 Proposed Budget
 January through December 2017

	Actual Jan - Dec 2017	2017 Budget	2018 Proposed Budget
Contract Services			
Law Enforcement	4,473.75	5,100.00	5,100.00
Legal Services	1,340.00	2,000.00	2,000.00
Payroll Software Services	623.28	750.00	750.00
Printing and Copying Services	1,009.20		Now In-house
Total Contract Services	<u>7,446.23</u>	<u>7,850.00</u>	<u>7,850.00</u>
Dues & Fees			
VLCT Dues	1,781.00	1,781.00	1,819.00
Total Dues & Fees	<u>1,781.00</u>	<u>1,781.00</u>	<u>1,819.00</u>
Education & Meetings	350.00	150.00	350.00
Insurance			
Workers' Compensation Ins.	11,571.00	11,450.00	12,720.00
Health Ins.	8,150.19	10,840.00	11,650.00
Officers' Bond	270.00	300.00	300.00
Property & Casualty Ins.	15,633.00	15,650.00	16,630.00
Total Insurance	<u>35,624.19</u>	<u>38,240.00</u>	<u>41,300.00</u>
Municipal Building			
Municipal Building Maintenance	851.70	5,000.00	1,100.00
MB Grounds Maint.	325.00	100.00	400.00
MB Equip Repair & Maintenance	463.03	600.00	600.00
MB Electric	1,334.00		1,350.00
MB Heating Fuel	5,989.84	3,500.00	6,000.00
MB Janitorial Services	204.74	1,300.00	500.00
Total Municipal Building	<u>9,168.31</u>	<u>10,500.00</u>	<u>9,950.00</u>
Office Equipment	8,131.39	9,800.00	500.00
Office-Furnishings			
O. F.-Furniture	274.96	500.00	750.00
O. F.-Vault Fixtures	231.26		
Total Office-Furnishings	<u>506.22</u>	<u>500.00</u>	<u>750.00</u>

Town of Sheffield
2017 General Actual, 2017 Budget and 2018 Proposed Budget
 January through December 2017

	Actual Jan - Dec 2017	2017 Budget	2018 Proposed Budget
Office-Operations			
Alarm Monitoring Service	804.00	400.00	800.00
Books, Subscriptions, Reference	15.00		25.00
Computer Maintenance	89.95		100.00
Copier Maintenance Contract	640.14		450.00
Internet	1,113.26	1,100.00	1,260.00
Postage, Mailing Service	1,349.64	1,200.00	1,400.00
Printing and Copying Supplies	65.55	3,000.00	500.00
Records Preservation & Archival	469.16	900.00	900.00
Software & Updates	2,013.45	850.00	1,000.00
Supplies	1,485.24	1,200.00	1,500.00
Telephone	1,854.77	1,900.00	1,900.00
Total Office-Operations	9,900.16	10,550.00	9,835.00
Planning Commission			
PC Advertising	0.00	120.00	120.00
PC Postage	0.00	120.00	50.00
PC Supplies	0.00	760.00	50.00
Total Planning Commission	0.00	1,000.00	220.00
Caledonia County Taxes	6,810.00	6,810.00	7,033.00
Town Hall Improvements	0.00	1,500.00	1,500.00
Main Floor & Stage Refinishing			5,000.00
Stove			5,500.00
Total Town Hall Improvements			12,000.00
Town Hall-Operations			
TH Cleaning, Maint. & Repairs	2,760.85	1,050.00	2,500.00
TH Inspections	600.95	300.00	600.00
TH Electric	860.17	1,350.00	1,000.00
TH Heating Fuel	2,430.38	1,300.00	2,500.00
TH Water	200.00		200.00
Total Town Hall-Operations	6,852.35	4,000.00	6,800.00
Transfer Station Operations	6,600.00	6,600.00	11,950.00
Village Street Lights	2,339.49	2,500.00	2,500.00

Town of Sheffield
2017 General Actual, 2017 Budget and 2018 Proposed Budget
 January through December 2017

	Actual Jan - Dec 2017	2017 Budget	2018 Proposed Budget
Stipends			
Ballot Clerk Stipends	245.00	350.00	150.00
BCA Stipends	45.00	300.00	300.00
Emergency Coordinator Stipend	224.42	260.00	260.00
Moderator Stipend	45.00	45.00	45.00
Total Stipends	<u>559.42</u>	<u>955.00</u>	<u>755.00</u>
Payroll Expenses			
Officers Payroll			
Town Clerk Wages	18,107.88	17,500.00	19,504.00
Auditors Salaries	2,400.00	2,400.00	2,400.00
Select Board - Salaries	1,600.00	1,600.00	1,600.00
Total Officers Payroll	<u>22,107.88</u>	<u>21,500.00</u>	<u>23,504.00</u>
Payroll - Others			
Asst Town Clerk Wages	13,060.75	14,000.00	15,179.00
Transfer Station Wages	13,550.40	14,000.00	14,200.00
Total Payroll - Others	<u>26,611.15</u>	<u>28,000.00</u>	<u>29,379.00</u>
Town Portion of Payroll Taxes			
Social Security and Medicare	4,236.34	4,356.00	4,545.18
Unemployment Tax	8.00	264.00	270.00
Total Town Portion of Payroll Taxes	<u>4,244.34</u>	<u>4,620.00</u>	<u>4,815.18</u>
Total Payroll Expenses	<u>52,963.37</u>	<u>54,120.00</u>	<u>57,698.18</u>
Total Expense	<u>212,904.81</u>	<u>220,751.00</u>	<u>244,050.00</u>

Town of Sheffield
2017 General Actual, 2017 Budget and 2018 Proposed Budget
 January through December 2017

	Actual Jan - Dec 2017	2017 Budget	2018 Proposed Budget
Income			
Property Tax Receipts			
PILOT & CU Payments Received	11,627.16		
Prop. Taxes - 2017	816,295.78		
Prop. Taxes - 2016	50,024.71		
Prop. Taxes - 2015	5,519.26		
Prop. Taxes - 2014	3,979.67		
Prop. Tax - Years 2013 & Prior	8,691.92		
Delinquent Tax Interest	14,824.47		
Delinquent Tax Penalties	6,539.19		
Delinquent Tax Legal Fees	5,913.46		
Total Property Tax Receipts	<u>923,415.62</u>		
Plus - Vermont Wind Supplement			
Voted to Reduce Tax Rates	216,920.55		
Less - HW Taxes Transferred	110,669.21		
Less - Education Taxes Remitted	813,696.48		
Less - Delinq. Tax Collection Expenses			
Delinquent Tax Collector Salary	6,539.19		
DTC Legal Services	5,913.46		
DTC Postage	147.00		
Total Delinq. Tax Collection Expenses	<u>12,599.65</u>		
Net Property Tax Receipts	<u>203,370.83</u>	<u>-</u>	<u>-</u>
Split Fees Collected			
Dog Licenses and Fines	1,461.00	1,700.00	
Marriage License Fees	540.00		
Total Split Fees Collected	<u>2,001.00</u>	<u>1,700.00</u>	<u>-</u>
Less - Split Fees Remitted			
State Dog License Fees	725.00		
Marriage License Fees to State	435.00		
Total Split Fees Remitted	<u>1,160.00</u>	<u>-</u>	<u>-</u>
Net Split Fees	<u>841.00</u>	<u>1,700.00</u>	<u>-</u>

Town of Sheffield
2017 General Actual, 2017 Budget and 2018 Proposed Budget
 January through December 2017

	Actual Jan - Dec 2017	2017 Budget	2018 Proposed Budget
General Fees			
Civil Fines	137.00		
Copying & Research Fees	1,080.10		750.00
Green Mountain Passports	2.00		
Recording Fees	5,870.00		4,500.00
Safety Zone Registration	35.00		35.00
General Fees - Other	5.00	5,000.00	
Total General Fees	<u>7,129.10</u>	<u>5,000.00</u>	<u>5,285.00</u>
Interest Receipts			
Interest - Operating Reserve	331.01	250.00	250.00
Interest - General Chkg Acct	179.53	50.00	100.00
Total Interest Receipts	<u>510.54</u>	<u>300.00</u>	<u>350.00</u>
Other Receipts			
Refund from Unified School Dist	10,292.17		
Town Hall Rentals	1,890.00	1,000.00	1,000.00
Food Pantry	1,080.00		1,080.00
Total Other Receipts	<u>13,262.17</u>	<u>1,000.00</u>	<u>2,080.00</u>
Total Income	442,034.19	8,000.00	7,715.00
Accumulated Surplus			
Used to Reduce Tax Rate	45,000.00	45,000.00	45,000.00
2016 Surplus			
Used to Reduce Tax Rate	12,594.56		
2017 Surplus			
To Be Used to Reduce Tax Rate			2,578.53
Totals	499,628.75	53,000.00	55,293.53
			Estimated Receipts to Reduce Tax Rate

Town of Sheffield
2017 Highway Actual, 2017 Budget, 2018 Proposed Budget
January through December 2017

	Actual Jan - Dec 2017	2017 Budget	2018 Proposed Budget
Expenses			
Highway Department			
HW Road Maintenance			
HW Road Maint. Contracted Work	15,737.00	14,000.00	20,000.00
HW Road Maint. Equipment Rental	5,486.25	1,200.00	4,000.00
HW Road Maint. Fuel & Mileage	19,656.30	20,000.00	25,000.00
HW Road Maint. Materials			
Road Maint. - Culverts & Rails	3,433.33		3,800.00
Road Maint. - Dust Abatement	7,719.22		7,500.00
Road Maint. - Gravel, Stamat	31,611.70		32,500.00
Road Maint. - Salt	1,174.23		1,200.00
Road Maint. - Signs	685.14		700.00
Road Maint. - Winter Sand	9,284.00		12,500.00
HW Road Maint. Materials - Other	0.00	65,000.00	
Total HW Road Maint. Materials	<u>53,907.62</u>	<u>65,000.00</u>	<u>58,200.00</u>
Total HW Road Maintenance	<u>94,787.17</u>	<u>100,200.00</u>	<u>107,200.00</u>
HW Equipment Repair and Maint.			
HW Equip R&M Shop	3,178.01		4,000.00
HW Equip R&M Red 08 Sterling	17,722.34		None
HW Equip R&M 2015 Freightliner	1,844.89		4,000.00
HW Equip R&M 2018 Freightliner	3,801.59		4,000.00
HW Equip R&M Grader 2011	2,183.98		3,500.00
HW Equip R&M Loader	2,389.76		3,000.00
HW Equip R&M Trailer-Dust Abate	69.73		200.00
HW Equipment Repair and Maint. - Other	0.00	22,500.00	
Total HW Equipment Repair and Maint.	<u>31,190.30</u>	<u>22,500.00</u>	<u>18,700.00</u>
HW Dept. Operations			
HW Training	165.00	200.00	200.00
HW Licenses and Permits	239.50	300.00	3,300.00
Total HW Dept. Operations	<u>404.50</u>	<u>500.00</u>	<u>3,500.00</u>
Total Highway Department	126,381.97	123,200.00	129,400.00
Insurance			
Health Ins.	21,174.06	24,585.00	26,755.00
Total Insurance	<u>21,174.06</u>	<u>24,585.00</u>	<u>26,755.00</u>

Town of Sheffield
2017 Highway Actual, 2017 Budget, 2018 Proposed Budget
 January through December 2017

	<u>Actual Jan - Dec 2017</u>	<u>2017 Budget</u>	<u>2018 Proposed Budget</u>
Payroll Expenses			
Highway Wages	74,436.95	75,000.00	77,800.00
Town Portion of Payroll Taxes			
Social Security and Medicare	5,694.43		6,000.00
Town Portion of Payroll Taxes - Other	0.00	6,215.00	
Total Town Portion of Payroll Taxes	<u>5,694.43</u>	<u>6,215.00</u>	<u>6,000.00</u>
Total Payroll Expenses	<u>80,131.38</u>	<u>81,215.00</u>	<u>83,800.00</u>
 Total Expenses	 <u>227,687.41</u>	 <u>229,000.00</u>	 <u>239,955.00</u>

Town of Sheffield
2017 Highway Actual, 2017 Budget, 2018 Proposed Budget
January through December 2017

	<u>Actual Jan - Dec 2017</u>	<u>2017 Budget</u>	<u>2018 Proposed Budget</u>
Income			
Highway Operating Receipts			
HW Tax Receipts	110,669.21	110,669.21	
HW State Aid - Class 2	33,425.36	32,000.00	32,000.00
HW State Aid - Class 3	30,860.69	32,000.00	32,000.00
HW Pending Reimbursements from Construction and Repairs Completed in 2017			12,500.00
HW Road Permits	230.00		
HW Use of Highway Equipment	780.00		
Total Operating Highway Receipts	<u>175,965.26</u>	<u>174,669.21</u>	<u>76,500.00</u>
 Interest - Highway Chkg Account	21.51	10.00	15.00
 Total Highway Receipts	 175,986.77	 174,679.21	 76,515.00
			Estimated Receipts to Reduce Tax Rate

**Vermont Wind, LLC
Investment Reconciliation
January through December 2017**

	<u>Jan - Dec 2017</u>
Fund Balance January 1, 2017	1,231,843.85
Income	
Vermont Wind LLC Fund Receipts	
Interest	5,998.69
Dividends	23,319.94
Vermont Wind, LLC Payments	390,000.00
2015 Truck Loan Payments Received	32,364.28
Total Vermont Wind LLC Fund Receipts	<u>451,682.91</u>
Disbursements	
Vermont Wind, LLC Disbursements	
Fund Mgmt. Fees	9,836.13
Vermont Wind, LLC Tax Payments	39,206.90
2017 Supplement Voted to Reduce Tax Rate	216,920.55
Loan for 2018 Truck	<u>167,600.00</u>
Total Vermont Wind, LLC Disbursements	433,563.58
Fund Increase in Value	80,356.07
Fund Balance December 31, 2017	1,330,319.25

Vermont Wind LLC

Supplemental Payment Information and Tax Rate Comparison Chart

Information Used to Set 2017 Municipal (General) and Highway Tax Rates

Total payments received in 2017 (Apr, July, Oct & Dec)	\$ 520,000.00
2016 property taxes assessed to Vermont Wind, LLC	\$ (86,158.91)
Supplemental payments for 2017	<u>\$ 433,841.09</u>

Percentage Voted at 2017 Town Meeting to be Used to Reduce Tax Rates 50 %

Amount Used to Reduce Tax Rates \$ 216,920.55

Please refer to the 2017 Tax Rate Calculations on page # 20

Proposed Information for Determining the Amount to be Used to Reduce 2018 Municipal (General) and Highway Tax Rates

Anticipated payments to be received in 2018	\$ 520,000.00
2017 property taxes assessed to Vermont Wind, LLC	\$ (39,206.90)
Net Supplemental payments for 2018	\$ 480,793.10

Please refer to Article 6 of the Town Meeting Warning

Tax Rate Comparison							
Year	Education		Town			Total Homestead Tax Rate	Total Non-Residential Tax Rate
	Homestead	Non-Residential	General	Highway	Total		
2010	1.6386	1.9497	0.4279	0.2816	0.7095	2.3481	2.6592
2011	1.6813	1.8994	0.4470	0.2964	0.7434	2.4247	2.6428
2012	1.2886	1.4032	0.0817	0.0365	0.1182	1.4068	1.5214
2013	1.2657	1.3750	0.1234	0.0753	0.1987	1.4644	1.5737
2014	1.4343	1.3905	0.0903	0.0866	0.1769	1.6112	1.5674
2015	1.6091	1.4629	0.1293	0.1044	0.2337	1.8428	1.6966
2016	1.6474	1.5048	0.0952	0.1017	0.1969	1.8443	1.7017
2017	1.6449	1.5168	0.0506	0.0390	0.0896	1.7345	1.6064

TOWN OF SHEFFIELD						
Loan from Town of Sheffield Wind Farm Investment Account No. 16135900054 to Town of Sheffield						
Payment Schedule						
Loan Amount:						\$167,600.00
Interest:	3%/annum					5,028.00
Total Paid:						\$172,628.00
Term:	7 Years					
Purpose:	Purchase of 2018 truck					
Payment No.	Payment Date	Principal	Interest	Total Paid	Date Paid	Balance Due
	12-29-17					\$172,628.00
1	12-29-18	\$23,942.86	\$718.29	\$24,661.15		147,966.85
2	12-29-19	23,942.86	718.29	24,661.15		123,305.70
3	12-29-20	23,942.86	718.29	24,661.15		98,644.55
4	12-29-21	23,942.86	718.29	24,661.15		73,983.40
5	12-29-22	23,942.86	718.29	24,661.15		49,322.25
6	12-29-23	23,942.86	718.29	24,661.15		24,661.10
7	12-29-24	23,942.84	718.26	24,661.10		0.00
TOTALS		\$167,600.00	\$5,028.00	\$172,628.00		

TOWN OF SHEFFIELD						
Loan from Town of Sheffield Wind Farm Investment Account No. 16135900054 to Town of Sheffield						
Payment Schedule						
Loan Amount:						\$ 135,000.00
Interest:	3%/annum					4,049.99
Total Paid:						\$ 139,049.99
Term:	7 Years					
Purpose:	Purchase of 2014 truck					
Payment No.	Payment Date	Principal	Interest	Total Paid	Balance Due	
	05-15-14				\$ 139,049.99	
1	05-15-15	\$ 19,285.71	\$ 578.57	\$ 19,864.28	119,185.71	
2	05-15-16	19,285.71	578.57	19,864.28	99,321.43	
3	05-15-17	19,285.71	578.57	19,864.28	79,457.15	
4	05-15-18	19,285.71	578.57	19,864.28	59,592.87	
5	05-15-19	19,285.71	578.57	19,864.28	39,728.59	
6	05-15-20	19,285.71	578.57	19,864.28	19,864.31	
7	05-15-21	19,285.74	578.57	19,864.31	-	
TOTALS		\$ 135,000.00	\$ 4,049.99	\$ 139,049.99		

Loan Amortization Schedule

John Deere Grader

Lender: Community National Bank

2/07/18

Loan Repayment Schedule

13:51:52

Name of client: 3100237450 TOWN OF SHEFFIELD

Loan type: MUNICIPAL NOTES 365

Principal amount: 97,923.91 Interest rate: 2.950000 %

Payment amount: 2631320 Number of payments: 5

Date	Pmt	Interest	Principal	Total Payment	Balance
ORIGINAL BAL		.00	.00	.00	97,923.91
10/05/18	1	2,936.24	23,376.96	26,313.20	74,546.95
10/05/19	2	2,199.13	24,114.07	26,313.20	50,432.88
10/05/20	3	1,488.75	24,824.45	26,313.20	25,608.43
10/05/21	4	754.95	25,558.25	26,313.20	50.18
10/05/22	5	1.48	50.18	51.66	.00
CALENDAR 2022		7,380.55	97,923.91	105,304.46	.00
GRAND TOTALS		7,380.55	97,923.91	105,304.46	.00

2/07/18

Loan Inquiry

13:49:42

TOWN OF SHEFFIELD

Loan number:

3100237450 L

Messages C/B Non-reporting Internet Banking ESI

1 of 1

Original balance: 225,000.00

Payment amount:

26,313.20

Current balance: 97,923.91

Next due date:

10/05/18

Control: From To

1=View 6=Print T=TS

Posted	Effective	Due Date	Src	T/C	Affects	Amount	Balance
10/05/11	10/05/11		G	00889	C N	.00	.00
10/21/11	10/05/11	10/05/12	G	00921	D A	290.96	.00
10/21/11	10/05/11	10/05/12	M	00001	D P	225,000.00	225,000.00
10/19/12	10/19/12	10/05/12	U	00341	C Q	26,313.20	225,000.00
10/19/12	10/19/12	10/05/12	G	00912	C I	6,910.27	225,000.00
10/19/12	10/19/12	10/05/12	G	00914	C P	19,402.93	205,597.07
9/26/13	9/26/13	10/05/13	C	00028	C Q	26,313.20	205,597.07
9/26/13	9/26/13	10/05/13	G	00912	C I	5,682.93	205,597.07
9/26/13	9/26/13	10/05/13	G	00914	C P	20,630.27	184,966.80
10/03/14	10/03/14	10/05/14	C	00028	C Q	26,313.20	184,966.80
10/03/14	10/03/14	10/05/14	G	00912	C I	5,561.16	184,966.80
10/03/14	10/03/14	10/05/14	G	00914	C P	20,752.04	164,214.76
10/09/15	10/09/15	10/05/15	U	00341	C Q	26,313.20	164,214.76
10/09/15	10/09/15	10/05/15	G	00912	C I	4,923.97	164,214.76
10/09/15	10/09/15	10/05/15	G	00914	C P	21,389.23	142,825.53
10/26/16	10/26/16	10/05/16	U	00341	C Q	26,313.20	142,825.53
10/26/16	10/26/16	10/05/16	G	00912	C I	4,421.14	142,825.53
10/26/16	10/26/16	10/05/16	G	00914	C P	21,892.06	120,933.47
9/29/17	9/29/17	10/05/17	U	00341	C Q	26,313.20	120,933.47
9/29/17	9/29/17	10/05/17	G	00912	C I	3,303.64	120,933.47
9/29/17	9/29/17	10/05/17	G	00914	C P	23,009.56	97,923.91

2017 Tax Rate Calculations

Grand List Total		\$ 1,008,536.67		
Total Approved Vermont Wind, LLC Supplement to be Applied		\$ 216,920.55		
Approved Municipal General Budget	\$ 220,751.00			
Approved Estimated Receipts	\$ (8,000.00)			
Accumulated Surplus to be Used	\$ (45,000.00)			
2016 Surplus to be Used	\$ (12,594.56)			
Total Approved to be Raised	\$ 155,156.44		Would result in tax rate of:	0.1538
48 % of Approved Vermont Wind, LLC Supplement to be Applied	\$ 104,121.86			
Amount to be Raised by Taxes	\$ 51,034.58			
Tax Rate (Amount to be Raised Divided by Grand List Total)		\$ 0.0506	Tax rate reduction of:	0.1032
Approved Highway Budget	\$ 275,177.28			
Approved Estimated Receipts	\$ (64,010.00)			
Accumulated Surplus to be Used	\$ (15,000.00)			
2016 Surplus to be Used	\$ (44,079.36)			
Total Approved to be Raised	\$ 152,087.92		Would result in tax rate of:	0.1508
52 % of Approved Vermont Wind, LLC Supplement to be Applied	\$ 112,798.69			
Amount to be Raised by Taxes	\$ 39,289.23			
Tax Rate (Amount to be Raised Divided by Grand List Total)		\$ 0.0390	Tax rate reduction of:	0.1118
Total Combined General and Highway Rates		\$ 0.0896	Total tax rate reduction of:	0.2151
Education Tax Rates Provided by the VT Dept. of Taxes				
Homestead	\$ 1.6449			
Non-Residential	\$ 1.5168			
Total Combined Homestead Tax Rate		\$ 1.7345		
Total Combined Non-Residential Tax Rate		\$ 1.6064		

Delinquent Tax Collector's Report- 2017

Summary of Delinquent Taxes

Year	Balance Due As of 01-01-17	2017 Taxes Turned Over for Collection	Collected in 2017	Abatements	Adjustments	Balance Owed On 12-31-2017
2009	1,885.55		0.00	0.00	0.00	1,885.55
2010	5,469.89		3,020.25	0.00	0.00	2,449.64
2011	6,633.67		2,096.82	0.00	0.00	4,536.85
2012	4,252.58		1,757.22	0.00	0.00	2,495.36
2013	4,781.58		1,817.63	0.00	0.00	2,963.95
2014	6,884.37		3,979.67	0.00	0.00	2,904.70
2015	8,116.27		5,519.26	0.00	0.00	2,597.01
2016	55,310.42		50,024.71	0.00	0.00	5,285.71
2017		46,690.14	14,573.70	0.00	0.00	32,116.44
Total	93,334.33	46,690.14	82,789.26	0.00	0.00	57,235.21

Total Taxes Collected	\$82,789.26
Interest Collected	\$14,824.47
8% Fee Collected	\$6,539.19
Legal Fees Collected	\$5,913.46
Escrow Collected	\$4,962.94
Redemptions Collected	\$4,079.14
Prepayments Collected	\$771.52
Total to Treasurer	\$119,879.98

Delinquent Tax Payers 2017

Archambault, James *

Blay, Jeff *

Campbell, Derek

Caristi, Michael **

Chapdelaine, Kenneth ***

Chase, Duane

Cogger, Thomas

Cook, Adam

Cushman, Lisa **

Degreenia, Jason

Delucia, Helen

Edwards, Lewis

Emerson, Debra

Francis, Mark Sr. *

Garand, Michael *

Gingras, Steven

Hajduczek, George *

Keith, Vivian

Lohr, Alexander

Longacre, Troy

Maio, Mark

Mannix, Charles

Mathewson, Clinton

Mathewson, Hugh **, ***

McMaster, Robert

Murray, David

Pierce, William **, ***

Puffer, William *

Sabia, Joseph

Tanner, Michelle

Therrien, Steven *

Tracy Anna, Estate

Wyzykowski, Andrew *

* Payment plan in place

** Sold at Tax Sale

*** Paid after 12/31/2017

Wage, Salary and Stipend Report

January to December 2017

Name	Job / Office	2017 Base Pay Rate	Gross for Year	Health Insurance Benefit
Max Aldrich	Road Foreman	\$21.50 per Hour	39,904.01	17,766.66
	Select Board	\$800.00 Annual	800.00	-
Dennis Newland	Road Crew	\$18.25 per Hour	34,022.94	3,407.40
Preston (Jack) Smith	Road Crew	\$15.00 per Hour	270.00	-
Dennis Sawyer	Road Crew	\$16.00 per Hour	240.00	-
	Transfer Station	\$13.75 per Hour	495.00	-
William St. Peter	Town Clerk & Treasurer	\$15.50 per Hour	18,107.88	8,150.19
	Lister	\$14.50 per Hour	1,160.00	-
Kathy Newland	Asst. Town Clerk & Treasurer	\$15.50 per Hour	1,216.75	-
Wendy Scofield	Asst. Town Clerk & Treasurer	\$12.00 per Hour	11,802.00	-
	Municipal Bulding Custodial	\$12.50 per Hour	118.76	
Candace Dane	Reserve Asst. Town Clerk & Treasurer	\$12.00 per Hour	42.00	-
Jim Blackbird	Transfer Station	\$13.75 per Hour	6,087.83	-
Richard Thompson	Transfer Station	\$14.00 per Hour	6,318.38	-
Huguette Thompson	Transfer Station	\$14.00 per Hour	522.00	-
Charles Gilman	Transfer Station	\$13.75 per Hour	127.19	-
	Select Board	\$800.00 Annual	800.00	-
Gretchen Bristol	Auditor	\$800.00 Annual	800.00	-
David Eliassen	Auditor	\$800.00 Annual	800.00	-
	Lister	\$14.50 per Hour	899.00	-
Meghan Sweeney	Auditor	\$800.00 Annual	800.00	-
Edward Jewell	Lister	\$14.50 per Hour	899.00	-
	Justice of the Peace	\$15.00 per Meeting	15.00	-
Cheryl Chesley	Delinquent Tax Collector	8% Penalty	6,539.19	-

Wage, Salary and Stipend Report **January to December 2017**

Name	Job / Office	2017 Base Pay Rate	Gross for Year	Health Insurance Benefit
Suzanne Bartlett	Ballot Clerk	\$10.00 per Hour	50.00	-
Sandra Berg	Ballot Clerk	\$10.00 per Hour	50.00	-
Paula Clagg	Ballot Clerk	\$10.00 per Hour	50.00	-
Audrey Richardson	Ballot Clerk	\$10.00 per Hour	40.00	-
Edward Richardson	Ballot Clerk	\$10.00 per Hour	55.00	-
	Justice of the Peace	\$15.00 per Meeting	-	-
Gay Ellis	Justice of the Peace	\$15.00 per Meeting	-	-
Leslie Ham	Justice of the Peace	\$15.00 per Meeting	15.00	-
Sally Wood-Simons	Justice of the Peace	\$15.00 per Meeting	15.00	-
Patrick Ham	Moderator	\$45.00 per Meeting	45.00	-
Marc Brown	Emergency Services Coordinator	\$260.00 Annual	224.42	-

**Town Fund Balances
As of December 31, 2017**

General Fund Checking	51,338.43
General Operating Reserve	280,172.52
Highway Checking	6,754.30
Lister Checking	11,846.38
Delinquent Tax Escrow	4,965.21
Petty Cash	400.00
Cemetery Lots Investment Account	24,399.47
Ena Bickford Cemetery Investment Account	94,463.75

Listers Report

January through December 2017

	Jan - Dec 17
Ordinary Income/Expense	
Income	
Lister Receipts	
Lister Allocation from Town	3,000.00
Lister per Parcel Reimbursement	4,471.00
Lister PVR Grant	526.00
Total Lister Receipts	7,997.00
Total Income	7,997.00
Expense	
Listers	
Listers Software Maint & Update	952.93
Lister Training	135.00
Total Listers	1,087.93
Office-Operations	
Postage, Mailing Service	48.94
Total Office-Operations	48.94
Payroll Expenses	
Listers Wages	2,958.00
Town Portion of Payroll Taxes	
Social Security and Medicare	226.30
Total Town Portion of Payroll Taxes	226.30
Total Payroll Expenses	3,184.30
Total Expense	4,321.17
Net Ordinary Income	3,675.83
Net Income	3,675.83

SHEFFIELD CEMETERY ASSOCIATION
2017 Financial Statement

Date	Description	Section Totals	Cash Balance
01-01-17	Balance on hand (checking account)		\$2,419.55
	Receipts		
12-31-17	2017 Town of Sheffield budget	\$9,000.00	9,000.00
<hr/>			
Cemetery	Disbursements		
Baptist	Eastman, Chris (five mowings, brush cutting and trimming)	\$614.00	
	Gilman, Charles (six mowings)	600.00	
	Thompson, Richard (one mowing)	100.00	
		<hr/> \$1,314.00	-1,314.00
Cass	Eastman, Chris (four mowings)	\$250.00	
	Gilman, Charles (five mowings)	312.50	
	Thompson, Richard (one mowing)	62.50	
		<hr/> \$625.00	-625.00
Dexter	Blackbird, Jim (excavating road and removing shed)	\$60.00	
	Calkins Rock Products (interior drive)	118.88	
	Eastman, Chris (six mowings and brush cutting)	1,656.00	
	Gilman, Charles (eight mowings; brush cutting and clean up)	2,224.00	
	Thompson, Richard (one mowing)	200.00	
		<hr/> \$4,258.88	-4,258.88
Ingalls	Eastman, Chris (one mowing)	\$40.00	
	Gilman, Charles (one mowing)	40.00	
		<hr/> \$80.00	-80.00
Mosher	Sawyer, Dennis (one mowing)	\$300.00	-300.00
UnionHse	Eastman, Chris (three mowings, brush cutting and grave repair)	\$271.50	
	Gilman, Charles (four mowings)	250.00	
	Thompson, Richard (one mowing)	62.50	
		<hr/> \$584.00	-584.00
Memorial	Flag Guys, The (flag)	\$81.45	
	Home Depot (pavers)	100.28	
		<hr/> \$181.73	-181.73
	Total Disbursements	<hr/> \$7,343.61	
12-31-17	Balance on hand (checking account)		\$4,075.94

Cemetery Accounts—2017

Community Financial Services Group ("CFSG") Account

The assets of this account are held in trust (cemetery trust funds). Proceeds from the sales of cemetery lots are deposited to this account. Earnings help provide for the perpetual care of the town's cemeteries.

01-01-17	Market value	\$22,321.18	
	Sales of lots during 2017	1,750.00	
	Account earnings during 2017 (net)	308.68	
	Increase in value	19.61	
12-31-17	Market value		\$24,399.47

CFSG Account

Funds in this account are trust funds established by Ena Bickford to benefit the William Dexter Cemetery. Earnings from these funds are used to help pay for maintenance of and/or improvements to the cemetery.

01-01-17	Market value	\$80,912.42	
	Account earnings during 2017 (net)	4,439.57	
	Increase in value	9,111.76	
12-31-17	Market value		\$94,463.75

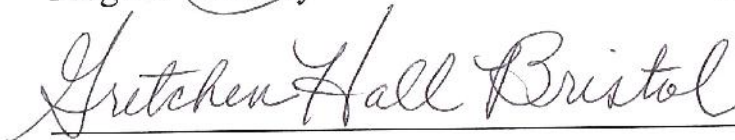
Town of Sheffield, Vermont
Chartered 1793

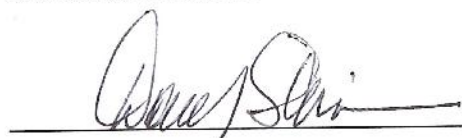
Statement of the Auditors
Town of Sheffield, VT

In accordance with the Vermont Statutes Annotated Title 24, Section 1681, we, the Auditors of the Town of Sheffield, Vermont have examined the preceding accounts and records of the Town of Sheffield, Vermont. To the best of our knowledge, the financial statements and reports of the Town of Sheffield contained therein show the financial activity position of the Town of Sheffield for the fiscal year ended December 31, 2017.

Auditors


Meghan Sweeney 2-10-18
Date


Gretchen Bristol 2-10-18
Date


David Eliassen 1-12-18
Date

Section 2. Sheffield Community Reports

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Sheffield - Wheelock Fire Department

P.O. Box 161 - Sheffield, VT. 05866

SheffieldWheelockFire@gmail.com

(802)626-8862

To our supporters,

I would like to first thank each and every one of you for your continuing support of our organization. Without that support we would not be able to continue to provide the vital services that we do for you and our surrounding communities. It is our privilege to be able to serve these communities and as our members will attest, we take great pleasure in doing so. As I'm sure many of you have heard and read about in recent papers, there is a growing shortage of volunteers throughout the region and we are not immune to this. Although we continue to seek out new members (of which we have a few this year) there always seems to be fewer new members coming into the service than in previous years. We find ourselves relying more heavily on our core group of volunteers and we are fortunate that we have such a strong core group to rely on. Our primary focus for the upcoming year will be a continued effort to recruit new members and I urge each and every one of you to reach out to your community and encourage everyone to consider volunteering in some fashion. As we've said before, there is something for everyone to do. Even performing a simple task can be crucial as it may free up a qualified member to perform a more significant role.

On the positive side this year we saw great success with many aspects of the department. Our training program continues to generate positive feedback from the members, our focus on greater community involvement proved to be well received with the success of our gun raffle during the Sheffield Field Day, Fire Prevention at the school continues to be a hit and we are getting much positive feedback from both teachers and the students alike. Our equipment is in very good shape and improved maintenance has proven successful with no major breakdowns or issues this past year and we continue to see more interest from within the department for more advanced training and education. All things considered we feel as though the department is in very good shape and we hope that we can continue this momentum throughout the coming year.

For the coming year we are happy to offer our quality services without an increase in our appropriations request. Although we have seen some increases in costs across the board we continue to be resourceful and will work hard to remain as affordable as possible for all of our supporters.

Again we thank you all for your continued support and would encourage you to take the time to thank a fireman. We do this for all of you and your thanks and support is the greatest reward we could ask for.

Sincerely,

Shane C. Lanpher
Chief / President

SHEFFIELD-WHEELOCK FIRE DEPARTMENT FOR 2017

===== Checking account beginning balance January 1st 2017 = \$66,036.70

DEPOSITS:

Town of Sheffield Appropriations	\$17,000.00
Town of Sheffield Truck Loan Fund	\$9,700.00
Town of Wheelock Appropriations	\$17,000.00
Town of Wheelock Truck Loan Fund	\$9,700.00
Sheffield Field Day	\$2,400.00
Donations and Fundraising	\$7,300.44
LEPC9 Receivership	\$8,000.00

TOTAL DEPOSITS = **\$71,100.44**

EXPENSES:

Workers Compensation	\$1,349.00
Dispatch	\$3,155.00
Insurance	\$4,597.00
Vehicle Maint. & Repairs	\$1,509.43
Equipment Repairs	\$1,715.91
Radio/Pager	\$809.50
Training	\$260.54
Personal Equipment	\$5,936.12
New Equipment	\$2,674.22
General	\$4,372.41
Capital Equipment	-----
Truck Loan Payments	\$25,329.92
LEPC9 Payouts	\$4,000.00
Other	\$15,228.15

TOTAL EXPENSES = **\$70,937.20**

=====Checking account ending balance December 31st 2017 = \$66,199.94

SHEFFIELD-WHEELOCK FIRE DEPARTMENT

2017 BUDGET COMPARISON

(budget tools are for both towns combined)

Description	2014 Budget Actual	2015 Budget Actual	2016 Budget Actual	2017 Budget Actual	2018 Proposed
Workers Comp.	1,200 1,059	1,400 1,534	1,600 1,508	1,600 1,349	1,600
Dispatch	2,800 3,160	3,600 3,864	4,000 2,545	4,000 3,155	4,000
Insurance	6,000 4,859	5,500 4,478	5,000 4,536	5,000 4,597	5,000
Veh. Maint. & Repairs	5,500 6,617	6,000 3,051	6,400 9,203	6,400 1,510	5,400
Equipment Repairs	2,000 1,459	2,000 242	2,000 2,060	2,000 1,716	2,000
Radio / Pager	2,000 214	2,000 2,240	2,000 3,488	2,000 809	2,000
Training	1,500 1,174	1,500 1,235	1,500 411	1,500 260	1,500
Personal Equipment	5,700 2,330	5,250 3,560	5,000 516	5,000 5,936	6,000
New Equipment	4,000 4,108	4,000 6,609	3,500 5,673	3,500 2,675	3,500
General	3,000 5,621	2,750 4,678	3,000 4,046	3,000 4,372	3,000
Capital Equipment Purchases / Other	0 12,000	0 14,634	0 0	0 15,229	
Total	42,841	46,125	33,986	41,608	
Grants, Donations, Fundraising	9,141	12,125	9,852	9,700	
Budget	33,700	34,000	34,000	34,000	34,000

We are requesting an appropriation of \$17,000 from each town.

We are again requesting \$9,700.00 from both towns for our truck replacement fund.

Sheffield/Wheelock Transfer Station
2017 Actual, 2017 Annual Budget and Approved 2018 Budget
January through December 2017

	<u>Jan - Dec 2017 Actual</u>	<u>2017 Budget</u>	<u>\$ Over Budget</u>	<u>2018 Approved Budget</u>
Income				
Town Appropriations-Operations				
Sheffield Appropriation	6,600.00	6,600.00	0.00	11,950.00
Wheelock Appropriation	<u>6,568.00</u>	<u>6,568.00</u>	<u>0.00</u>	<u>11,950.00</u>
Total Town Appropriations-Operations	13,168.00	13,168.00	0.00	23,900.00
Interest Income	13.40	10.00	3.40	12.00
Trash Bag Sales	<u>33,603.00</u>	<u>32,000.00</u>	<u>1,603.00</u>	<u>32,000.00</u>
Total Income	46,784.40	45,178.00	1,606.40	55,912.00
Expense				
Imprinted Trash Bags	4,520.00	2,891.00	1,629.00	5,000.00
Hauling Fees				
Trash (Compactor) Hauling	5,035.00	4,000.00	1,035.00	5,000.00
Open-Top (Demolition) Hauling	3,649.80	2,000.00	1,649.80	4,000.00
Recycling Pickup Fees	1,200.00	100.00	1,100.00	1,400.00
Bulky Hauling	<u>770.00</u>	<u></u>	<u></u>	<u>800.00</u>
Total Hauling Fees	10,654.80	6,100.00	4,554.80	11,200.00
Disposal (Tipping) Fees				
Trash (Compactor) Disposal	16,068.07	18,000.00	-1,931.93	16,000.00
Open Top (Demolition) Disposal	6,542.34	6,000.00	542.34	7,000.00
Compost Recycling Tote Fees	1,100.00	1,000.00	100.00	1,200.00
Bulky Disposal	<u>186.48</u>	<u></u>	<u></u>	<u>200.00</u>
Total Disposal (Tipping) Fees	23,896.89	25,000.00	-1,103.11	24,400.00
Waste Surcharge	10,391.75	8,000.00	2,391.75	12,000.00
Operations				
Electric	1,151.63	1,200.00	-48.37	1,200.00
Heating Fuel	1,048.25	600.00	448.25	1,000.00
Porta Toilet	0.00	110.00	-110.00	100.00
Repairs and Maintenance	1,245.85	745.00	500.85	1,000.00
Telephone	<u>128.34</u>	<u>500.00</u>	<u>-371.66</u>	<u>0.00</u>
Total Operations	3,574.07	3,155.00	419.07	3,300.00
Total Expense	53,037.51	45,146.00	7,891.51	55,900.00
Net Income	<u><u>-6,253.11</u></u>	<u><u>32.00</u></u>	<u><u>-6,285.11</u></u>	<u><u>12.00</u></u>

KENISTON AND DANE EDUCATIONAL FUND

The Keniston and Dane Educational Fund was established by Marion K. Dane and Harry A. Keniston to benefit qualified college students as well as qualified endeavors at Miller's Run School.

Annual Report Year 2017

	Basis	Market Value
Invested assets as of January 1, 2017	\$1,163,280.48	\$1,334,788.43
Invested assets as of December 31, 2017	1,137,052.73	1,357,973.28
Appreciation	-\$26,227.75	\$23,184.85
Distributions to beneficiaries in 2017		\$75,099.46

The following **college students** received distributions from the Fund during 2017.

From Sheffield: Nicholas F. Aiken, Kira M. Cogger, Kaitlin N. Cushman, Taylor J. Cushman, Katherine H. Ham, Lydia M. Ham, Amelia J. Hill, Chantelle E. Mathewson, Kyle J. Morin, Alyssa M. Sanville, Julie B. Thompson, Emma E. Tucker and Bryana M. Williams. **From Wheelock:** Sarah A. Camber, Christian V. DeKett, Jamie E. DeKett, Katrina M. DeKett, Kathleen J. Hunter, Rebekah J. Kadamus, Autumn D. Lee, Alyssa K. Leonard, Noah N. Manning, Margaret R. Martin, Terra R. Plocic, Devon J. Switser, Bryanna S. Trottier, Zachary J. Trottier, Carmen E. Turnbaugh, Angelina M. Zola and Emily M. Zola

Students in the eighth grade at **Miller's Run School** received matching funds during 2017.

SHEFFIELD FIELD DAY REPORT - 2017

The weather again was wonderful for our 70th Field Day. Our theme for the parade was "Helping Hands for the Community". There was much participation with old time cars, Shriners, floats, Bread and Puppet folks, Perry Williams' Summertime Band, kids and of course, many fire trucks to end the parade. We appreciate all who took part in the parade and trust you will consider doing it again in 2018.

The pony pulling was much expanded this year thanks to Josh and Melissa Noyes. We trust this will continue. There was also the return of a large bouncy castle which was run by a generator donated by Russ Poulin as well as serving the bingo tent. Thank you Russ. There were all the usual activities going on around the grounds, the school and the Town Hall. Music was enjoyed on the Midway with the Sutton River Band under a new tent. The kids' games were enjoyed as well as the many kinds of treats and food.

The Town Hall kept a lot of folks busy looking, bidding and visiting. The students from Millers Run provided art work again this year. Much appreciated. It looks like there may be some budding artists coming along.

The Fiddlers contest was a big hit as usual and we thank those who have run it faithfully for so many years. Thanks also to the many longtime faithful workers and the many new ones this year. It takes many hands to keep the Field Day going and hope that this year's will be great as well.

Disbursements

Sheffield/Wheelock Fire Dept	\$2400.00
Christmas Project	50.00
Ticket Raffle	75.00
Turkeys for Food Shelf	200.00
Boy Scouts (Thank You)	125.00
Shriners	125.00
Bev Frost (Thank you)	25.00
Jessica Brinkerhoff (Thank you)	25.00
Philomon Geertson (Thank You)	50.00

Total \$3075.00

The Field Day Committee

Sheffield Food Pantry, Inc.
A 501(c)(3) not for profit corporation
Report for period ending December 31, 2017

Sheffield Food Pantry Board of Directors: Gretchen Fadden, Chair; Toni Masure, Co-chair; Rodney Dwyer, Secretary/Treasurer; Linda Lyman and Colleen Belanger, directors.

The Sheffield Food Pantry continues to serve approximately sixty-five (65) senior citizens and an average of eighty (85) families on the first Wednesday of each month. Also there is a produce drop on the second Thursday of each month. The hours of the food pantry are from 9:30 am to 11:00 am. The produce drop is from 12:00pm to 2:30 pm. Participants must show proof of residency for the towns served, which are Sheffield, Wheelock and Sutton.

The Community lunch program has been temporarily postponed. Mainly to a lack of cooks.

There have been some losses in our volunteers which we regret deeply.

In November, sixty one families received Thanksgiving boxes with the help of a Sheffield Field Day donation. In December, the Sheffield Food Pantry was able to distribute another sixty one (61) boxes for Christmas dinners.

As a partner of the Vermont Foodbank and recipient of both the FY2015, FY2016 and the FY2017 VT Fresh Grants we are now distributing over 100,000 pounds of fresh produce through the year. We have also received a number of additional bins and baskets to display the produce in. The Vermont Foodbank provides produce cooking demonstrations for us one or two times per month.

The Sheffield Food Pantry is very grateful for our many volunteers and the support of our community.

Respectfully submitted by Rodney Dwyer, SFP Secretary/Treasurer.

SHEFFIELD HISTORICAL SOCIETY 2017 Annual Report

The Sheffield Historical Society is a 501(c) (3) not for Profit Corporation established in 1992. Current Board of nine directors: Francie – Vos, President; John Clark, Vice President; Audrey Richardson, Secretary; Ed Richardson, Treasurer; Norma Williams, Curator, Directors are Ed Richardson, Francie Hersey Vos and Norma Williams elected to 2019.

Our Mission statement reads:

The purpose of the society shall be charitable, historical and antiquarian work and research; the collection, acquisition, preservation and exhibition of books, manuscripts, pamphlets, genealogical information, works of art, and other articles of historical, cultural and antiquarian interest, the publication of books, periodicals, tracts and pamphlets devoted to or treating historical, antiquarian and genealogical subjects. Subjects considered for acquisition and research shall include but not limited to the material, agricultural, industrial, civil, political, literary, ecclesiastical, genealogical and military history of the community of Sheffield, Vermont.

As of December 31, 2017, the SHS checking account balance was \$732.38 and the savings balance of \$1519.32.

The Sheffield Historical Society had an interesting year. Each weekend from Memorial Day through Labor Day weekend, Sheffield Field Day the historical building on the hill was open. Many tours were also conducted by Curator Norma Williams by appointments. Contacting Norma W. or the Town Treasurer can schedule these any time. Our visitors guest book had many names added this past year with many more going through during the days of tours and on Field Day. I do not have an accurate count but an estimate of 50 is my best guess, somewhat less than last year.

The plans for this year's operations will not change. With Norma and Sam having sold their Sheffield home things will require some diligence in scheduling but the building will be opened as it has been in previous years.

Respectfully submitted, Ed Richardson Treasurer

Sheffield Town Hall Report 2017

The Town Hall again had a busy 2017 year. Each month on the first Wednesday the Food Shelf conducted their food distribution program serving the towns of Sheffield, Wheelock and Sutton. With the produce drop on the 2nd Thursday, the Town Hall was well used. This year there were 71 plus day and evening rentals as well as chairs and tables being rented out for special in town events.

The Annual Chicken Pie Supper was one of the highlights of the year with 3 sittings and many compliments for the great job and tasty food prepared by the Church ladies. The annual Christmas Craft Fair was held November 4th with a full house, most of whom were return vendors. A Ham Supper was also enjoyed November 10th. The Diligent Dames filled Christmas "Thinking of You" boxes for 22 persons. The Food Pantry put together Thanksgiving and Christmas Boxes for many local families.

Christmas lights and the tree were put on the porch adding color to the town, hot chocolate was also enjoyed by a few and a bit of singing of a few Christmas carols. Thanks also to the lights at some homes around town giving a splash of color to the winter scene but none matching the (again) spectacular display of lights at the south end of town at the Lacaillade's.

Plans for 2017 were to give an upgrade to the basement floor as the tiles are deteriorating. Upgrade for both downstairs and upstairs were delayed because of cost. They have served us well but need an upgrade as cleaning is not giving a neat appearance any more.

Thanks for all your help this year!

Ed Richardson

ANIMAL CONTROL OFFICER
Town of Sheffield
Candace E. Dane
802-535-7109

End of the Year – 2017 – Report

2017 has come and gone with a few lost dogs returned to their owners and a couple of cats who have new homes and as always the unlicensed dog population is still a problem.

Please make an effort to get your furry friend a rabies shot and license them with the Town. Towns all over the county hold rabies clinics every year for your convenience. Contact the Town Clerk for the time and date of the 2018 clinic. While there, please also update your contact info with the Town. A working phone number is very helpful in returning a lost animal to its owner.

As always I hope the year 2018 brings all good things to the animal population in the Town of Sheffield.

Sincerely,
Candace Dane
Animal Control Officer

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Appropriations History

Appropriations History- Town Meeting 2018

Name of Organization	Requested 2016	Actual 2016	Requested 2017	Actual 2017	Requested 2018	
American Red Cross	250	250	250	250	250	
Caledonia Home Health	1,100	1,100	1,100	1,100	1,100	
Cobleigh Library	600	600	600	600	600	
Community Restorative Justice Center					500	
Darling Inn Sr Meal Site	250	250	250	250	250	
Fairbanks Museum	703	703	703	703	703	
Green-Up Vermont	0	0	50	50	50	
H.O.P.E.	0	0	500	500	500	
Lyndon Rescue	13,758	13,758	15,632	15,632	28,076.82	
Lyndonville Youth Baseball/ Softball	350	350	350	350	250	
NEK Council on Aging	330	330	330	330	330	
NEK Human Services	738	738	738	738	738	
NEK Learning Services	100	100	100	100	100	
NEK Youth Services	300	300	300	300	300	
NVDA	527	527	527	527	527	
RCT	1,000	500	1,000	1,000	1,000	
SMW Fire Operation	17,000	17,000	17,000	17,000	17,000	
SMW Truck	9,700	9,700	9,700	9,700	9,700	
Sheffield Food Pantry	0	0	360	360	360	
Umbrella	500	500	500	500	500	
VT Ctr for Independent Living	55	55	55	55	55	
VT Rural Fire Protection Task Force	100	100	100	100	100	
Village Improvement Society/ Powers Park	1,000	250	1,000	1,000	1,000	
Totals	48,361	47,111	51,145	51,145	63,990	

NOTICE

Warning of the Caledonia County Meetings

In compliance with H.134, which was enacted by the 1998 session of the Vermont Legislature, a meeting of the voters and select persons is hereby called, for the purpose of presenting the proposed County budget for the ensuing 2019 fiscal year.

All citizens interested in these matters will meet at the fourth-floor conference room of the Caledonia Courthouse at 1126 Main St, St. Johnsbury, at noon December 15, 2017 to discuss the county budget. A final hearing will be held at noon January 12, 2018 at the same location.

Personnel.....	\$123,000
Operations.....	\$30,550
Professional Services.....	\$8,000
Building Expense.....	\$1,000
Reserve Fund.....	\$10,500
Probate.....	\$1,100
TOTAL COUNTY COURT EXPENDITURES.....	\$174,150
SHERIFFS DEPARTMENT.....	\$193,536
CALEDONIA COUNTY GRAND TOTAL.....	\$367,686

Past Years Budgets

(Fy2018 \$353,587) (Fy2017 \$360,784)

(Fy2016 \$368,584) (Fy2015 \$370,953)

Dated at St Johnsbury, Vt. This 28th day of November, 2017.

Roy C. Vance

Assistant Judge

Caledonia County

John S. Hall

Assistant Judge

Caledonia County

Equalized Grand List		7/18 to 6/19			
	FY2019	1.2410	FY2019 Tax	FY2018 Tax	+ / (-)
Barnet	2,246,970	1.2410	27,885	27,640	245
Burke	2,580,410	1.2410	32,023	32,072	(49)
Danville	2,871,920	1.2410	35,641	34,151	1,490
Groton	1,150,400	1.2410	14,276	13,582	694
Hardwick	1,850,570	1.2410	22,966	21,964	1,002
Kirby	564,500	1.2410	7,005	7,343	(338)
Lyndon	3,753,180	1.2410	46,577	43,933	2,644
Newark	870,860	1.2410	10,807	10,357	450
Peacham	1,219,740	1.2410	15,137	14,998	139
Ryegate	1,236,630	1.2410	15,347	14,828	519
Sheffield	566,710	1.2410	7,033	6,810	223
St. Johnsbury	5,075,740	1.2410	62,990	61,779	1,211
Stannard	196,790	1.2410	2,442	2,368	74
Sutton	876,520	1.2410	10,878	10,623	255
Walden	913,790	1.2410	11,340	11,352	(12)
Waterford	1,892,530	1.2410	23,486	22,746	740
Wheelock	606,240	1.2410	7,523	7,018	505
Total	28,473,500	1.2410	353,356	343,564	9,792

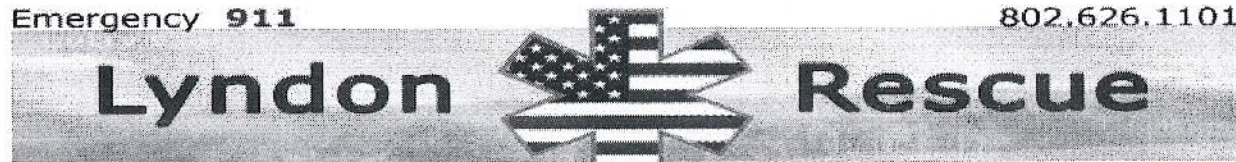
**DEAN SHATNEY, SHERIFF
CALEDONIA COUNTY
1126 MAIN STREET SUITE 2
ST. JOHNSBURY, VT 05819
802-748-6666 FAX 802-748-1684
E-MAIL: dean.shatney@caledoniasheriff.net
ANNUAL REPORT**

For 2017

We completed another audit for our office this past year and it resulted in no findings or problems of any kind. The state of the Caledonia County Sheriff's Department is very good. We have kept our rates for service the same for the past few years and have a slight increase with construction and traffic. This increase is do to the fuel prices. We continue to add vehicles to our fleet, replacing cars that have served us well. We have thirteen marked cars, a 2014 van for prisoner transports, one unmarked car being used for civil process service. We purchased a new radar cart that we can use in different towns. That purchase was with the use of Governors Highway Safety Grant funds. We have a large enclosed trailer that we use as an office at the fair and other security details. This trailer may be utilized as a command post at a mass casualty incident as well. We have an ATV, two golf carts, and two snowmobiles that we use for our snowmobile patrols. With project (ROAD), Responsible Operators Against Distractions, we want to continue to educate operators about phone use and texting while driving. We continue to do town patrols and we feel that the towns that we patrol are a safer place to live & drive in because of our presence. The patrols are community based. Which means each town is different, so the patrols may be different. We are taking a proactive response instead of a reactive response. This effort has helped with both fighting crime and communications with the towns. The Sheriff's Department has twenty two Law Enforcement Officers to start the new year and three new deputies will go to the academy in March. We have become more active with local schools to ensure the safety of students and staff. We have been involved with drills and evacuation plans and will continue to assist as needed. We continue to look at 24 hour dispatching for the county, in the county, but are unable to do that right now. I'm looking into a different location for the department's office because of the high rent the state wants to charge the county for our current location.

If anyone has questions or concerns, please call me at the office. My door is always open. I look forward to serving this county as the Sheriff. We have continued with our great relationship with Northeast Vermont Regional Hospital and are helping them make certain that their patients and staff feel safe while in the hospital. We will again do snowmobile patrols throughout the county. Doing our best to keep the trails as safe as possible, and we will again answer snowmobile related complaints. Please check out our facebook page. Thank You.

Sincerely,
Sheriff Dean Shatney



*** We Still Make House Calls ***
2009 Vermont Ambulance Service of the Year
114 Vail Drive, PO Box 401 Lyndonville, VT 05851

To the Residents We Serve:

The Crewmembers, Administration and Board of Lyndon Rescue Inc. wish to once again thank our member towns for their support and the opportunity to serve you.

Lyndon Rescue Inc. works hard to provide you with the most cost effective, yet efficient and top-notch service we can. As an essential service to your community, we strive to provide you with coverage 24 hours per day, 365 days per year. To provide the best service possible we have put forth a budget that is both comprehensive and the bare minimum to stay in business. We have focused any increases on the areas that are most important for initial increases, like staff. We are still significantly underfunded in areas such as training, vehicle and equipment replacement, and service enhancement. We are working through strategies to raise funds to do this without more significant changes to the community rates.

This year has met us with some significant change as well as challenges, which includes new leadership in both the operations and the Board of Directors. With these changes, we have undergone a full evaluation of the organization and made some tough decisions. We have found that the organization has continually been further and further in debt at the end of each year, which coupled with not increasing the per capita rates for the communities as needed, has caused a financial predicament that will take some years to correct. We have made a plan and instituted some significant spending programs to assist with cost control, but we cannot continue to keep costs flat and sustain the business. This is why our costs have increased this year.

We continued with our CPR, AED and First Aid training in 2017 and our Nationally Certified Child Passenger Safety Technicians inspect car seats by appointment as well. We also continued our ambulance billing service.

Calls for service were up slightly in 2017 at 1486 as compared to 2016 at 1430 and 2015 at 1519. This includes our contractual coverage areas of Brighton, Charleston, Morgan, Norton and The UTGs.

In the coming year we will be working diligently on implementing a comprehensive quality management plan as well as developing a strong business and strategic plan. We will work hard to assure that your communities are provided with the best staff and provided the most compassionate, professional, and efficient pre-hospital medical care possible!

A Non-Profit Ambulance Company serving the communities of: Brighton, Burke, Charleston, East Haven, Granby, Kirby, Lyndon, Morgan, Newark, Norton, Sheffield, Sutton, Victory, Wheelock and The UTGs

2018 Budget Summary for Lyndon Rescue Inc.

Lyndonville Division

POPULATION	COMMUNITY	LYNDONVILLE DIVISION	2018 Request	2017 Request	Call Percentage	Cost by %
5974	Lyndonville		\$239,273.74	\$133,220.00	57.9%	\$264,648.94
1748	Burke		\$70,011.80	\$38,980.00	16.4%	\$74,961.01
289	East Haven		\$11,575.18	\$6,445.00	1.6%	\$7,313.27
7	Granby		\$280.37	\$156.00	0.0%	\$-
243	Kirby		\$9,732.76	\$5,419.00	0.3%	\$1,371.24
584	Newark		\$23,390.67	\$13,023.00	0.9%	\$4,113.71
701	Sheffield		\$28,076.82	\$15,632.00	4.5%	\$20,568.57
1026	Sutton		\$41,093.88	\$22,880.00	4.7%	\$21,482.73
809	Wheelock		\$32,402.49	\$18,041.00	1.8%	\$8,227.43
31	Victory		\$1,241.63	\$691.00	0.2%	\$914.16

	2018	2017
LYNDONVILLE	\$40.05	\$22.30

Income:

Lyndonville before appropriations	FY17	FY18		
Billing for transports	485,715 \$	534,286.50	\$48,572	9%
Collections	\$3,000 \$	3,000.00	\$0	0%
Billing services	\$16,500 \$	16,500.00	\$0	0%
Subscription program	\$3,000 \$	-	-\$3,000	#DIV/0!
Special Events	\$3,000 \$	4,500.00	\$1,500	33%
Fundraising	\$2,500 \$	14,000.00	\$11,500	82%
Educational Services	\$8,000 \$	8,000.00	\$0	0%
Employee Benefit Contributions	\$9,674 \$	4,039.35	-\$5,635	-139%
Donations	\$1,500 \$	-	-\$1,500	#DIV/0!
Interest	\$150 \$	-	-\$150	#DIV/0!
Contract Income	\$1,500 \$	-	-\$1,500	#DIV/0!
Refunds	-\$2,000 \$	-	\$2,000	#DIV/0!
Total	\$532,539 \$	584,325.85	\$51,787	9%
Difference		\$51,787		

Expenses:

Lyndonville	FY17	FY18		
Ambulance 94 loan payment	\$9,192	9,192.00	\$0	0%
Ambulance loan payment	\$12,000		-\$12,000	#DIV/0!
Cot	\$273.00	8,000.00	\$7,727	97%
Commerical Insurance	\$565	600.00	\$35	6%
Computer Software	\$3,900	6,338.00	\$2,438	38%
Debt Service	\$10,000	25,000.00	\$15,000	60%
Dispatch Service	\$46,000	47,000.00	\$1,000	2%
House Expense	\$1,500	1,500.00	\$0	0%
Lease of Copier	\$453	500.00	\$47	9%
Liability Insurance	\$9,897.75	10,000.00	\$102	1%
Licenses, Dues, Subscriptions	\$1,300	795.00	-\$505	-64%
Rent	\$7,800	7,800.00	\$0	0%
Vehicle Insurance	\$4,040.25	4,300.00	\$260	6%
Worker's Comp. Insurance	\$63,894	63,894.00	\$0	0%
Advertising & Recruitment	\$500	250.00	-\$250	-100%
Bank Fees	\$700	7,200.00	\$6,500	90%
Cable Expense	\$3,916.20	94.20	-\$3,822	-4057%
Calex Medic Intercept	\$2,500	10,750.00	\$8,250	77%
Cellular Service	\$800	1,547.00	\$747	48%
Collections Expense	\$500	500.00	\$0	0%
Communications Equipment	\$500	750.00	\$250	33%
Computer Supplies & Maintenance	\$1,200	950.00	-\$250	-26%
Credit Card Expense	\$650	650.00	\$0	0%
Dental Insurance	\$2,518	2,299.92	-\$218	-9%
Fuel	\$12,000	15,900.00	\$3,900	25%
Fair Expense	\$500	250.00	-\$250	-100%
Employee reimbursement for mileage	\$100		-\$100	#DIV/0!
Health Insurance	\$25,005	20,196.72	-\$4,808	-24%
House Furniture & Equipment	\$500	500.00	\$0	0%
Immunization	\$150	150.00	\$0	0%
Interest Expense	\$6,500		-\$6,500	#DIV/0!
Legal & Professional Services	\$10,500	18,000.00	\$7,500	42%
Medical & Ambulance Supplies	\$15,000	12,000.00	-\$3,000	-25%
Medical & Ambulance Equipment	\$1,500	2,250.00	\$750	33%

Miscellaneous Expenses	\$300	800.00	\$500	63%
Office Equipment	\$500		-\$500	#DIV/0!
Office Expenses	\$3,700	5,544.00	\$1,844	33%
Oxygen	\$1,500	5,400.00	\$3,900	72%
Oxygen Tank Rental	\$1,000		-\$1,000	#DIV/0!
Paging Service	\$1,500		-\$1,500	#DIV/0!
Payroll taxes	\$33,418.36	39,597.50	\$6,179	16%
Fleeting monitoring system	\$924		-\$924	#DIV/0!
Postage	\$1,500	2,000.00	\$500	25%
Recruitment	\$500		-\$500	#DIV/0!
Reference Materials	\$150		-\$150	#DIV/0!
91 maintenance & repairs	\$5,200	10,600.00	\$5,400	51%
92 maintenance & repairs	\$5,200	2,600.00	-\$2,600	-100%
93 maintenance & repairs	\$6,000	10,600.00	\$4,600	43%
94 maintenance & repairs	\$2,000	6,240.00	\$4,240	68%
Building maintenance	\$800	800.00	\$0	0%
Comm. Equipment maintenance	\$600	600.00	\$0	0%
Medical Equipment maintenance	\$2,500	5,500.00	\$3,000	55%
Salaries & Wages	\$406,991.62	517,614.36	\$110,623	21%
Earned time payout	\$2,500	44,119.18	\$41,619	94%
Holiday Pay	\$4,098		-\$4,098	#DIV/0!
Employee retirement	\$2,100	13,458.70	\$11,359	84%
Subscription expenses	\$850	0.00	-\$850	#DIV/0!
Telephone	\$1,665	3,754.56	\$2,090	56%
Training center equipment	\$1,000		-\$1,000	#DIV/0!
Training Expenses	\$1,000	4,250.00	\$3,250	76%
Travel expenses/Billing conference	\$2,000	150.00	-\$1,850	-1233%
Uniforms	\$2,000	1,750.00	-\$250	-14%
Health Insurance Flex account	\$7,500	10,400.00	\$2,900	28%
x series monitors	\$18,048	17,244	-\$804	-5%
medicaid tax	\$9,886.00	17,631.44	\$7,745	44%
vision plan	\$744	563.04	-\$181	-32%
new ambulance escrow account	\$3,000		-\$3,000	#DIV/0!
Unemployment	\$0.00	5,397.70	\$5,398	100%
Internet	\$0.00	1,720.08	\$1,720	100%
Education and Community Programs	\$0.00	5,416.48	\$5,416	100%
Earned time debt service	\$0	28,497.31	\$28,497	100%
Total	\$777,837	1,041,405.19	\$263,568	25%
Difference		263,568.01		

Executive Committee Report

The NEKWMD finished 2017 by processing slightly more recycling compared to 2016 – 2981 tons in 2017 compared to 2962 tons in 2016. While tonnage for paper and cardboard were down, almost every other category saw increases compared to 2016. Tonnages for scrap metal, e-waste, and glass were all up significantly compared to 2016. Recycling markets remained steady throughout most of 2017 and were generally on the high side. Some policy changes in China sent ripples throughout some markets, but so far we have been isolated from those actions. The District ended 2017 with a surplus of \$55,755.82. This is good news considering 2016 ended with a deficit of \$53,459. Revenues in 2017 were 12% above projections. While budgeted expenses were 4.7% above projections. Sale of recyclables, including scrap metal, was responsible for most of the increase in revenues.

There were no additions or subtractions to the District membership in 2017. We continue to serve the largest geographical area and largest number of towns (49) in the State. Our population served is 3rd in the state behind only Chittenden Solid Waste District and the Central Vermont Solid Waste Management District.

Vermont's Universal Recycling Law (Act 148) guided most of our activities in 2017 and will continue to do so for the next several years. 2018 will see more of the same in helping our member communities comply with Act 148. The NEKWMD assisted 10 Towns with establishing food scrap collection at their transfer stations by the July 1, 2017 deadline.

The NEKWMD is entering 2018 with a proposed budget of \$760, 519 – an increase of less than 1% compared to 2017. The surcharge rate of \$24.25 will remain the same for 2018. Our surcharge on trash remains below the State average of \$26.19.

The NEKWMD was staffed by nine full-time and four part-time employees in 2017. Each of the member Towns is entitled to representation by at least one Supervisor. The Board of Supervisors is the principal authority over the NEKWMD and the primary means of contact with the member towns. The Board of Supervisors meets monthly with the District's Executive Director to set the direction of NEKWMD policy. The member Towns are also represented through their ability to vote on the NEKWMD budget at their Town Meeting in March.

Since the surcharge on trash is based on the amount of waste produced, members have a clear opportunity to control their waste management costs. Costs can decrease as waste generation rates decrease and recycling rates increase.

We would like to express our appreciation to our able staff for their continuing commitment to our mission. The nearly 50,000 residents of 49 Towns throughout the Northeast Kingdom can be assured that the NEKWMD will continue to address their waste management concerns in a timely and environmentally sound fashion.

NEKWMD Executive Committee

2018 PROPOSED BUDGET

BUDGET ITEM	2017 BUDGET	2017 ACTUAL as of 12/31/17	2018 PROPOSED BUDGET
ADMINISTRATION EXPENSES			
Advertising	\$600.00	\$246.25	\$400.00
Audit -- Financial	\$6,200.00	\$6,500.00	\$7,595.00
Audit -- Waste Haulers	\$6,000.00	\$1,147.50	\$2,500.00
Bank Charges	\$0.00	\$10.00	\$0.00
Books & Subscriptions	\$100.00	\$0.00	\$100.00
Cleaning	\$2,100.00	\$1,765.04	\$1,600.00
Copier	\$1,900.00	\$2,021.36	\$2,000.00
Dues/Permits/Fees/Penalties	\$3,000.00	\$6,081.58	\$5,000.00
Heating Fuel	\$1,000.00	\$1,438.51	\$1,500.00
Interest Expense	\$0.00	\$303.52	\$0.00
Liability & Casualty & Emp. Prac.	\$16,000.00	\$16,143.36	\$16,000.00
Planning	\$2,000.00	\$0.00	\$1,000.00
Legal Fees	\$2,500.00	\$1,050.00	\$2,000.00
Postage	\$3,000.00	\$2,868.61	\$3,000.00
Office Supplies	\$3,600.00	\$4,934.77	\$3,600.00
Telephone - Office	\$3,200.00	\$3,213.47	\$3,200.00
Water/Sewer	\$1,000.00	\$865.10	\$1,100.00
TOTAL ADMINISTRATION	\$52,200.00	\$48,589.07	\$50,595.00
Gross Wages	\$376,570.00	\$371,320.86	\$379,193.00
Overtime Wages-- Warehouse	\$5,000.00	\$3,078.81	\$5,000.00
Fica (Employer Match)	\$23,347.00	\$23,055.60	\$23,820.00
Medi (Employer Match)	\$5,460.00	\$5,392.10	\$5,571.00
State Unemployment Insurance	\$13,500.00	\$12,017.27	\$13,500.00
VMERS (Retirement)	\$19,200.00	\$18,045.39	\$19,990.00
Workman's Compensation Insurance	\$32,000.00	\$39,846.64	\$34,000.00
Mileage - Employee	\$7,000.00	\$6,687.17	\$7,000.00
Mileage- Supervisor's	\$5,000.00	\$5,074.43	\$5,000.00
Supervisor Secretary Payments	\$500.00	\$750.00	\$500.00
Personnel Equipment	\$1,300.00	\$283.99	\$1,000.00
Training	\$1,500.00	\$795.00	\$1,500.00
Travel	\$100.00	\$0.00	\$100.00
TOTAL PERSONNEL	\$490,477.00	\$486,347.26	\$496,174.00
BUILDING EXPENSES			
Improvements	\$1,000.00	\$505.92	\$1,000.00
Electricity	\$8,900.00	\$8,520.90	\$9,800.00
Maintenance	\$1,500.00	\$902.78	\$1,000.00
Misc. Supplies	\$500.00	\$2,706.51	\$1,000.00
Trash Removal	\$3,600.00	\$3,032.16	\$3,000.00
TOTAL BUILDING	\$15,500.00	\$15,668.27	\$15,800.00

2018 PROPOSED BUDGET

BUDGET ITEM	2017 BUDGET	2017 ACTUAL as of 12/31/2017	2018 PROPOSED BUDGET
EQUIPMENT EXPENSES			
Purchases	\$500.00	\$18.18	\$500.00
Baler Repairs	\$5,000.00	\$8,176.59	\$6,000.00
Baler Supplies	\$8,000.00	\$5,530.94	\$6,000.00
Forklift Fuel	\$2,900.00	\$2,412.68	\$2,200.00
Forklift Repairs	\$5,000.00	\$13,511.62	\$4,000.00
Misc. Equipment Repairs	\$1,000.00	\$2,533.89	\$2,000.00
Skidsteer Fuel	\$600.00	\$624.78	\$500.00
Skidsteer Repairs	\$3,000.00	\$5,742.78	\$3,000.00
Warehouse Supplies	\$1,500.00	\$4,171.99	\$1,500.00
Trucks--Diesel	\$18,000.00	\$17,863.63	\$18,000.00
Trucks--Repairs	\$10,000.00	\$17,076.94	\$10,000.00
TOTAL EQUIPMENT	\$55,500.00	\$77,664.02	\$53,700.00
PROGRAMS EXPENSES			
Advertising	\$2,000.00	\$720.25	\$1,000.00
Permits & Fees	\$450.00	\$235.00	\$450.00
Composting	\$18,500.00	\$16,125.68	\$22,000.00
Composter/Bin	\$4,000.00	\$2,447.14	\$3,000.00
Dues & Subscription	\$0.00	\$0.00	\$0.00
Education Outreach	\$14,000.00	\$18,022.46	\$15,000.00
Hazmat Disposal	\$27,000.00	\$28,095.62	\$24,000.00
Hazmat Supplies	\$4,000.00	\$4,547.60	\$4,000.00
Sale of Recyclables-Processing	\$26,000.00	\$41,203.15	\$30,000.00
Special Collections	\$300.00	\$22.60	\$300.00
Supplies	\$600.00	\$913.90	\$500.00
Tire Disposal	\$9,000.00	\$15,612.00	\$9,000.00
TOTAL PROGRAMS	\$105,850.00	\$127,945.40	\$109,250.00
SUB-TOTAL	\$719,527.00	\$756,214.02	\$725,519.00
DEBT REDUCTION PAYMENTS			
Interest			
Principal			
TOTAL DEBT REDUCTION			
CAPITAL FUND			
Capital Improvement Fund	\$36,000.00	\$34,470.00	\$35,000.00
TOTAL CAPITAL FUND	\$36,000.00	\$34,470.00	\$35,000.00
TOTAL NEK EXPENSES	\$755,527.00	\$790,684.02	\$760,519.00
Grants--St of VT	\$59,000.00	\$62,499.00	\$59,000.00
Hauling--Recycling Pick-ups	\$40,000.00	\$35,565.00	\$35,000.00
Haz Mat/Paint Care (CEG Fees)	\$2,000.00	\$6,410.60	\$3,200.00
Interest Income	\$25.00	\$7.48	\$25.00
Miscellaneous Income	\$500.00	\$122.00	\$500.00
Program Sales--Composter/Bins	\$1,000.00	\$504.00	\$500.00
Programs- Oil Filter Program	\$150.00	\$125.00	\$150.00
Sale of Recyclables	\$150,000.00	\$204,913.65	\$179,394.00
Compost Income	\$6,000.00	\$15,087.41	\$13,000.00
Electronics Income	\$21,352.00	\$27,446.52	\$22,000.00
Scrap Metal Income	\$4,000.00	\$16,202.25	\$10,000.00
Battery Income	\$3,500.00	\$6,143.75	\$3,750.00
Tire Income	\$8,000.00	\$14,302.60	\$9,000.00
Surcharge--Waste Haulers	\$460,000.00	\$457,110.58	\$425,000.00
TOTAL NEK REVENUES	\$755,527.00	\$846,439.84	\$760,519.00

WARNING

NEK WASTE MANAGEMENT DISTRICT BUDGET VOTE

MARCH 6, 2018

The legal voters of the Northeast Kingdom Waste Management District are hereby notified and warned to vote, by Australian Ballot, at the polling place and between the hours specified by their municipality on Tuesday, March 6, 2018 to act on the following article.

ARTICLE 1: Shall the voters authorize the Northeast Kingdom Waste Management District to appropriate and expend a budget of \$760,519?

Joyl Cogg	Paula the Ritzhage
Steve Duro	Gene a Perkins
Jack Sumberg	Preston Smith
Mimi S. S. S.	
David Siles	
Kevin Flanders	
Gene Keene	
Frank	
John B. B.	
Walter M. M.	
Kenneth W. W.	
David S. S.	
Alvin D. D.	
Long D. D.	
Heather B. B.	



American Red Cross
New Hampshire and
Vermont Region

Town of Sheffield
C/o William St. Peter
PO Box 165
Sheffield, VT 05866



RECEIVED SEP 18 2017

Dear William,

The mission of the American Red Cross is to prevent and alleviate human suffering in the face of emergencies by mobilizing the power of volunteers and the generosity of donors. We are a non-profit organization dedicated to helping local communities prepare for, respond to and recover from local disasters, most commonly home fires.

We also provide several other services which include supplying blood and blood products in the United States, emergency communication services for Military Service Members and their families, training courses for emergency preparedness, as well as certification courses for Licensed Nurse Assistants, babysitting, and First Aid/CPR. These services, amongst the other services and campaigns outlined below, help thousands of residents each year, and would not be possible without the generosity of donors and hundreds of local volunteers working together 365 days a year, 24 hours a day.

We provide all of our services **free** with **no** support from federal or state governments. In order to be able to provide these services, the American Red Cross reaches out to partners in the community like the **Town of Sheffield** for funding. It is for this reason that the American Red Cross of New Hampshire and Vermont respectfully requests a donation of **\$250.00** for the upcoming fiscal year.

This past year, the American Red Cross of New Hampshire and Vermont provided the following services throughout the region:

- Every 17 hours, on average, we assisted a local family, helping over **1,134** people.
- We installed **2,871** smoke detectors in homes through our Home Fire Campaign.
- Every day, approximately **87** people were trained in first aid, CPR, and water safety skills.
- We collected **95,196** units of blood from **65,728** donors. All **40** hospitals in NH and VT depend on Red Cross collections.
- In NH/VT, **13** families who were separated from their families were reconnected with the help of our Service to the Armed Forces department.
- We currently have over **1,300** volunteers throughout the two states that help to make these services happen.

As you know, a disaster or emergency can strike at any time without warning, and the American Red Cross is committed to being in the Sheffield community to help your residents in times of need. Your donation will go a long way in ensuring that your citizens receive the support they need when confronted by a disaster or emergency.

On behalf of the volunteers and staff throughout the two states, thank you for your consideration of this request to support the humanitarian work that we do. While we hope that no disasters hit your area, rest assured that the American Red Cross will be there to help if they do.

Sincerely,

Emily Poirier
Regional Development Specialist

New Hampshire Headquarters • 2 Maitland Street, Concord, NH 03301 • 1-800-464-6692(p)
Vermont Headquarters • 29 Mansfield Ave, Burlington, VT 05401 • 1-800-660-9130(p)
www.redcross.org/nhvt



Caledonia County Service Delivery July 1, 2016 - June 30, 2017

Disaster Response

This past Fiscal Year, the Red Cross responded to **16 disaster incidents** assisting **37 residents** of **Caledonia County**. Most of these instances were home fires where our volunteers and staff were present; offering food, clothing, lodging, emotional support and referrals to families in need both during the incident and for several days following. Some also resulted in the Red Cross conducting mass care to First Responders such as Police Officers and Fire Fighters. Mass Care includes providing food, hydration and warm drinks; allowing them to maximize their time on-site assisting residents.

Town/City	Disasters	Individuals
Barnet	1	5
Lyndon	2	7
Ryegate	1	1
St. Johnsbury	10	20
Sutton	1	2
Waterford	1	2

Home Fire Campaign

Last year, Red Cross volunteers canvased the neighborhoods of **Caledonia County** to educate the residents on fire, safety and preparedness. During this time, we installed **107 free smoke alarms** in homes and helped families develop emergency evacuation plans based on their individual needs.

Service to the Armed Forces

We proudly assisted **4** of **Caledonia County's Service Members** and their families by providing emergency communications and other services, including counseling and financial assistance.

Blood Drives

During the last fiscal year, **Caledonia County** was home to **35 American Red Cross blood drives**, collecting a total of **1,477 pints** of life saving blood.

Volunteer Services

Caledonia County is home to **11 American Red Cross Volunteers**. These volunteers do everything from responding to disasters in the middle of the night, to teaching safety courses, to helping at our many blood drives. Being 90% Volunteer run, our volunteers are truly the heart of our organization

Public Health and Safety

Be assured that **Caledonia County** is a safer place to be because of the many health and safety courses offered by the American Red Cross each year. Last year, **Caledonia County** hosted **55 courses** where **706 residents** were taught a variety of important life saving skills such as First Aid, CPR, Babysitting Skills and Water Safety.

OUR FUNDAMENTAL PRINCIPLES:



Caledonia Home Health Care & Hospice

A division of Northern Counties Health Care, Inc.

161 Sherman Drive, P.O. Box 388, St. Johnsbury, Vermont 05819

Phone: 802-748-8116 • Fax: 802-748-4628 • Web: www.nchcvt.org

December 13, 2017

Town Clerk
PO Box 165
Sheffield, VT 05866

Dear Town Clerk and Selectman,

As in previous years, Caledonia Home Health Care would like to place an Article on your Town Warning to read as follows:

"Shall the Town of Sheffield vote to appropriate \$1,100.00 to Caledonia Home Health Care and Hospice to be used in providing health care service."

Caledonia Home Health Care's financial picture continues to be unpredictable given constant changes in the reimbursement policies of the government and private insurance plans. Our appropriation request reflects a percentage of the uncompensated care provided to the residents of your town. A review of the past year indicates that our appropriation request continues to match the utilization rate for your town. Thus, our Board of Directors has voted to request no increase in our appropriation request this year.

Please advise if you would like me or a local member of our Board of Directors to attend the Selectman's meeting at which our warning article will be considered. If we do not hear otherwise we will assume that the above article will appear on the Warning for the March 2018 Town Meeting.

Thank you.

Sincerely,

Laurie A. Bellizzi

Laurie Bellizzi
Assistant Director of Operations
Caledonia Home Health Care

Caledonia Home Health & Hospice
Visit Statistics for 2018 Town Appropriations

Caledonia Home Health Care & Hospice (CHHC) is Northern Counties Health Care's (NCHC) certified Medicare and Medicaid comprehensive Home Care and Hospice division.

Caledonia Home Health Care & Hospice has proudly served the residents of Caledonia and Southern Essex counties since 1968. Our mission is to enhance the quality of life of individuals and families by providing compassionate, accessible and affordable patient-centered health services to our community.

In the last year, Caledonia Home Health and Hospice was honored to provide 455 visits to the town residents of Sheffield, VT. Our staff visited 26 homes of community members living in the Sheffield area.

While working with residents, we provided physical, occupational, and speech therapies. We provided skilled nursing, medical social work, personal care attendants, and even home makers. We work together with primary care physicians so that care is specific and structured to treatment goals.

2018 Town Appropriation Visit Statistics Sheffield, VT

- Home Care (Therapy, Nursing, MSW) **251 visits**
- Hospice (Nursing, Therapy, Personal Care, Respite) = **41 visits**
- Maternal Child Health= **29 visits**
- Long Term Care (Case Management, Personal Care, Respite) = **134 visits**

Total Visits in Sheffield, VT = 455 visits

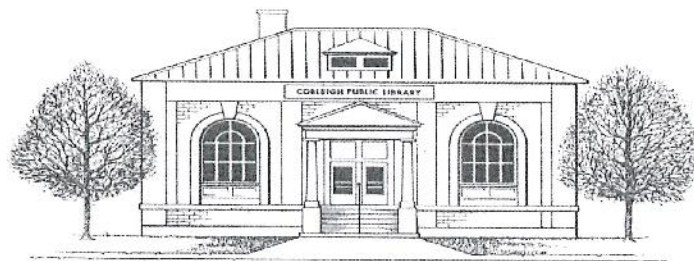
Testimonials

"In the past 11 years of my care giving, home health has been my support at all times. They are the best! I could not have done it without them... I'm glad to have them on my side. They are a great team. We need more like them."

"My Physical Therapist and Nurse were methodical, practical, and explained things to me in terms I could understand. They were friendly, courteous, good listeners, and punctual as well as professional."

"The staff is very kind and caring. They make you feel good by the way they treat you as a friend and not a patient. They are on time and call 1st to let you us know they are coming. Very knowledgeable in all areas of healthcare. Thank you!"

"People from home health care agency were kind, communicative, thoughtful, and patient. Nothing but good thoughts for those people."



RECEIVED DEC 06 2017

Cobleigh Public Library, 14 Depot St., P. O. Box 147, Lyndonville, VT 05851
www.cobleighlibrary.org/ * (802) 626-5475 * cindyk@cobleighlibrary.org

November 30, 2017

Town of Sheffield
Selectboard

Dear Voters of Sheffield,

The Cobleigh Public Library Trustees are requesting a contribution of \$600.00 from the Town of Sheffield to help the library to continue to provide programs and services for all area towns. As we have been in the past, we are committed to serving individuals and families with high quality library services. Although located in Lyndon, the Cobleigh has long served as the library for the residents of the towns in our area, and we are happy to continue to provide free library services and regular and special programs for the adults and children in our community.

Free service to the public includes:

- Listen Up Vermont – downloadable audio books from the Internet at home.
- Universal Class – over 500 online, continuing education courses (non-credit).
- Loan of books, magazines, recorded books, CD's & DVD's for children and adults
- Story hours for infant/toddlers and pre-school age children and parents
- Special author and storyteller performances plus Family Place programs.
- Lectures, concerts, book discussions.
- Free internet access, beginning computer classes for adults— free wireless, even when we're closed.
- After school homework center, reading partners for help with reading as requested
- Adult Education GED tutoring.
- Outreach library services and programs
- Interlibrary loan service – if we don't have it, we can usually get it elsewhere in VT.
- Summer reading programs to encourage children to read all year long.
- VOL – Vermont Online Library, home Internet access to many resources with library card
- Free one on one technology help for one hour by appointment.
- The library provides Science, Technology, Engineering and Math (STEM) programs.

The Cobleigh is also used, at no cost, for meetings of groups and organizations from all area towns (Bridge Club, Burklyn Festival, Chess, Cribbage, Hockey, Girl and Boy Scouts, Vermont Children's Theater, 4-H, etc). 1,494 items were circulated to Sheffield residents during the past year. This doesn't include online audio books borrowed, using online services, coming to programs, using technology help or computer class, or using Wi-Fi. We hope we have served Sheffield residents well, and if there are things we can do better, please let us know. You can reach Lindsay at lindsay.mj.carpenter@gmail.com. Thank you for your consideration.

Sincerely,

Lindsay Carpenter, David Martin, Jan Wade, Jeanne Laughton, and Don Welch
Cobleigh Public Library Trustees

Mission Statement: The Cobleigh Public Library is an inviting community center, which provides programs, services, books and materials, public space, and information to all residents in the Lyndon area. The library connects people of all ages with opportunities to explore personal growth and develop a life-long love of reading.

Susan A. Cherry, Executive Director
Neil Favreau, Program Director
Susan Teske, Reentry Coordinator
Tune Faulkner, RJ Panel Coordinator



**THE COMMUNITY
RESTORATIVE
JUSTICE CENTER**

Programs: *Community Development; Neighborhoods
*Mediation; Circles
*School Training and Support
*Free Legal Clinic/Information and Referral
*Restorative Justice Panels
*Restorative Reentry and CoSA

January 4, 2018

Select Board, Town of Sheffield
c/o Wendy Scofield, Assistant Town Clerk
PO Box 165
Sheffield, VT 05866

Dear Select Board of Sheffield:

The Community Restorative Justice Center respectfully requests that the following special appropriation article appear on the 2018 warning for the Sheffield Town Meeting:

Shall the Town vote the sum of \$500 to support the operation of The Community Restorative Justice Center during the ensuing year? The CRJC believes in preventing and resolving conflict in the community using victim and community needs as guiding information in repairing harm and restoring right relations. We work with schools, neighborhoods, and the criminal justice system to respond to community needs as it relates to justice being served and attending to the needs of victims and community. In this process, we use community members to work with their neighbors to resolve conflict and repair harm.

The Community Restorative Justice Center holds restorative justice panel meetings for cases referred directly from law enforcement as well as cases referred from the Department of Corrections. Cases that go through the CRJC have a 27% reduction in recidivism. In the past 12 months, the CRJC heard two (2) restorative justice case involving Sheffield residents and 4 Legal Clinic cases. Appropriations from the Town of Sheffield would also give technical support to neighborhood associations and mediation referrals as requested. The CRJC mission states that *we are committed to providing a safe environment for neighbors and parties to resolve conflict in our communities, to restore relationships, and to take responsibility to repair harms caused. We promote the principles of victim-informed restorative justice that transforms practices in workplace, school, institution, and living spaces throughout Caledonia and southern Essex Counties.*

Thank you for your kind attention to this request. Petition signatures are attached to this letter.

Sincerely,

Susan A. Cherry, Executive Director
The Community Restorative Justice Center, Inc.

DARLING INN SENIOR MEAL
SITE
76 DEPOT STREET
LYNDONVILLE, VT 05851
802-626-8700
darlingsmeals@myfairpoint.net
.....

December 18, 2017

Town of Sheffield:

The Darling Inn Senior Meal Site provides complete, well balanced meals to senior citizens and disabled patrons who come to our dining room. We also serve those who are homebound. We provide this service five days a week on a donation basis that does not cover our expenses.

The number of meals served each month has averaged 2500, and we continue to experience increased food costs. Accordingly we respectfully request an appropriation of \$250.00 from the town of Sheffield, as we serve approximately 1500 meals to Sheffield residents on a yearly basis. This number does not include clients who come in to the Dining Room on a daily basis from Sheffield.

Respectfully submitted,

Cindy M. Santaw-Brown
Manager



December 14, 2017

William St. Peter, Town Clerk
Town of Sheffield
PO Box 165
Sheffield VT 05866

Dear Mr. St. Peter:

The Fairbanks Museum and Planetarium respectfully requests that the following special appropriation article appear on the 2018 warning for Sheffield Town Meeting:

"Shall the Town vote the sum of \$703 to support the operation of the Fairbanks Museum and Planetarium during the ensuing year, in exchange for free unlimited general admission to the Museum for all Sheffield residents?"

The Fairbanks Museum invites Sheffield residents to take full advantage of their unlimited free general admission to the Museum to explore the nature, beauty, and wonders of our world. Your municipal appropriation provides essential support for the care of the Museum's historic building and the maintenance and exhibition of the most extraordinary educational collections in northern New England. These are among our region's most prized assets. Each year the Museum offers new opportunities for exploration and discovery, so do come for a visit! In 2018, the Museum will be powered with 90% renewables, energized with new hands-on science exhibits, and will once again open our exquisite native butterfly house for visitors to enjoy. As you know, the Museum also is fully engaged in community economic, educational, and cultural development initiatives and contributes significantly to the attraction of visitors to our region.

The Board of Trustees, staff, and volunteers of the Museum are tremendously grateful for the support, encouragement, and collaborative planning that have marked the Northeast Kingdom's relationship with the Museum. We hope that the Museum, in turn, delivers services, programs, and a commitment to community development that benefit Sheffield's residents and visitors of all ages and contribute to Sheffield's remarkable quality of life.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Adam Kane".

Adam Kane, Executive Director



RECEIVED OCT 06 2017

GREEN UP VERMONT
P.O. Box 1191
Montpelier, Vermont 05601-1191
(802)229-4586, or 1-800-974-3259
greenup@greenupvermont.org
www.greenupvermont.org

Dear Select Board/Town Clerk:

October 2017

Please consider Green Up Vermont's request for your community's financial support. We respectfully ask you to include the appropriate amount from the guide below in your budget for next year. This guide remains the same as in previous years:

For towns under 1,000 population \$ 50
For towns over 1,000 and under 2000 . . . \$100
For towns over 2,000 and under 3000 . . . \$150
For towns over 3,000 and under 4000 . . . \$200
For towns over 4,000 population \$300

Sincerely,
Melinda Vicux
President, Green Up Vermont

Town report information for Green Up Day, May 6, 2017
(This is available for download at www.greenupvermont.org under "About Us.")

Green Up Day marked its 47th Anniversary, with over 22,000 volunteers participating! Green Up Vermont, a nonprofit 501(c)(3) organization, continues to proudly carry on this tradition of Green Up Day. **Green Up Vermont is not a State Agency.** Seventy-five percent of Green Up Vermont's budget comes from corporate and individual donations. People can now choose to donate to Green Up Vermont by entering a gift amount on Line 29 of the Vermont State Income Tax Form. As a result, Green Up Vermont has been able to significantly increase the percentage of individuals giving, thus making Green Up Day more stable for the long-term.

With your town's help, we can continue Vermont's unique annual tradition of taking care of our state's lovely landscape and promoting civic pride with our children growing up with Green Up. Our East Montpelier coordinator reports "Green Up Day is an excellent teachable moment for our children." Green Up Day is a day each year when people come together in their communities to give Vermont a spring cleaning! Green Up Vermont also focuses on education for grades K-2 by providing two free activity booklets to schools and hosts its annual student poster design and writing contests for grades K-12. To learn more please visit www.greenupvermont.org.

Support from cities and towns continues to be an essential part of our operating budget. It enables us to cover sixteen percent of the operating budget. All town residents benefit from clean roadsides! Funds help pay for supplies, including over 50,000 Green Up trash bags, promotion, education, and the services of two part-time employees.

Mark your calendar: May 5, 2018 Green Up Day, 48 years of tradition!

**Join with people in your community to clean up for Green Up Day,
Always the first Saturday in May.**

BOARD OF SELECTMEN
TOWN OF SHEFFIELD

Dear Board of Selectmen;

H.O.P.E. (Helping Other People Everyday) a nonprofit organization that strives to be a support system in the community that values and supports families by filling basic needs and improving the lives of families and individuals would like to request an appropriation from the Town of Wheelock for \$500. For the year 2016, H.O.P.E. helped feed and clothe approximately 1,800 community members in the NEK.

Please include us on the warning for Town Meeting day in March. Thank you for your consideration.

Sincerely,

Dan Haycook
General Manager



RECEIVED DEC 22 2017

Lyndon Youth Baseball/Softball
PO Box 1146
Lyndonville, VT 05851-1146

December 14, 2017

Town of Sheffield, Select Board
37 Dane Rd
Sheffield, VT 05866


Dear Select Board:

Lyndon Youth Baseball/Softball (LYBS) is a non-profit organization serving over 425 children ages five to 16 every spring and summer. Last we year, had 13 children from Sheffield joining us. We have a strong 50 year history embedded into the fabric of our community, making us the largest local youth sports program. A typical season includes seven Babe Ruth teams, 11 Little League Majors teams, 10 Minor League teams, nine Coach Pitch teams, and five Tee Ball teams. In addition to our regular season, we also host and attend district, state and regional tournaments in all of our major divisions. Our program operates in vast majority by the work of more than 150 selfless individuals who volunteer countless hours. We give thanks to the many devoted parents, families and friends who are actively involved in our program. Without each and every volunteer, we wouldn't be able to operate this great program.

In recent years, the price of operation and maintenance has continued to rise. Mowing expenses, equipment costs, and tournament and charter fees are all examples of escalating expenses. In 2018, USA Little League requires a change in bat regulations, forcing our program to buy new bats for every team. New bats are, on average, \$150 apiece and are expected to constrict our operating budget significantly. In addition, the cost of properly maintaining the playing fields are enormous. In previous years, the LYBS Directors have opted to hamper field work due to budget restrictions. However, we have reached appalling field conditions that are in desperate need of attention. Back stops are falling apart, base paths are full of grass, field mix is hard packed making sliding and running conditions dangerous, and field transition lips are jagged and uneven injuring players from unpredictable ball hops. Unfortunately, recent quotes have estimated each field as needing approximately \$12,000 worth of work just to bring them back to baseline standards.

To help alleviate expenditures and offset the cost to families and townsfolk, LYBS has taken a more active role in fundraising. We put a much larger emphasis onto tag day participation, reached out to the Lyndonville Rotary, applied for an equipment grant, solicited local business donations, and most importantly reformed our concessions operations into a 100% volunteer service. Because of these determinations, LYBS finished the 2017 season with a higher net gain than ever before. However, it is imperative to remember the upcoming costs of our crucial improvement projects, which are not yet underway. We have always pride ourselves on the ability to bring the game to players and families at an affordable cost. To continue to do so, we would greatly appreciate your support in the amount \$250 for the 2018 season. Sheffield has always showed generous support of our program for which we are endlessly grateful and appreciative. Attached you will find our profit and loss statement. Thank you for your careful consideration.

Respectfully submitted,


Holly McKeon
LYBS President

8:57 AM

11/13/17

Cash Basis

LYNDON YOUTH BASEBALL & SOFTBALL

Profit & Loss

October 2016 through September 2017

	Oct '16 - Sep 17	Oct '15 - Sep 16	\$ Change	% Change
Ordinary Income/Expense				
Income				
DONATIONS				
APPROPRIATIONS	3,450.00	3,100.00	350.00	11.3%
MEMORIAL MONEY	775.00	50.00	725.00	1,450.0%
TAG DAY	5,852.04	4,633.46	1,218.58	26.3%
DONATIONS - Other	5,200.25	6,078.00	-877.75	-14.4%
Total DONATIONS	15,277.29	13,861.46	1,415.83	10.2%
FF COOKSHACK				
BREAKFAST SANDWICH	356.00	0.00	356.00	100.0%
CANDY BARS	524.00	0.00	524.00	100.0%
CHEESEBURGER	3,020.00	0.00	3,020.00	100.0%
CHICKEN NUGGETS	978.00	0.00	978.00	100.0%
COFFEE/COCOA	453.00	0.00	453.00	100.0%
DONUTS	191.00	0.00	191.00	100.0%
DOUBLE CHEESEBURGER	414.00	0.00	414.00	100.0%
FRENCH FRIES	7,196.00	0.00	7,196.00	100.0%
GATORADE	1,290.00	0.00	1,290.00	100.0%
GRILLED CHEESE	276.00	0.00	276.00	100.0%
GUM	400.00	0.00	400.00	100.0%
HAMBURGER	437.50	0.00	437.50	100.0%
HOT DOG	892.00	0.00	892.00	100.0%
ICE POPS	246.00	0.00	246.00	100.0%
LAFFY TAFFY/AIR HEADS	594.00	0.00	594.00	100.0%
LOLLIPOPS	177.25	0.00	177.25	100.0%
MUFFIN/BAGEL	72.00	0.00	72.00	100.0%
NACHOS	380.00	0.00	380.00	100.0%
over/short	-301.03	0.00	-301.03	-100.0%
POPCORN	850.00	0.00	850.00	100.0%
SODA	1,421.00	0.00	1,421.00	100.0%
WATER	1,547.00	0.00	1,547.00	100.0%
FF COOKSHACK - Other	1,893.70	23,266.81	-21,373.11	-91.9%
Total FF COOKSHACK	23,307.42	23,266.81	40.61	0.2%
FUNDRAISING				
50/50	362.25	0.00	362.25	100.0%
SIGNS	3,600.00	2,805.00	795.00	28.3%
SUPER BOWL	950.00	1,002.00	-52.00	-5.2%
T SHIRTS	4,161.01	0.00	4,161.01	100.0%
Total FUNDRAISING	9,073.26	3,807.00	5,266.26	138.3%
Other Types of Income				
REFUNDS	0.00	143.00	-143.00	-100.0%
Other Types of Income - Other	0.00	41.90	-41.90	-100.0%
Total Other Types of Income	0.00	184.90	-184.90	-100.0%
SIGN UPS	20,800.00	22,352.00	-1,552.00	-6.9%
Total Income	68,457.97	63,472.17	4,985.80	7.9%
Expense				
BASEBALL SUPPLIES	40.00	281.00	-241.00	-85.8%
Business Expenses				
Business Registration Fees	125.00	0.00	125.00	100.0%
Total Business Expenses	125.00	0.00	125.00	100.0%
CHARTER/INS				
CHARTER	0.00	612.95	-612.95	-100.0%
INSURANCE	2,247.00	2,018.00	231.00	11.5%
LEAGUE DUES	201.00	210.00	-9.00	-4.3%
CHARTER/INS - Other	3,033.00	1,997.00	1,036.00	51.9%
Total CHARTER/INS	5,481.00	4,835.95	645.05	13.3%
CONCESSIONS				
CONCESSION PAYMENT	0.00	6,647.52	-6,647.52	-100.0%
CONTRACTED SERVICES	-5.00	500.00	-505.00	-101.0%
FF COOK SHACK				
SQUARE FEES	40.83	0.00	40.83	100.0%
UMPIRE FOOD SALES	157.50	0.00	157.50	100.0%
FF COOK SHACK - Other	7,246.48	10,582.07	-3,336.59	-31.5%
Total FF COOK SHACK	7,443.81	10,582.07	-3,138.26	-29.7%
CONCESSIONS - Other	547.99	1,351.35	-803.36	-59.5%
Total CONCESSIONS	7,996.80	19,080.94	-11,084.14	-58.1%
EQUIPMENT	4,346.50	5,630.49	-1,283.99	-22.8%
FIELD AND FACILITIES				
Equip Rental and Maintenance	2,368.71	2,103.85	264.86	12.6%
MAINTENANCE	3,861.95	2,720.00	1,141.95	42.0%
MATERIALS	482.87	2,228.33	-1,745.46	-78.3%
FIELD AND FACILITIES - Other	112.57	5,616.02	-5,703.45	-98.1%
Total FIELD AND FACILITIES	6,826.10	12,868.20	-6,042.10	-47.0%

LYNDON YOUTH BASEBALL & SOFTBALL

Profit & Loss

October 2016 through September 2017

	Oct '16 - Sep 17	Oct '15 - Sep 16	\$ Change	% Change
FIELD LEASE				
FISHER FIELD	750.00	750.00	0.00	0.0%
LSC	2,000.00	2,075.00	-75.00	-3.6%
Total FIELD LEASE	2,750.00	2,825.00	-75.00	-2.7%
FIRST AID	61.56	201.00	-139.44	-69.4%
FUNDRAISING-E				
SIGNS-E	300.00	1,075.00	-775.00	-72.1%
SUPER BOWL	500.00	500.00	0.00	0.0%
T SHIRTS	987.00	0.00	987.00	100.0%
Total FUNDRAISING-E	1,787.00	1,575.00	212.00	13.5%
Operations				
Postage, Mailing Service	181.16	184.00	-2.84	-1.5%
Supplies	113.32	0.00	113.32	100.0%
Operations - Other	0.00	77.85	-77.85	-100.0%
Total Operations	294.48	261.85	32.63	12.5%
Other Types of Expenses				
Advertising Expenses	531.00	432.00	99.00	22.9%
Total Other Types of Expenses	531.00	432.00	99.00	22.9%
REIMBURSEMENT	0.00	-21.15	21.15	100.0%
RETURNED CHECKS	0.00	225.00	-225.00	-100.0%
SIGN UPS-E				
REFUND FOR SIGN UPS	0.00	90.00	-90.00	-100.0%
RETURNED CHECKS	0.00	55.00	-55.00	-100.0%
SIGN UPS-E - Other	0.00	400.87	-400.87	-100.0%
Total SIGN UPS-E	0.00	545.87	-545.87	-100.0%
TOURNAMENT-E				
TOURNAMENT-FEES	2,129.75	872.40	1,257.35	144.1%
TOURNAMENT-E - Other	185.25	150.00	35.25	23.5%
Total TOURNAMENT-E	2,315.00	1,022.40	1,292.60	126.4%
Travel and Meetings				
Travel	0.00	3,061.66	-3,061.66	-100.0%
Total Travel and Meetings	0.00	3,061.66	-3,061.66	-100.0%
UMPIRES	3,121.00	4,330.00	-1,209.00	-27.9%
UNIFORMS	9,656.74	9,625.00	31.74	0.3%
UTILITIES				
ELECTRIC	809.58	917.70	-108.12	-11.8%
GAS	0.00	395.40	-395.40	-100.0%
Total UTILITIES	809.58	1,313.10	-503.52	-38.4%
Total Expense	46,131.76	68,093.31	-21,961.55	-32.3%
Net Ordinary Income	22,326.21	-4,621.14	26,947.35	583.1%
Net Income	22,326.21	-4,621.14	26,947.35	583.1%



November 30, 2017

Dear Selectboard,

On behalf of the Northeast Kingdom Council on Aging, we are writing to ask for an appropriation from the town of Sheffield to support our work with older Vermonters living in your community. The challenges we face that result from a lack of increased funding and an increasing aging population make for trying times. Your support is vitally important.

The Council on Aging is the go-to place for older Vermonters to gain assistance in their communities. We offer a Senior Helpline, Medicare counseling, staff specially trained to help people develop long range planning as they age, caregiver support programs and grants, case management for those who need a bit more support in aging in place, as well as support to apply for fuel, food, and pharmacy programs. Our nutrition programs partially fund meal sites and home delivered meals under the guidance of our registered dietitian. Working with RCT and Legal aid we provide for the complex challenges people face while living in a rural community. In addition, our work is supplemented by 300 volunteers who are Meals on Wheels drivers, lead wellness program and support people in their homes.

As a private, 501c (3) non-profit corporation, we have been serving older Vermonters for over 35 years to follow their journey for living well in our communities. This year we are requesting the amount of \$330.00 from the residents of the town of Sheffield. We have enclosed a brief letter in support of the request for inclusion in your town report.

Suggested wording for the warning article for town meeting follows: *"Shall the town vote to appropriate the sum of \$330.00 to assist the Northeast Kingdom Council on Aging in providing services to senior citizens in the ensuing year."*

Please feel free to contact me should you have questions or need additional information.

Warm regards on behalf of the staff and board of the Council on Aging,

Meg Burmeister
Executive Director



For over 35 years, the Northeast Kingdom Council on Aging has been a trusted resource for older Vermonters to age in place. The Council on Aging is the go-to place for older Vermonters to gain assistance for aging well in their communities. We offer a Senior Helpline, health insurance counseling, staff specially trained to help people develop long range planning as they age, caregiver support programs and grants, case management for those who need a bit more support in aging in place, as well as assistance applying for fuel, food, and pharmacy programs. Our nutrition programs partially fund meal sites and home delivered meals under the guidance of our registered dietitian. Working with RCT and Legal aid we provide solutions for the complex challenges people face while living in a rural community. In addition, our work is supplemented by 300 volunteers who serve as Senior Companions, Meals on Wheels drivers, lead wellness programs and assist people in their homes.

During this past year 23 residents of Sheffield used the services of our organization to meet their needs. People called our Helpline for assistance with caregiving, programs like 3SqVt, Medicaid and Medicare, fuel assistance, transportation and many other topics.

We sincerely thank the residents of Sheffield for their continued support to make a difference in the lives of the residents who are often the most vulnerable. As a private non-profit we are able to remain independent and put the focus on the consumers who need unbiased assistance.

We're just a call away... 800-642-5119

Meg Burmeister
Executive Director

181 Crawford Road - Derby
PO Box 724 Newport VT 05855
Phone 802-334-6744 Fax 802-334-7455
Toll free 800-696-4979

2225 Portland Street
PO Box 368 St. Johnsbury VT 05819
Phone 802-748-3181 Fax 802-748-0704
Toll free 800-649-0118

www.nkhs.org

November 29, 2017

Town Clerk and Select Board Members
Town of Sheffield
P. O. BOX 165
SHEFFIELD, VT 05866

Dear Town Clerk and Select Board Members:

We at Northeast Kingdom Human Services (NKHS) thank you and your town voters for supporting our agency services in the past! We are asking for your support again by adding our request to the 2018 Town Meeting Warning.

Article: Shall the **Town of Sheffield** vote to raise, appropriate and expend the sum of **\$738.00** to **Northeast Kingdom Human Services, Inc.**, a not for profit 501(c)(3), to support the provision of 24 hour, 7 days a week emergency/crisis services to residents of the **Town of Sheffield**.

We calculate our appropriations request by \$1.05 per person from your town's 2010 census. We are asking for the same amount as last year to help support our Emergency Crisis Services program. Our dedicated emergency crisis on-call employees provide 24 hours a day, 7 days a week support for anyone calling for themselves or someone they love who is in a mental health crisis. These services are not fully funded through any other funding streams, so your support is very important. Please share the attached Annual Fiscal Year Summary with your voters.

NKHS is a Designated Agency contracting with the State of Vermont serving the mandated service areas of adults with intellectual/developmental disabilities, children and youth with serious emotional disabilities, and adults with chronic mental illness and/or substance abuse issues. NKHS employs over 500 dedicated staff doing their best to meet your needs or those of your family member and friends in the Northeast Kingdom. Our dedicated volunteer Board of Directors provides oversight for the leadership team and the organization. If you need more information, please contact Ruth Marquette, Administrative Assistant, at 334-6744, ext. 2325.

Thank you for your support and recognition of our value to the Northeast Kingdom.

Carol Boucher, Interim Executive Director

/rm



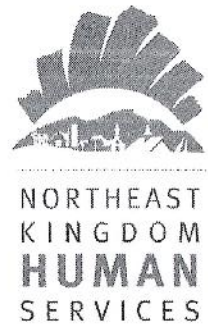
Serving the NEK
since 1960

We're all about being human.

181 Crawford Road - Derby
PO Box 724 Newport VT 05855
Phone 802-334-6744 Fax 802-334-7455
Toll free 800-696-4979

2225 Portland Street
PO Box 368 St. Johnsbury VT 05819
Phone 802-748-3181 Fax 802-748-0704
Toll free 800-649-0118

www.nkhs.org



Serving the NEK
since 1960

Northeast Kingdom Human Services, Inc. (NKHS)

Annual Fiscal Year Summary: July 1, 2016 through June 30, 2017

The mission of NKHS is to enrich communities and enhance the ability of individuals and families to improve their lives.

Emergency/crisis intervention care at NKHS is utilized 24 hours a day, 7 days a week. Thank you, **Town of Sheffield** voters, for your **\$738.00** appropriation support last year toward our emergency/crisis services to residents in need in the NEK. The Emergency Services team responded to serve **506** individuals in fiscal year 2017. Family and friends of these individuals benefited from the support as well. Some of those responses were provided by the Embedded Emergency Crisis Services team dedicated to work alongside law enforcement responding to crisis situations at homes, businesses, barracks, and/or hospitals. Law enforcement and community members agree the positive impact embedded mental health crisis workers provide while responding directly to a scene or situation is invaluable. When unexpected tragic events occurred, our Specialty Team provided support at schools and businesses about how to deal with sudden grief and loss in the community.

NKHS served **39** individuals last year from the **Town of Sheffield** out of a total of **3580**. Individuals utilized supports and programs in homes, schools, NKHS offices, and in the communities of the NEK. We could not do this without our 500+ dedicated employees, 4 of these from your town. As a 501(c)(3) private not-for-profit organization, our volunteer Board of Directors and Program Standing Committees provided oversight to support the agency's belief that human services should be cost effective, available to all no matter their age or ability to pay, and responsive to the needs of our local communities.

Please visit our website at www.nkhs.org for more information about our agency and services. NKHS bases our appropriation request on \$1.05 per person in your community according to the 2010 census, the same amount as last year. We greatly appreciate your interest, your help in letting people know about the services we provide, and your financial support.

Sincerely,

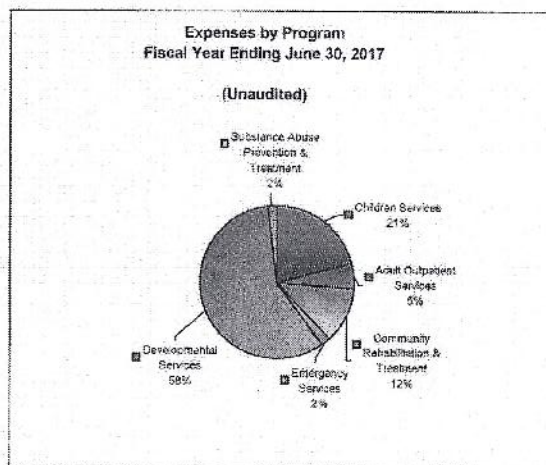
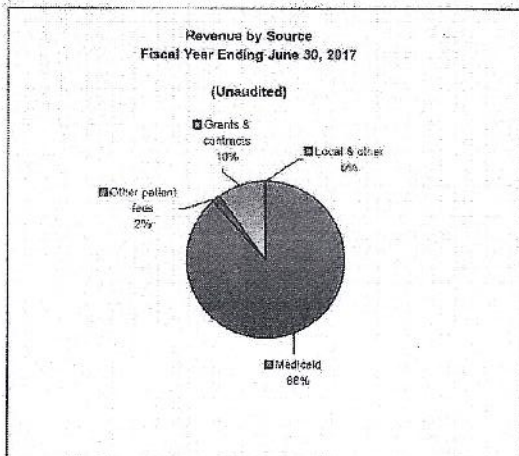
D. W. Bouchard
Executive Director

Nancy Warner
President, Board of Directors

We're all about being human.

Northeast Kingdom Human Services, Inc.
STATEMENT OF ACTIVITIES
Fiscal Year Ending June 30, 2017
(Unaudited)

TOTAL REVENUE	\$37,635,945
EXPENSES:	
Salaries	14,683,812
Fringe benefits	5,582,779
Other personnel costs	12,876,472
Program expenses	606,667
Operating expenses	1,158,913
Client/staff transportation	1,167,425
Building expenses	1,009,835
TOTAL EXPENSES	37,085,903
EXCESS (DEFICIT) REVENUES FROM OPERATIONS	\$550,042



<u>Source</u>	<u>Revenue</u>	<u>Program</u>	<u>Expenses</u>
Medicaid	\$33,220,547	Children Services	\$7,691,067
Other patient fees	661,653	Adult Outpatient Services	1,976,684
Grants & contracts	3,599,179	Community Rehabilitation & Treatment	4,402,489
Local & other	154,566	Emergency Services	761,731
TOTAL REVENUE	\$37,635,945	Developmental Services	21,494,608
		Substance Abuse Prevention & Treatment	759,324
		TOTAL EXPENSES	\$37,085,903

Northeast Kingdom Learning Services, Inc.

55 Seymour Lane, Suite 11
Newport, VT 05855

1-844-GO NEKLS(466-3557) / toll free
(802) 334-6532 / phone
(802) 334-6555 / fax

info@neklsvt.org
www.NEKLSVT.org



RECEIVED DEC 18 2017

December 7, 2017

Town of Sheffield
PO Box 165
Sheffield VT 05866

Northeast Kingdom Learning Services, Inc. (NEKLS) has served the residents of Caledonia, Essex, and Orleans counties for almost 50 years by providing free services through five Community Learning Centers, a mobile computer lab, and various on-site and in-home educational programs. The residents of these counties that have utilized NEKLS services have worked on and received a high school diploma or GED, gained job skills, prepared for college courses, received family and child support services of various kinds and much more. NEKLS has also provided prevention programming aimed at reducing underage alcohol and tobacco use.

State and federal budget challenges continue to impact funding of community nonprofits such as NEKLS. Town appropriations are vital in keeping services free for the hundreds of community members we work with each year, helping to make their goals a reality. Funding helps to maintain high quality services as they are and to introduce new programs as well. NEKLS is requesting a town appropriation of \$100 to help support programs that we deliver in your area.

Enclosed is our NEKLS appropriations flyer to include in your town report; it is a detailed summary of our services for taxpayers' information.

We hope you will continue to support NEKLS as we look forward to another year of being an important partner in your community. Thank you for your consideration.

Respectfully submitted,

Michelle Tarryk
Executive Director

Enclosure: NEKLS Appropriations Flyer

Northeast Kingdom Learning Services

NEKLS began with one woman, Eva Warner, teaching area residents to read at their kitchen table. It is *so much more* almost 50 years later.

It is our mission to inspire and empower learners, birth and beyond.

- **The High School Completion Program (HSCP)** collaborates with local schools to provide a path to a high school diploma for anyone 16 or older. Program participants may have left school or may still be enrolled in their partnering high school. **In FY 2017, NEKLS in collaboration with partnering high schools awarded 74 high school diplomas** in the tri-county region.
- **The General Educational Development Program (GED)** leads to a high school diploma equivalency. **In FY 2017, NEKLS awarded 21 GED's** in the tri-county region.
- **Adult Education and Literacy Programs** served **293 students for more than 9,649 hours in FY 2017 in the tri-county region.** In addition to HSCP and GED services, our teachers provided math, reading and writing skill development, job skills development, computer literacy and support in students' transition to work or college.
- NEKLS teaches English as a second or other language (**English for Speakers of Other Languages**) to students from around the world who have come to settle in our beautiful Northeast Kingdom. **In FY 2017, NEKLS served 8 ESOL students in the tri-county region.**
- NEKLS Community Learning Centers offer **group and individual computer training.** In addition to computer classes, an average of **81 community members a month** access email, search the web, perform job searches, complete online job applications, or apply for unemployment benefits at the **five Community Learning Centers in the tri-county region.**
- **Children's Integrated Services (CIS)** is Vermont's comprehensive approach to provide child development and family support services. **In FY 2017, Northeast Kingdom Learning Services Early Intervention and Family Support Specialists received over 300 referrals to EI and Family Support services.**
- **The Tutorial Program** provides one-on-one and group instruction to K-12 students at any number of locations including area libraries and town halls. **In FY 2017, NEKLS served 65 K-12 students in the tri-county region.**
- NEKLS also provides **prevention programming** aimed at reducing underage alcohol and tobacco use. **In FY 2017, NEKLS worked closely with the Newport Rotary Club and other community partners, along with grassroots organizations NEK End Addiction and NEK Stand Strong to address the area's opioid epidemic. These efforts resulted in a presentation by Brandon Novak at North Country Union High School, the Conversations of Hope panel discussion, and the Opioid Overdose Awareness & Memorial Walk.**

NEKLS has a staff of 57 dedicated professionals committed to serving the needs of the Northeast Kingdom. Please contact us at 1-844-GO NEKLS (466-3557) if you or someone you know has need of our services or at info@neklsvt.org.

Thank you for your generous support!



Northeast Kingdom **Youth** Services

24 Bagley Street, St. Johnsbury, VT 05819

Phone: (802) 748-8732 • Fax: (802) 748-2383

Email: nekys@nekys.org

RECEIVED DEC 01 2017

November 28, 2017

William St. Peter
Town Clerk
PO Box 165
Sheffield, Vermont 05866

Dear William,

Please include Northeast Kingdom Youth Services' appropriation request of \$300.00 on the warning for Sheffield Town Meeting.

Enclosed please find the information about Youth Services for inclusion in your Town Report.

If you need more information feel free to call me at 748-8732.

Thank you for your time and consideration.

Sincerely yours,

Constance S. Sandahl
Executive Director

Board of Directors:

Richard Leighton, President
Fran Cone

Shawn Timson, Vice President
Janssen Willhoit

Kathy Morey, Treasurer
Sarah Roy

Honorary Board of Director:

Frank Landry

Staff: Constance Sandahl, Executive Director

Cheryl Burak
Jonathan Ross

Jen Fahlbeck
Sarah Sanville

Brian Keith
Desiree Gilmour

Wes Robertson
Mandy Pike

Tracy Wagner
Bella McCartney

*NEKYS has been offering vital supportive services for youth and families since 1975
In 2017 NEKYS served **3160** individuals throughout Caledonia and Essex Counties*

NEKYS Family Programs Provide:

- Staff is available 24 hours/7days a week to support youth, families, and individuals.
- Supportive counseling for youth and families, case management, support for youth and families within their schools, and family mediation.
- Outdoor adventure opportunities that include kayaking, canoeing, hiking, swimming, and mountain climbing. The group works on learning coping skills and self-care strategies.
- Adult mentors once a week in the school for at-risk students in the 1st-8th grade. Adult mentors establish supportive relationships that result in improved academic performance and positive life choices.
- Summer Central Scholarship program offering scholarships for children to attend summer activities they otherwise could not afford.

NEKYS Youth Program Include:

- Staff is available 24 hours/7days a week to support youth, families, and individuals.
- Support to local young people ages 15-22 that are homeless or at risk of homelessness; have current or past involvement with foster care; are pregnant and/or parenting; experiencing mental health issues; struggling with substance abuse; have current or past involvement with the criminal justice system.
- Programs that utilize a positive youth development, trauma-informed approach that is tailored to meet the needs of young people. Encouragement for each young person is to identify their strengths and achieve goals related to housing, education, employment, and life skills.
- Access to short-term and long-term housing support that addresses the complex needs of young adults who are 18-22 years old. Young adults receive support which include in-home case management, rental assistance, landlord mediation, job skill development, and educational advancement support.

NEKYS Restorative Justice Programs Include:

- A voluntary and confidential alternative to court proceedings for individuals ages 10 through adult.
- Programs based on restorative justice practices that give the person who violates the law the opportunity to identify and repair the harm done to the victim, the community, and themselves.
- Opportunity for the individual who completes the requirements of the program to have his or her case closed in the legal system.
- Help for individuals to regain their driver's license while they pay off their fines and fees.
- Support for 16 to 21 year old youth who are referred to the program after receiving a notice to report from a police officer for possession and/or consumption of alcohol or marijuana.
- Assistance for youth ages 10 through 22 who have been adjudicated in Family Court, are on probation and require additional support by the Department for Children and Families.
- Pretrial Services – a new program involving risk assessment and needs screening.
- Balanced and Restorative Justice (BARJ) – works with adjudicated youth to reduce/eliminate repeat offenses; works with at-risk youth using prevention techniques to keep them out of the juvenile justice system; truancy work with school systems.

Northeast Kingdom Youth Services is a private, non-profit agency governed by a community-based, volunteer Board of Directors. We rely on grants, contracts, and appropriations from the towns we serve to continue our mission. Thank you for supporting families in our community. Please call our office at 748-8732 if you have any questions or concerns.

Request for 2018 Town Dues

Greetings:

The Northeastern Vermont Development Association (NVDA) is now making its annual Request for Town Dues. In past years, we have used the term “appropriations” rather than “dues”, but “dues” more accurately reflects the Town’s status as a member community of NVDA, which your Town has been since 1950. We greatly appreciate your continued support.

Town of Sheffield

Amount Requested: \$527.00

Possible funding methods**:

1. As a line item in the operating budget
2. As an article on the warning

Example:

“Shall the town vote to appropriate a sum of money not to exceed \$527.00 to the Northeastern Vermont Development Association, for planning, development, promoting and publicizing the resources of Caledonia, Essex and Orleans counties with other towns in the three counties?”

**Many of NVDA’s member Towns are also members of the Vermont League of Cities & Towns (VLCT) and have those dues included as a line item in the Town budget, rather than as an article in the Town report. Please consider including the Town’s membership with NVDA as a line item as well.

To the Voters of Sheffield:

Since 1950, the Northeastern Vermont Development Association (NVDA) has been the regional advocate for stronger communities and vibrant local economies. We are the only combined regional planning and economic development organization in Vermont, serving the largest geographic region of the state – the beautiful Northeast Kingdom.

Each year we request dues from our member communities. These funds are vital to us as they help defray the costs of providing direct assistance to the 50+ municipalities and scores of businesses in our region.

Local governance has become increasingly complex. NVDA has steadily expanded our service offerings, which now include, but are not limited to:

- Land use planning at the local and regional level – including town plans, zoning bylaws, and on-call technical assistance for local officials;
- Transportation studies, infrastructure inventories, and project planning;
- Digital mapping and GIS data services;
- Grant writing and administration for community and regional projects;
- Direct business support and referral services to employers in our region.
- Energy planning and water quality planning and implementation to help communities meet new statutory requirements;
- Emergency planning and assistance with flood hazard plans and regulations;
- Economic development planning to grow and strengthen businesses in our communities;
- Benchmarking and reporting for investments made in the region's USDA Rural Economic Area Partnership (REAP) Zone – a program that has brought millions of dollars to the region;
- Maintaining a federal Foreign Trade Zone designation to improve the competitiveness of companies that import in our region;
- Municipal education and training opportunities for local officials.

How is this relevant to Sheffield? In 2017, NVDA staff provided the following services in your community: Local Emergency Operations Plan adopted, assisted with Grants in Aid project.

NVDA's municipal dues are based on a very affordable \$0.75 per capita rate, with a maximum of \$3,500 and a minimum of \$250. We take great pride in providing cost-effective professional services to the communities and businesses of the Northeast Kingdom.

At our annual meeting, Sheffield was "confirmed" as a planning community by the NVDA board, which allows your community to benefit from a number of planning initiatives. We look forward to pursuing these opportunities with you in the coming year.

Sincerely,
David Snedeker
Executive Director

Rural Community Transportation, Inc.

1677 Industrial Parkway
Lyndonville, VT 05851
Phone: 802-748-8170, Fax 802-751-8349

RECEIVED OCT 27 2017

Town of Sheffield
Sheffield Town Office
PO Box 165
Sheffield, VT 05866

Date: October 18, 2017

Re: Town Appropriation

Ladies and Gentlemen:

Rural Community Transportation, Inc. ("RCT") is requesting to be placed on the Town Warning for March 2018 for an appropriation in the amount of \$1,000.00. This is the same amount that was requested and approved last year.

RCT has been providing service in your community for over twenty five years and must reach out again for community support in order to maintain the quality of service that is needed for the members of our community.

RCT is a nonprofit corporation providing transportation to the elderly and disabled, Medicaid and general public through a van/bus and volunteer service.

RCT transports people to, adult-day service facilities, senior meal sites and necessary medical treatments such as, dialysis, radiation therapy, chemotherapy, physical therapy, special medical needs and other appointments. Last year RCT provided 266,776 rides throughout our service area.

RCT provided 13 Sheffield residents with 584 trips travelling 16,530 miles at a cost of \$11,562..

We hope you will be able to assist us with this request and we look forward to continuing our service that is needed by the members in your community.

Thank you for your time and consideration.

Respectfully,

Mary Grant

Mary Grant
Executive Director



Report of 2017 Activity for Sheffield
Town Appropriation Request: \$ 500

Umbrella exists to ensure that communities in Caledonia, Orleans and Essex counties offer safety, support and options for self-determination to women and families. To this end, we provide the following services:

The Advocacy Program is the essential safety net for people affected by intimate partner violence and sexual abuse. We meet the needs of victims in crisis while also offering preventative programming to local schools and youth groups with a focus on gender respect, consent, and healthy relationships. **In 2017 we:**

- supported at least 683 individuals with direct advocacy
- housed 29 adults and 23 children in our shelter for a total of 2427 bed-nights
- reached 500 adults and 1,000 youth with our prevention programming

Kingdom Child Care Connection is the community-based child care resource and referral center for Caledonia and Southern Essex counties. We are responsible for helping families find and pay for high-quality child care services while also increasing the availability and quality of child development services through professional development opportunities and targeted programmatic supports. **In 2017 we:**

- connected 479 families with the Child Care Financial Assistance Program
- offered 25 professional development opportunities to 77+ child care providers to ensure the people responsible for taking care of our youngest citizens have the tools and resources they need to do their best.

The Family Room is a supervised visitation and monitored exchange center offering child-centered support for parents seeking to establish or rebuild relationships with their children. **Last year we helped 75 children develop safe, healthy relationships with their non-residential parent.** Additional services such as therapeutic visitation, parenting education, and mediation can also be arranged in order to help families address their unique goals and needs.

Cornucopia is geared towards helping women-in-transition achieve economic self-sufficiency. This 17-week job-skills training program introduces women to the culinary arts as they prepare Meals-on-Wheels for Newport-area seniors. After completing the program women are assisted with securing employment with a local business, in a position that fits their individual strengths and interests. **To date, Cornucopia has provided over 31,000 nutritionally-balanced meals to Newport-area seniors and empowered 10 women through hands-on culinary and hospitality training.**

Given that some of our services are provided anonymously, it can be difficult to provide precise usage figures for towns. **At least 17 households in Sheffield and 2 child care providers** were served directly by Umbrella in 2017, and the community as a whole benefited from prevention and outreach programs at schools, as well as training and consultation for human service and law enforcement professionals. Community support is critical to sustaining our programming and discovering innovative new approaches to the work we do. We are deeply grateful for Sheffield's support.

Respectfully submitted,

Renee A.K. Swain
Executive Director

People with disabilities working together for dignity, independence, and civil rights

December 6, 2017

Mr. William St. Peter, Town Clerk
Town of Sheffield
P.O. Box 165
Sheffield, VT 05866

Dear Mr. St. Peter and voters:

The Vermont Center for Independent Living (VCIL), a statewide, non-profit organization dedicated to improving the quality of life for people with disabilities, respectfully requests funding from the Town of Sheffield for our fiscal year 2018.

Annual support from over 140 cities and towns across the State helps VCIL assist Vermonters with disabilities achieve dignified and self-determined lives. VCIL works to serve individuals who can benefit from our direct services as well as to educate and inform members of the community about disability related issues and independent living. Direct services are available to residents of Sheffield in a number of ways. Peer counselors work with residents in their homes; small grants for adaptive equipment; Meals on Wheels for people under the age of 60; Home Access modifications; individual and systems advocacy and programs for youth. Information, Referral and Assistance is available to all residents by calling VCIL's I-Line, at 1-800-639-1522 (Voice and TTY).

This past year in Sheffield VCIL spent over **\$400.00** on meals for residents through our Meals on Wheels Program. We are requesting \$55.00 from the town to help more people with disabilities in the coming year. Enclosed you will find a summary of VCIL's programs and services for the town and a copy of our FY'18 budget.

Thank you for your consideration. If you have questions or need additional information, please do not hesitate to call.

Sincerely,


Sarah Launderville
Executive Director

Enclosures

THE VERMONT CENTER FOR INDEPENDENT LIVING
TOWN OF SHEFFIELD
SUMMARY REPORT

Request Amount: \$55.00

Since 1979, The Vermont Center for Independent Living (VCIL) has been teaching people with disabilities and the Deaf how to gain more control over their lives and how to access tools and services to live more independently. VCIL employees (85% of whom have a disability) conduct public education, outreach, individual advocacy and systems change advocacy to help promote the full inclusion of people with disabilities into community life.

Final numbers for our FY'17 (10/2016-9/2017) show VCIL responded to over **3,000** requests from individuals, agencies and community groups for information, referral and assistance and program services for individuals living with a disability. VCIL Peer Advocate Counselors (PACs) provided one-on-one peer counseling to **358** individuals to help increase their independent living skills and **13** peers were served by the AgrAbility program. VCIL's Home Access Program (HAP) assisted **165** households with information on technical assistance and/or alternative funding for modifications; **84** of these received financial assistance to make their bathrooms and/or entrances accessible. Our Sue Williams Freedom Fund (SWFF) provided **98** individuals with information on assistive technology; **45** of these individuals received funding to obtain adaptive equipment. **534** individuals had meals delivered through our Meals on Wheels (MOW) program for individuals with disabilities under the age of 60. We are also now home to the Vermont Telecommunications Equipment Distribution Program (VTEDP) which served **49** people and provided **22** peers with adaptive telecommunications enabling low-income Deaf, Deaf-blind, Hard of Hearing and individuals with disabilities to communicate by telephone.

VCIL's central office is located in downtown Montpelier and we have five branch offices in Bennington, Chittenden, Lamoille, Rutland and Windham Counties. Our Peer Advocate Counselors and services are available to people with disabilities throughout Vermont. Our Windham County office also houses the Vermont Interpreter Referral Service (VIRS) (previously under the VT Center for the Deaf and Hard of Hearing) and provides statewide interpreter referral services for sign language, spoken English and CART services for assignments in medical, legal, mental health, employment, educational, civil and recreational settings.

During FY '17, **1** resident of **Sheffield** received services from the following programs:

- Meals on Wheels (MOW)
(over \$400.00 spent on meals for residents)
- Information, Referral and Assistance (IR&A)

To learn more about VCIL, please call VCIL's toll-free I-Line at:
1-800-639-1522, or, visit our web site at **www.vcil.org**.

Vermont Center for Independent Living

Approved FY 2018 Budget

INCOME	Approved FY2018	EXPENSES	Approved FY2018
		SPECIFIC ASSISTANCE	
Unrestricted Donations: (Indiv. & Corp.)	\$ 25,000	VHCB (Home Modifications)	\$ 373,000
Unrestricted Donations: Cities & Town	\$ 43,000	Meals on Wheels (MOW)	\$ 374,740
Income Other	\$ 5,000	SILC Grant	\$ 35,000
Misc. Income (subscriptions/reimbursements)	\$ 3,500	Equipment Distribution Program (EDP)	\$ 35,250
VIRS Referral Fees	\$ 65,000	Total Specific Assistance	\$ 817,990
Grants: Statewide Independent Living Center (SILC)	\$ 150,000		
Grants: VT Interpreter Referral Service (VIRS)	\$ 55,000		
Grants: NIDLRR	\$ 18,700	OPERATIONAL EXPENSES	
Grants: Wellness Workforce Coalition	\$ 115,418	Personal Services	
Grants: USDOE 704N	\$ 585,094	Salaries	\$ 878,102
Grants: USDOE 704S	\$ 254,667	Fringe Benefits	\$ 380,795
Grants: VT Housing Conservation Board/DAIL	\$ 545,000	Total Personal Services	\$ 1,258,897
Grants: Meals on Wheels	\$ 466,140	Agency Operating Expenses	
Grants: Equipment Distribution Program (EDP)	\$ 75,000	Professional Services	\$ 73,145
Grants: VocRehab Youth	\$ 80,000	Board expenses	\$ 4,000
		Occupancy	\$ 86,692
		Travel, Conference & Meetings	\$ 28,112
		Printing & Publication	\$ 7,177
		Telecommunications	\$ 26,000
		Supplies	\$ 20,256
		General Insurance	\$ 35,002
		Postage	\$ 11,400
		Equipment Repair, Lease & Maintenance	\$ 24,000
		Advertising & Outreach	\$ 6,750
		Dues & Subscriptions	\$ 6,500
		Training	\$ 8,350
		Depreciation Expense	\$ 26,044
		Wellness Workforce Coalition Training	\$ 46,000
		Total Direct Expenses	\$ 409,428
Total Projected Income	\$ 2,486,519	Total Projected Expenses	\$ 2,486,315
		Net Income	\$ 204



Vermont Rural Fire Protection Task Force

Vermont Association of Conservation Districts (VACD)
14 Crab Apple Ridge, Randolph, VT 05060
(802) 828-4582 | dryhydrantguy@yahoo.com | www.vacd.org

November 9, 2017

Re: **Request for FY18 Appropriation, Vermont Rural Fire Protection Program**

Dear Board of Selectpersons, Town Clerks and Auditors:

On behalf of the Vermont Rural Fire Protection Task Force, I am writing to request your support of the Vermont Rural Fire Protection (RFP) Program, formerly called the Dry Hydrant Grant Program. The RFP program helps Vermont communities protect lives, property and natural resources by enhancing fire suppression resources. Program Manager and Engineering Technician Troy Dare helps local fire departments identify appropriate sites for dry hydrants and other rural water supply systems, design installations, and find financial support to support the costs of construction. During the **19 years** of the program, **1054 grants** totaling **\$2.32 million** have been provided to Vermont towns for installation of new rural fire protection systems, as well as for replacements and repairs.

Over the past several years, the Rural Fire Protection Program has made a successful transition from the Northern Vermont and George D. Aiken Resource Conservation and Development (RC&D) Councils to the Vermont Association of Conservation Districts (VACD). VACD is the membership association of Vermont's fourteen Natural Resources Conservations Districts, whose mission is to work with landowners and communities to protect natural resources and support the working landscape throughout the state.

We have made several adjustments to the Rural Fire Protection Grant Program in recent years, including changing the name from Dry Hydrant Grant Program to Rural Fire Protection Program to better reflect the diverse range of projects we support. In 2017 we increased the maximum grant award amount from \$4,000 to \$5,000 per project. New Rural Fire Protection systems along with repair, replacement, relocation, and upgrades of existing RFP systems are eligible for grant funding on an ongoing basis. In 2015 we began considering applications from Vermont towns and fire departments on a revolving basis throughout the year rather than just once a year. Please be on the look-out for the grant announcement post-card in March 2018.

The annual budget of the Rural Fire Protection Program is \$190,000 per year, \$110,000 of which is awarded in grants to Vermont communities for construction costs. The remaining budget covers site assessments, project design and program oversight. Most of our funding comes from the Vermont Department of Public Safety through annual appropriations by the Vermont Legislature. In addition, the

program receives support from the US Forest Service through the Vermont Department of Forests, Parks and Recreation. Unfortunately, these grants do not completely cover the costs of the program. Therefore, we are respectfully requesting that you include a \$100 appropriation in your 2018 town budget to support the Rural Fire Protection Program. Since last year's appropriation request, we have received almost **\$10,000** in town appropriations from almost **100** towns, with contributions still coming in. We are deeply grateful for this ongoing support.

214 Vermont communities have benefitted from the Rural Fire Protection program. Our goal is to extend this support to all Vermont towns and continue to assist local fire departments in reducing the risk of injury, loss of life, and damage to property and natural resources, thereby improving the safety and welfare of Vermont communities.

Enclosed please find a summary report of the Rural Water Supply Grant Program, as well as an invoice and W-9 from VACD in case it is required. Please feel free to contact me, Troy Dare, or Jill Arace, Executive Director of VACD, with any questions you may have. Our contact information is provided below. If you would like to receive this appropriation request by mail instead of by email, please contact Troy Dare.

Thank you for your consideration.

Sincerely,



Tom Maclay, Chair
Rural Fire Protection Task Force
(802) 426-3265 | 83creameryst@fairpoint.net

Troy Dare, Program Manager & contact person Town Appropriation business
Vermont Rural Fire Protection Program
(802) 828-4582 | dryhydrantguy@yahoo.com

Jill Arace, Executive Director
Vermont Association of Conservation Districts (VACD)
(802) 496-5162 | jill.arace@vacd.org

Rural Fire Protection Task Force Members:

Tom Maclay, Chair, Marshfield VFD
Bill Sanborn, Vice-Chair, Town of Maidstone
Bill Barry, Berlin VFD
Tess Greaves, Vermont Forest Parks & Recreation
Tyler Hermanson, VT Enhanced 9-1-1
Jenny Nelson, Senator Bernie Sanders' Office
Mike Greenia, Vermont Division of Fire Safety
Christine Kaiser, Kaiser Farm, Stowe VT

**Vermont Association of Conservation Districts
Rural Fire Protection Program
Financial Report - Fiscal Year 2017
(July 1, 2016 - June 30, 2017)**

Income

Town Appropriations	10,030
VT Dept of Public Safety	180,502
VT Dept of Forests Parks and Recreation	26,722
Sale of Dry Hydrant Spare Parts	15,877

Total Income	233,131
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Expense

Design Assistance (Personnel)	61,399
Travel	4,855
Office and Services	27,374
Dry Hydrant Spare Parts & Signs	6,379
Rural Fire Protection Grants to Towns	133,125

Total Expense	233,131
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Net Income	0
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Powers Park

PO BOX 715 Lyndonville, VT 05851 powersparkvt@gmail.com

Town of Sheffield
37 Dane Rd
Sheffield, VT 05866
assttownclerk@sheffieldvt.org

December 30, 2017

Dear Sir/Madame,

On behalf of Powers Park and the Village Improvement Society, I submit this appropriations request to the voters of the Town of Sheffield. We are requesting the sum of \$1,000.

Since 1985, Powers Park has provided a fun, affordable summer program that provides swim instruction to over 400 children from Sheffield and the surrounding communities. In addition, we have offered tennis lessons along with arts and crafts. For the past two years, Powers Park has partnered with local youth to offer dance and ballet lessons as well.

The children that participate come from over 13 towns to participate and work their way through six levels of Red Cross swimming certifications. While at Powers Park, the children enjoy a free bag lunch program and books from the Cobleigh Library Bookmobile. Families are able to come together to have fun during our afternoon and night open swim and community pool parties.

The operation of the park is done by an all-volunteer board and we rely on funding from others to continue our programs. While we seek grants on both the national and state level, our largest supporters are our partners in local municipalities and businesses who graciously offer support to Powers Park. The voters in your Town have been steadfast in their support of Powers Park. We again ask for this support to continue our programs in the summer of 2018.

Thank you for your consideration.

Sincerely,

Donna Smith

President, Powers Park (Village Improvement Society)

Miller's Run School – U.S.D. #37

Serving the student, families and communities of Sheffield and Wheelock, VT
A Safe, Responsible, Learning Community

January 2, 2018

Dear Miller's Run School community:

The school year 2017-2018 is well underway with several significant changes in personnel and programming.

First, we recognize the retirement of Mrs. Diane Stahler. Diane was a pillar of our educational program at Miller's Run for well over 20 years. Before her retirement last June, Diane received the Citizenship Education Teacher Award given by the Veterans of Foreign Wars, for the state of Vermont. Congratulations, Diane!

While on the topic of the VFW, we also had several students submit essays to the Patriot's Pen program. Two of our students were selected to go on to state level competition!

As 2016-2017 wrapped up, Miller's Run was also recognized as a VT Positive Behavior Intervention and Supports Exemplar school, for the 5th consecutive year, one of only 3 schools in the state with that distinction!

During the summer months, students were busy helping in the community garden and completed the construction of our grant-funded greenhouse. While it is currently out of production, we look forward to spring and starting some early crops for summer and prolonging our harvests into the fall. The community garden is available for all of our community, with much of the produce going free to seniors, with donations from anyone else, and into the school snack and lunch program. We hope to increase this production over the next several years.

Continuing in agricultural education, we recently received a grant from Vermont Dairy in the Classroom program. Our 3rd/4th grade students will have opportunities to connect with a dairy farmer in our area to learn more about what it means to be a farmer in the 21st century. Furthermore, our 6th grade students are in the process of submitting a grant to build a coop and have layer hens adjacent to the school/community garden. We are optimistic about getting that funded, too!

As the 2017-2018 school year began, our staff introduced several new initiatives. The building wide schedule maintains a full 80 minutes of mathematics instruction with a new math program, *Bridges*, being used at all grades K-5. Sixth-eighth grade math continues to use the *Connected Math Program 3*. Literacy is a minimum of 90 minutes through grades K-5 as well. The middle school, overall, has dedicated 50% more class time to each of the core subjects. With these significant changes in place, we hope to see a corresponding boost in student achievement. The new schedule also has several innovative class configurations in place to allow this time commitment to happen with two classrooms containing multiple grade levels. Kudos to our multi-grade teachers!

While it took some time, we were able to hire a music teacher who has taken on the mid-year challenge of choral and general music instruction, and several sets of instrumental lessons. We look forward to the continued growth of our music and instrumental band programs over the next several years.

Respectfully submitted,

Patrick L. Ham, Ed.M.
Principal

WARNING

ANNUAL MEETING OF UNIFIED SCHOOL DISTRICT # 37

Notice to Voters:

Residents of Wheelock and Sheffield, who are not already on the voter checklist, may register to vote up to and including the date of the vote, March 6, 2018, no later than 7:00 p.m., at your respective Town Clerk's Office.

Registered voters may apply at the Sheffield Town Clerk's Office until 3:00 p.m. and the Wheelock Town Clerk's Office until 3:00 p.m. on the day before the election for an early voter ballot for Australian ballot issues.

Warning Notice:

The legal voters of Unified School District # 37 are hereby notified and warned to meet at the Miller's Run School in Sheffield, Vermont, at 6:00 in the evening on Tuesday, February 27, 2018, to hold an Informational Meeting on Articles Seven to Fourteen (7-14).

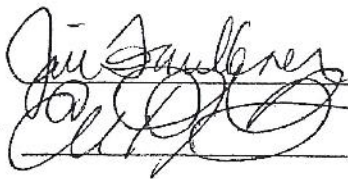
Voting for Articles Seven to Twelve (7-12) will be by Australian Ballot at the Town Meeting where you are registered to vote on Tuesday, March 6, 2018. The Sheffield meeting will be held at the Town Hall in Sheffield, Vermont with the polls open between the hours of 9:00 A.M and 7:00 P.M. The Wheelock meeting will be held at the Wheelock Town Hall. Wheelock voting will take place at the Town Hall in Wheelock, with the polls open between the hours of 10:00 A.M and 7:00 P.M.

The legal voters of Unified School District #37 are hereby duly warned and notified to meet in the Miller's Run School in Sheffield, Vermont on Tuesday, February 27, 2017, just prior to the informational meeting for the Australian Ballot articles to transact Article One(1) through Article Six (6) and immediately following informational meeting to transact Articles Thirteen and Fourteen (13-14) of the School Annual meeting business.

- Article 1.* To elect a Moderator.
- Article 2.* To elect a Clerk.
- Article 3.* To elect a Treasurer.
- Article 4.* To fill all other offices which may be vacant.
- Article 5.* To hear and act upon reports of the District Officers and School Directors.
- Article 6.* Shall the voters of the Unified School District #37 authorize the school board to borrow money in anticipation of revenues and to give a note or notes in the name of the district to secure payment thereof?
- Article 7.* Shall the voters of the Unified School District #37 authorize the School Board to open a Miller's Run Educational Facilities Reserve Fund on or before June 1, 2018? (Australian Ballot)

2018 WARNING of the ANNUAL MEETING of the UNIFIED SCHOOL DISTRICT #37
Continued

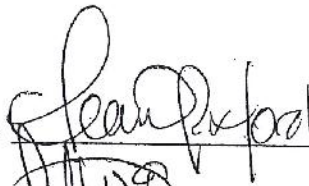
- Article 8. Shall the voters of the Unified School District #37 authorize the School Board to open a Miller's Run Educational Performing Arts Reserve Fund on or before June 1, 2018? (Australian Ballot)
- Article 9. Shall the voters of the Unified School District #37 authorize the School Board to close the Capital Reserve Account, transferring all available funds to the Miller's Run Educational Facility Reserve Fund (Article 7) on or before June 30, 2018? (Australian Ballot)
- Article 10. Shall the voters of the Unified School District #37 authorize the School Board to close the Equipment Reserve Account, transferring all available funds to the Miller's Run Educational Facilities Reserve Fund (Article 7) on or before June 30, 2018? (Australian Ballot)
- Article 11. Shall the voters of the Unified School District #37 authorize the School Board to close the Tax Stabilization Account, transferring one-hundred thousand dollars (\$100,000.00) of said fund to the Miller's Run Educational Performing Arts Fund, (Article 8), all remaining surplus dollars in the Tax Stabilization Account, if any, be transferred to the Miller's Run Educational Facilities Reserve Fund on or before June 30, 2018? (Australian Ballot)
- Article 12. Shall the voters of the Unified School District # 37 authorize the School Board to transfer all surplus funds for the school year ending June 30, 2018, if any, to the Miller's Run Educational Performing Arts Fund (Article 8)? (Australian Ballot)
- Article 13. To transact any other business appropriate to come before said meeting.
- Article 14. To adjourn.




Jill Faulkner, Chairperson

Erika Lavallee


Michelle Hill



Leah Rexford



Peter Emerson

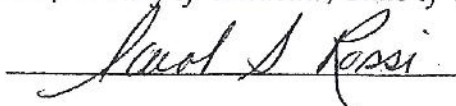


Brian Mahoney

School Directors, Unified School District # 37

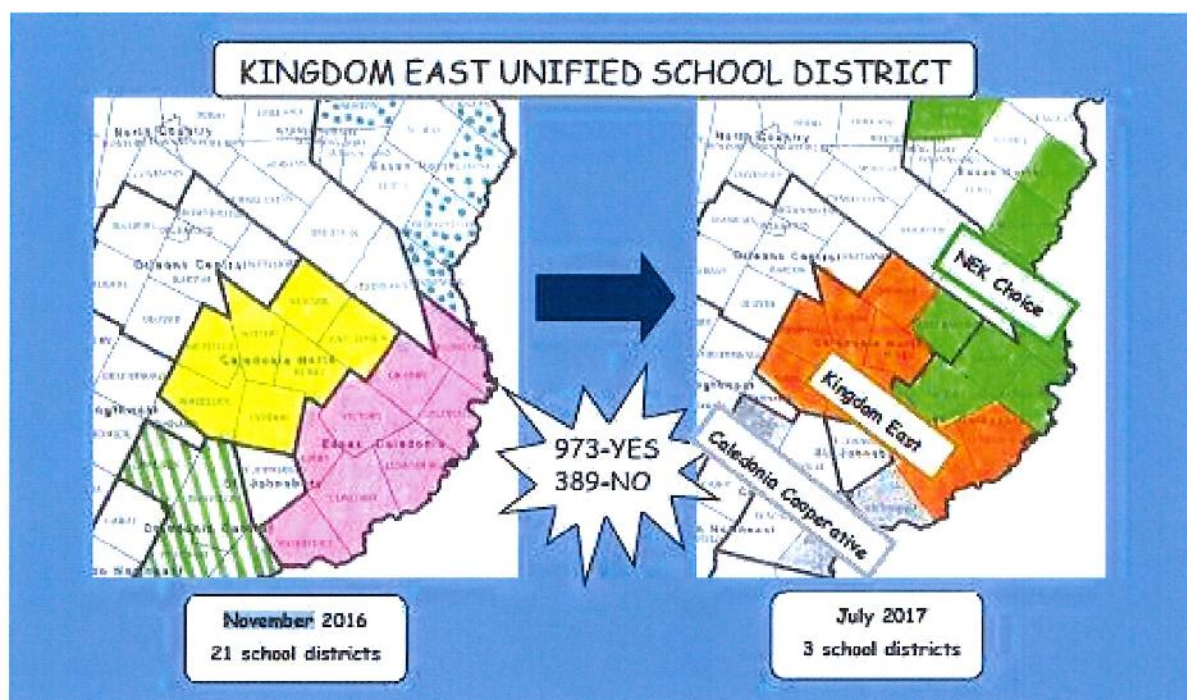
Dated at Wheelock, County of Caledonia, State of Vermont, this 19th day of January, 2018.

ATTEST:



Carol Rossi, Clerk

Kingdom East Supervisory District



Serving schools for the towns of **Burke, Concord, Lyndon, Lunenburg, Newark, Sheffield, Sutton, and Wheelock**

2018 Budget Vote

Date: April 10, 2018

- ▶ **Burke**, Burke Town Office, 8am -7pm
- ▶ **Concord**, Concord Town Hall, 10am - 7pm
- ▶ **Lunenburg**, Lunenburg School, 10am - 7 pm
- ▶ **Lyndon**, Lyndon Municipal Build.,10am - 7 pm
- ▶ **Newark**, Newark Town Offices, 10am-7pm
- ▶ **Sheffield**, Sheffield Municipal Build, 9am - 7 pm
- ▶ **Sutton**, Sutton Town Offices, 10am-7pm
- ▶ **Wheelock**, Wheelock Town Hall, 10am-7pm

**Absentee Ballots will be available from your
Local Town Clerk**

Informational Meetings

- | | | |
|----------------|---------------------|--|
| April 2 | Concord | Kingdom East Budget Informational Meeting |
| April 3 | Newark | Local Board meeting with Kingdom East Budget presented |
| April 3 | Lunenburg | Local Board meeting with Kingdom East Budget presented |
| April 4 | Sutton | Local Board meeting with Kingdom East Budget presented |
| April 5 | Miller's Run | Local Board meeting with Kingdom East Budget presented |
| April 7 | Lyndon | Kingdom East Budget Informational Meeting |
| April 9 | Burke | Local Board meeting with Kingdom East Budget presented |
| April 9 | Lyndon | Kingdom East Budget Informational Meeting |
| April 9 | Lyndon | Kingdom East Annual Meeting |

Tuesday, April 10, 2018 -VOTE

Kingdom East Supervisory District School Board

Rachel Roy-Burke
Trevor Colby-Lunenburg
Holly Taylor-Lyndon
Hayden Tanner Jr.-Sutton

Tony DeMasi-Burke
James Peyton-Lunenburg
Miranda Fox-Lyndon
Celeste Girrell-Sutton

Cynthia Stuart-Concord
Nancy Blankinship-Lyndon
Kasey Talbot-Newark
Leah Rexford-Wheelock

Shannon Chapman-Concord
Erin Rossetti-Lyndon
Brian Mahoney-Sheffield

Section 4. Town Information

Policies adopted in 2017

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NOTICE TO VOTERS For Local Elections

BEFORE ELECTION DAY:

CHECKLIST POSTED at Clerks Office by February 4, 2018. If your name is not on the checklist, then you must register to vote. **SAMPLE BALLOTS** will be posted by February 4, 2018.

HOW TO REGISTER TO VOTE: There is no deadline to register to vote. You will be able to register to vote on the day of the election. You can register prior by visiting the town clerk's office or going online to clvr.sec.state.vt.us.

REQUEST EARLY or ABSENTEE BALLOTS: You or a family member can request early or absentee ballots at any time during the year of the election in person, in writing, by telephone, email, or online at mvp.sec.state.vt.us. The latest you can request ballots for the March 6, 2018. Election is the close of the Town Clerk's office on March 6, 2018. (Any other person authorized by you who is not a family member must apply in writing or in person for a ballot for you.)

WAYS TO VOTE YOUR EARLY BALLOT:

- You may vote in the town clerk's office before the deadline.
- Voter may take his or her ballot(s) out of the clerks office and return in same manner as if the ballots were received by mail.
- Have ballot mailed to you, and mail or deliver it back to the clerk's office before Election Day or to the polling place before 7:00 p.m. on Election Day.
- If you are sick or disabled before Election Day, ask the town clerk to have two justices of the peace bring a ballot to you at your home. (Ballots can be delivered on any of the eight days preceding the day of the election or on the day of election.)

ON ELECTION DAY:

If your name was dropped from the checklist in error, or has not been added even though you submitted a timely application for addition to the checklist, you can fill out a new registration form.

- ! If the clerk or Board of Civil Authority does not add your name, you can appeal the decision to a superior court judge, who will settle the matter on Election Day. Call the Secretary of State's Office at 1-800-439-VOTE (439-8683) for more information.

If you are a first time voter who submitted your application to the checklist individually by mail and did not submit the required document, you must provide a current and valid photo identification, or a bank statement, utility bill, or government document that contains your name/current address.

If you have physical disabilities, are visually impaired or can't read, you may have assistance from any person of your choice. If any voters you know have disabilities let them know they can have assistance from any person of their choice.

If you know voters who cannot get from the car into the polling place let them know that ballot(s) may be brought to their car by two election officials.

If you have any questions or need assistance while voting, ask your town clerk or any election official for help.

NO PERSON SHALL:

- ! Vote more than once per election, either in the same town or in different towns.
- ! Mislead the board of civil authority about your own or another person's true residency or other eligibility to vote.
- ! Hinder or impede a voter going into or from the polling place.
- ! Socialize in a manner that could disturb other voters in the polling place.
- ! Offer bribe, threaten or exercise undue influence to dictate or control the vote of another person.

FOR HELP OR INFORMATION: Call the Secretary of State's Office at 1-800-439-VOTE (439-8683). (Accessible by TDD)

If you believe that any of your voting rights have been violated, you may file an Administrative Complaint with the Secretary of State's Office, 128 State Street, Montpelier, VT 05633.

If you believe you have witnessed efforts to commit any kind of fraud or corruption in the voting process, you may report this to your local United States Attorney's Office.

If you have witnessed actual or attempted acts of discrimination or intimidation in the voting process, you may report this to the Civil Rights Division of the United States Department of Justice at (800) 253-3931.

INSTRUCTIONS FOR VOTERS using Paper Ballots

CHECK-IN AND RECEIVE BALLOTS:

- Go to the entrance checklist table.
- Give name and, if asked, street address to the election official in a loud voice.
- Wait until your name is repeated and checked off by the official.
- An election official will give you a ballot.
- Enter within the guardrail and go to a vacant voting booth.

MARK YOUR BALLOT: For each office listed on the ballot, you will see instructions to "Vote for not more than one, or Vote for not more than two, etc."

- To vote for a candidate, fill in the oval to the right of the name of the candidate you want to vote for.
- **WRITE-IN** candidate(s). To vote for someone whose name is not printed on the ballot, use the blank "write-in" lines on the ballot and either write-in the name or paste on sticker, then fill in the oval.

CHECK OUT:

- Go to the exit checklist table and state your name in an audible voice.
- Wait until your name is repeated and checked off by the official.

CAST YOUR VOTE by depositing your voted ballot in "Voted Ballots" box.

LEAVE the voting area immediately by passing outside the guardrail.

Town of Sheffield, Vermont

Purchasing Policy

PURPOSE: The purpose of this purchasing Policy is to obtain the highest quality goods and services for the Town of Sheffield at the lowest possible price, to exercise financial control over the purchasing process, to clearly define authority for the purchasing function, to allow fair and equal opportunity among qualified suppliers, and to provide for increased public confidence in the procedures followed in public purchasing.

AFFIRMATIVE ACTION AND LOCAL PREFERENCE. Whenever possible, qualified small, minority and women-owned businesses shall be included in the solicitation lists for bids or non-bid purchases. If the purchase is federally funded in whole or in part, minority and women owned businesses must be included in the solicitation lists and all other affirmative action requirements outlined in the grant provisions must be followed. The Town may exercise a preference for local businesses for purchases funded exclusively by the Town but only if such a preference does not result in unreasonable prices or rates due to a lack of competition. For purchases funded in whole or in part with federal funding the Town may not exercise a preference for local businesses.

CODE OF CONDUCT. Employees, officers and agents of the Town who are involved in the procurement and selection of bids and purchases shall make reasonable efforts to avoid real, apparent, or potential conflicts of interest. No employee, officer or agent of the Town shall participate in selection, award, or administration of a contract if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

The employee, officer or agent

- Any member of his or her immediate family
- His or her partner or
- An organization which employs or is about to employ, any of the above, has a financial or personal interest in the firm/vender selected for award.

An employee, officer or agent of the Town who is involved in the procurement and selection of a bid or purchase and who has a real or apparent conflict of interest must disclose that conflict of interest within the context of a duly-warned Select Board meeting that occurs before the bid selection or purchase takes place. Such disclosure must be documented in the minutes for that meeting which shall be retained as part of the official record surrounding the bid or purchase.

Officers, employees and agents of the Town will not solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.

Officers, employees and agents who fail to follow the above Code of Conduct may be sanctioned or disciplined, to the extent permitted by law, for violations of the above standards.

DOCUMENTATION. Records documenting the procurement process for any Minor or Major purchases, as those terms are defined below, including the reason for the specific procurement method chosen, the basis for the award and contract pricing (showing evidence that the process was fair and

equitable) as well as any other significant decisions that were part of the procurement process shall be maintained for a period of at least three years from the date of the submission to the Federal government of the final expenditure report if the purchase or project was funded with federal grants, or until the completion of any litigation, claim, negotiation, audit or other action involving the records, whichever is longer. Otherwise, records shall be maintained by the Town in accordance with the retention and disposition schedules as set by the Vermont State Archivist.

PURCHASING AUTHORITY.

Purchasing agents. The following employees are designated to act as Purchasing Agents for the Town:

- Select Board
- Road Foreman
- Town Clerk

Purchasing Agents are responsible for ensuring that the best possible price and quality are obtained with each purchase and Purchasing Agents shall review all proposed procurements to avoid unnecessary or duplicative purchases of equipment, supplies and services. Purchasing Agents shall also ensure that competition is not restricted with limits on the geographic location of vendors, with unreasonable requirements or qualifications placed on vendors, or by allowing vendors to be selected who have engaged in noncompetitive pricing practices.

Incidental Purchases. Employees who have been designated to act as Purchasing Agents may make purchases of up to **\$10,000** without prior approval, provided those purchases are limited to the amount of the budget authorized by the Town.

Minor Purchases. Employees who been designated to act as Purchasing Agents may make purchases with a value between **\$10,000** and **\$100,000** only with prior approval of the Select Board and are limited to the amount of the budget authorized by the Town. Although not required, competitive quotes from at least two vendors should be obtained whenever possible.

If federal funding is used for purchases between \$3,000 (\$2,000 in the case of construction projects subject to Davis Bacon requirements) and \$150,000, price or rate quotes must be obtained from two or more qualified sources following the affirmative action provision of this policy and all provisions regarding fair and unrestricted competition.

Large purchases with a value of **\$100,000.00** or more must follow a sealed bid process as outlined below.

Purchases at or exceeding \$150,000 or construction projects of any value that are funded with federal dollars must follow a sealed bid process as outlined below and also follow any procurement guidance as outlined in the grant agreement. In addition, a pricing analysis must be completed by the purchasing agent or qualified consultant prior to issuing the request for proposal to ensure that there is a reasonable estimate against which to compare bid proposal pricing.

SEALED BID PROCESS.

The sealed bid process shall be initiated by the issuance of a Request for Bids prepared by the Select Board or its designee. Notice of the Request for Bids shall be made by letters to known providers soliciting bid responses, advertisements posted in three public locations within the Town, and advertisements placed in a newspaper of general circulation in the region.

BID SPECIFICATIONS. A list of bid specifications shall be prepared for each purchase over \$10,000.00 and shall be available for inspection at the Town Office. Bid Specifications shall include:

1. Bid name,
2. Bid submission deadline
3. Date, location and time of bid opening
4. Specifications for the project or services including quantity, design and performance features.
5. Bond and/or insurance requirements
6. A copy of the proposed contract
7. Any special requirements unique to the project or purchase.
8. Delivery or completion date.
9. If federally grant funded, the bidders must also include costs for Davis Bacon compliance if that is a requirement of the federal agency providing the funding.
10. Language that reserves for the Select Board the right at its sole discretion to reject any and all bids, whole or in part, to waive any informalities or any irregularities therein, to accept any bid even though it may not be the lowest bid, to call for rebids, to negotiate with any bidder, and to make an award which in its sole and absolute judgement will best serve the Town's interest. The Select Board reserves the right to investigate the financial condition of any bidder to determine his or her ability to assure service throughout the term of the contract.

Once a Request for Bids has been issued, the bid specifications will be available for inspection at the Town office.

BID SUBMISSION. All bids must be submitted in sealed envelopes, addressed to the Town in care of the Select Board or its designee, and plainly marked with the name of the bid and the time of the bid opening. Bid proposals will be date stamped on the outside of the envelope immediately upon receipt. Any bid may be withdrawn in writing prior to the scheduled time for the opening of bids. Any bids received after the time and date specified shall not be considered and shall be returned to the bidder unopened,

Bidders shall bid to specifications and any exceptions must be noted by the bidder. A bidder submitting a bid thereby certifies that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same work, and that the bidder is competing solely on his/her behalf without connection with or obligation to any undisclosed person or firm.

BID OPENING Every bid received prior to the bid submission deadline will be publicly opened and read aloud by the Select Board or its designee. The bid opening will include the name and address of bidder, for lump sum contracts, the lump sum base bid for each alternate; for unit price contracts, the unit price for each item and the total, if started; and the nature and the amount of security furnished with the bid, if required.

CRITERIA FOR BID SELECTION. In evaluating bids, the Select Board or its designee will consider the following criteria:

1. Price
2. Bidder's ability to perform within the specified time limits.
3. Bidder's experience and reputation, including past performance for the Town.
4. Quality of the materials and services specified in the bid.
5. Bidder's ability to meet other terms and conditions, including insurance and bond requirements.
6. Bidder's financial responsibility.
7. Bidder's availability to provide future service, maintenance and support.
8. Nature and size of bidder.
9. Contract provisions that are acceptable to the Town,
10. Any other factors that the Select Board determines are relevant and appropriate in connection with a given project or service.

In addition to the above, in the case of a contract supported by federal funds, the additional criteria shall apply:

11. There shall be no preference exercised for local contractors or suppliers,
12. Minority and women-owned businesses must be included in the solicitation list for the request for proposal.
13. The Select Board will not select a bidder who is listed on the Excluded Parties List System website (<https://www.sam.gov>).

CHANGE ORDERS. If specification changes are made prior to the close of the bid process, the Request for Bids will be amended and notice shall be sent to any bidder who already submitted a bid and a new bid process will be initiated. Once a bid has been accepted, if changes to the specifications become necessary, the Select Board or its designee will prepare a change order specifying the scope of the change. Once approved, the contractor and an authorized agent of the Town must sign the change order.

EXCEPTIONS. The following exceptions may apply, however there must be written documentation created and maintained that outlines the process and rationale for such exceptions:

Competitive Proposals. If time does not permit the use of sealed bids, or the award will be made on the basis of non-price related factors, a competitive proposal process shall be initiated by the issuance of a Request for BIDS (RFB) or Request for Qualifications (RFQ) prepared by the Select Board or its

designee that includes that factors that will be used to evaluate and compare the proposals. Bids or qualifications shall be obtained from an adequate number of qualified sources (at least two vendors) to ensure that the Town has received a fair and reasonable price and all notification and record keeping requirements of the sealed bid process should be used with the most qualified firm or individual awarded the bid and price of fees negotiated after the award. If competitive proposals are used, all of the above steps in the sealed bid process should be followed except that: 1. The bid submission need not be sealed; and 2) price will not be the primary factor in the proposal section.

Sole Source Purchases. If the Select Board or its designee determines that there is only one possible source for a proposed purchase it may waive the bid process and authorize the purchase from the sole source.

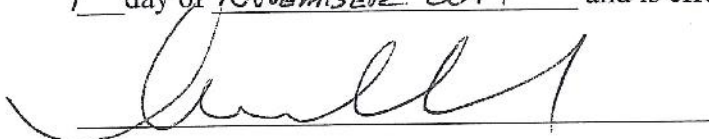
Recurring Purchases. If the total value of a recurring purchase of a good or service is anticipated to exceed \$ 2,000.00 during any fiscal year, the bid process shall be utilized and shall specify the recurring nature of the purchase, Once a bid has been accepted, all future purchases shall be made from that bidder without necessity of additional bids, until such time as the Select Board votes to initiate a new bid process.

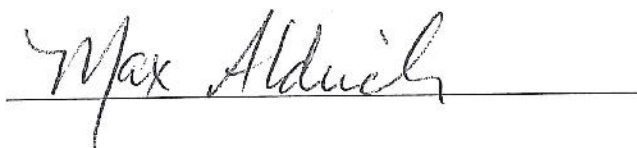
Emergency Purchases. The Select Board or its designee may award contracts and make purchases for the purpose of meeting the public emergency without complying with the bid process, Emergency expenditures may include immediate repair or maintenance of town property, vehicles or equipment if the delay in such repair or maintenance would endanger persons or property or result in substantial impairment of the delivery of important Town services.

Professional Services. The bid process shall not apply to the selection of providers for services that are characterized by a high degree of professional judgment and discretion including legal, financial, auditing, risk management and insurance services with a value of up to \$ 2,000.00.

Federally funded non-competitive purchases for \$150,000 or more require a cost analysis to determine the reasonableness of the proposed pricing and should be completed in accordance with the requirements of the federal or state agency using the grant funding.

The foregoing Policy is hereby adopted by the Select Board of the Town of Sheffield, Vermont, this 1st day of November 2017 and is effective as of this date until amended or repealed


Chairperson





RECEIVED FOR RECORD
11/01/17 A.D., 2017
at 7 o'clock 00 Minutes P M.
and Recorded in Sheffield.
Vol. 8 Page 575-579 of Land Records
Attest Wendy Sheffield
Ass't Clerk

Town of Sheffield

Employee Policy

Responsibilities, Duties and Benefits for the Road Crew

The employee shall assist in the maintenance of the roads and bridges of the Town of Sheffield, VT as directed by the Road Commissioners and Foreman. The employee will maintain a current Commercial Driver's License (CDL) during the time of employment and submit to the Department of Transportation random drug testing protocols.

The employees will be required to

- operate the Town trucks to haul sand and gravel and plow snow during the winter season; operate the Town's loader as necessary;
- operate the Town's grader;
- assist in the maintenance of the Town Equipment and garage;
- clean out culverts
- and/or any other tasks necessary for the care of the Town's roads and bridges.

Duty hours:

The road crew work week is thirty-five (35) to forty (40) hours Sunday through Saturday. Normal working hours are from 7:00 AM to 3:30 PM, with two fifteen minute breaks, one in the morning and one in the afternoon and a thirty (30) minute lunch break. However, these hours may be changed, as the Road Commissioners and/ or Road Foreman deem necessary.

During the winter snow plowing season, the employee may be called in to work early on weekdays in the order to open the school bus routes prior to the time students must be picked up. Employees may also be called upon to work weekends and/or holidays to keep the Town's roads open. If an employee is called out to work outside of the normal working hours, the employee will be paid a minimum of three (3) hours of his/her current wage.

Compensation:

Compensation shall be paid to the employee based on an amount per hour set by the Board of Selectmen.

Overtime will be paid for hours in excess of forty (40) hours each week at the rate of one and one-half times the employee's normal hourly rate. Weekly hours will be paid according to time card hours, unless otherwise approved by a Selectperson, and payable on the following Friday.

Supervision of Employee:

Employee's immediate supervisor shall be the designated Road Foreman. In the event there is a problem, which cannot be resolved with the Road Foreman, the employee may request a hearing before the Board of Selectmen, as the Road Commissioners.

Employee's work performance will be evaluated annually. An evaluation will be submitted to the Road Commissioners for the employee file.

Probationary Period for New Employees:

The employee's continued employment is conditional upon satisfactory performance of duties and obligations of the job during an initial probationary period of ninety (90) days.

Paid Holidays:

The employee will be paid for the following holidays.

1. New Year's Day
2. President's Day
3. Town Meeting Day
4. Memorial Day
5. Fourth of July
6. Labor Day
7. Thanksgiving Day
8. Friday after Thanksgiving in lieu of Veteran's Day
9. Christmas

In the event an employee is required to report for work on one or more of the paid holidays, an equal amount of paid time may be taken on another day of the employee's choice, subject to the approval of the Road Foreman. (The Road Foreman may not be able to release the employee for use of compensatory time on those days for which a snow storm is forecast.)

Vacation:

The employee is entitled to vacation as follows:

- a. One (1) week after completion of one (1) year of employment
- b. Two (2) weeks after three (3) years of employment
- c. Three (3) weeks after ten (10) years of employment.

Vacation time should be scheduled as early as possible and is subject to the Road Foreman's approval. No employee shall take vacation between November 1 and April 1.

Personal Days:

Town policy on Personal Days is that the employee has six (6) days per year, non-accumulative. If not used in the fiscal year (January- December), the remaining hours do not roll over into the next year.

Bereavement Leave:

In the event of death of employee's spouse, child, step-child, mother, father, mother-in-law, father-in-law, grandparents, grandparents-in-law, brother-in-law, sister-in-law, the employee will be granted three (3) days paid leave.

Absence from Work:

In the event the employee must be absent from work due to illness or emergency, the employee should notify the Road Foreman as soon as possible. If the employee is unable to reach the Road Foreman, notification should be given by phone to the Town Clerk's Office or one of the Select Board members.

Sick time will be paid to the employee according to Vermont State Law at the employee's current hourly rate.

Health Insurance:

Following the probationary period, the Town will offer to pay one hundred percent (100%) of the employee's health insurance, deductibles and out of pocket medical expenses. Following five (five) years of continuous employment, the Town will offer to pay one hundred percent (100%) of a two person or family plan, deductibles and out of pocket medical expenses as applicable.

The Select Board will choose the plan of coverage and the insurance carrier. Town health insurance for the employee and spouse or family, as applicable, will end as of 11:59 PM on the employee's last day of employment with the Town of Sheffield. The Select Board reserves the right the change coverage and or carrier with a thirty (30) day written notice.

CDL Physical

The Town will pay for the employee's CDL physical at the provider of their choice following the ninety (90) day probationary period.

Dental Insurance:

The Town will not provide Dental insurance.

Life Insurance:

The Town will not provide life insurance

Disciplinary Action:

The Town of Sheffield has a responsibility to its citizens to provide services in the most effective and efficient manner possible. The same is required of Town employees.

Discipline and or discharge will result from any action or inaction which violates work rules set forth in this policy. For employee offenses not considered grounds for immediate termination, employee will be given:

1. A verbal warning, the supervisor will prepare a report for the employee's personnel file setting forth the date and substance of the circumstances requiring the warning.
2. A written warning setting forth the problem, solution, the Town's expectations and consequences for the employee. This warning will be discussed with the employee. One copy shall be given to the employee and a copy inserted in the personnel file.
3. Disciplinary action, up to and including termination of employment will only be taken with consent of majority of the Select Board.

Actions that may result in immediate termination of employment are:

- Theft of Town property
- Destruction of Town property through negligence
- Reporting for work under the influence of alcohol or drugs
- Loss or suspension of CDL
- Failure of Department of Transportation random drug test.

The employee may examine and challenge any information contained in the employee's personnel file.

Per diem road crew are subject to all responsibilities and duties as assigned by the Road Foreman. Per diem road crew are not eligible for benefits.

Adoption and Amendment

The Select Board may make amendments at any time and the employees will be notified of any such changes in writing.

Adopted this 1st day of NOVEMBER, 2017, in Sheffield, VT



Max Aldrich

Charles Belman

11/01/2017

RECORD
11/01 A.D., 2017
clock 7 Minutes CORM
recorded in Sheffield.
Vol 8 Page 580-583 of Land Records
Wendy Scofield

Town of Sheffield
Employee Policy
Responsibilities, Duties and Benefits for General Employees and Elected Officials

Revision Date January 3, 2018

The elected official will perform the functions of the office(s) to which he/she is elected as defined by Vermont statute. The general employee will perform the functions assigned to him/her by his/her supervisor, Select Board and Road Foreman as applicable.

Duty hours:

The Town Office will be open as determined by the Town Clerk hours. The elected official and general employees will work the necessary hours to complete the required work.

Compensation:

Compensation shall be paid to the employee based on an amount per hour set by the Board of Selectmen.

Overtime will be paid for hours in excess of forty (40) hours each week at the rate of one and one-half times the employee's normal hourly rate. Weekly hours will be paid according to time card hours, unless otherwise approved by a Selectperson, and payable monthly.

Supervision of Employee:

Employee's immediate supervisor shall be the Town elected official. In the event there is a problem, which cannot be resolved with the official, the employee may request a hearing before the Board of Selectmen.

Employee's work performance will be evaluated annually. An evaluation will be recorded in the employee file.

Probationary Period for New General Employees:

The employee's continued employment is conditional upon satisfactory performance of duties and obligations of the job during an initial probationary period of ninety (90) days.

Qualifications to Receive Benefits

An elected official or general employee that works a regular schedule of more than two days per week on a year-round basis will qualify to receive paid holidays and vacation.

Paid Holidays – Qualifying Elected Officials:

A qualifying elected official will be paid for the following holidays:

1. New Year's Day
2. President's Day
3. Memorial Day
4. Fourth of July
5. Labor Day
6. Thanksgiving Day
7. Friday after Thanksgiving in lieu of Veteran's Day
8. Christmas

In the event an elected official is required to report for work on one or more of the paid holidays, an equal amount of paid time may be taken on another day of the elected official's choice, as allowed by normal duties.

The number of paid hours per holiday will be equal to the official's regularly scheduled workday.

Paid Holidays – Qualifying General Employees:

A qualifying general employee will be paid for the following holidays:

1. New Year's Day
2. President's Day
3. Memorial Day
4. Fourth of July
5. Labor Day
6. Thanksgiving Day
7. Friday after Thanksgiving in lieu of Veteran's Day
8. Christmas

In the event a general employee is required to report for work on one or more of the paid holidays, an equal amount of paid time may be taken on another day of the general employee's choice, as allowed by normal duties. A general employee will only be paid for the holiday if the holiday is on a day when the employee is regularly scheduled to work.

The number of paid hours per holiday will be equal to the employee's regularly scheduled workday.

Vacation – Qualifying Elected Officials:

A qualifying elected official is entitled to vacation as follows:

- a. One (1) week upon election
- b. Two (2) weeks upon election to a third, three year term.
- c. Three (3) weeks upon election to a fourth, three year term.

Vacation time should be scheduled around duties and responsibilities of the office. The elected official will arrange for any needed coverage to keep the office open during vacation.

The number of paid hours per vacation week will be equal to the official's regularly scheduled workweek.

Vacation – Qualifying General Employees:

A qualifying general employee is entitled to vacation as follows:

- a. One (1) week after completion of one (1) year of employment
- b. Two (2) weeks after six (6) years of employment
- c. Three (3) weeks after ten (10) years of employment.

The general employee will schedule vacation time with his/her supervisor.

The number of paid hours per vacation week will be equal to the employee's regularly scheduled workweek.

Personal Days – Qualifying Elected Officials Only:

Town policy on Personal Days is that the elected official has three (3) days per year, non-cumulative. If not used in the fiscal year (January- December), the remaining hours do not roll over into the next year.

Bereavement Leave – Qualifying Elected Officials and General Employees:

In the event of death of employee's spouse, child, step-child, mother, father, mother-in-law, father-in-law, grandparents, grandparents-in-law, brother-in-law, sister-in-law, the employee will be granted three (3) days paid leave.

Absence from Work:

In the event the employee must be absent from work due to illness or emergency, the elected official will arrange for office coverage during time of illness.

Sick time will be paid to the employee according to Vermont State Law at the employee's current hourly rate.

Health Insurance – Qualifying Elected Officials:

The Town will offer to pay one hundred percent (100%) of the elected official's health insurance, deductibles and out of pocket medical expenses upon election. After election to a third, three year term, the Town will offer to pay one hundred percent (100%) of a two person or family plan, deductibles and out of pocket medical expenses as applicable.

The Select Board will choose the plan of coverage and the insurance carrier. Town health insurance for the employee and spouse or family, as applicable, will end as of 11:59 PM on the employee's last day of employment with the Town of Sheffield. The Select Board reserves the right the change coverage and or carrier with a thirty (30) day written notice.

Dental Insurance:

The Town will not provide Dental insurance.

Life Insurance:

The Town will not provide life insurance

Disciplinary Action:

The Town of Sheffield has a responsibility to its citizens to provide services in the most effective and efficient manner possible. The same is required of Town employees.

Discipline and or discharge will result from any action or inaction which violates work rules set forth in this policy. For employee offenses not considered grounds for immediate termination, employee will be given:

1. A verbal warning, the supervisor will prepare a report for the employee's personnel file setting forth the date and substance of the circumstances requiring the warning.
2. A written warning setting forth the problem, solution, the Town's expectations and consequences for the employee. This warning will be discussed with the employee. One copy shall be given to the employee and a copy inserted in the personnel file.
3. Disciplinary action, up to and including termination of employment will only be taken with consent of majority of the Select Board.

Actions that may result in immediate termination of employment are:

- Theft of Town property
- Destruction of Town property through negligence
- Reporting for work under the influence of alcohol or drugs

The employee may examine and challenge any information contained in the employee's personnel file.

Per diem general employees are subject to all responsibilities and duties as assigned by his/her supervisor. Per diem general employees are not eligible for benefits.

Adoption and Amendment

The Select Board may make amendments at any time and the employees will be notified of any such changes in writing.

Adopted this 3rd day of January 2018, in Sheffield, VT by motion made seconded and passed at the January 3, 2018 meeting of the Sheffield Select Board

01/03/2018

State of Vermont
Department of Health
St. Johnsbury Office
107 Eastern Avenue
St. Johnsbury, VT 05819
HealthVermont.gov

[phone] 802-748-5151
[fax] 802-751-3229
[toll free] 800-952-2936

Agency of Human Services

Vermont Department of Health (VDH) Report for Sheffield

Your Office of Local Health (OLH) is in St. Johnsbury and can be reached at the above address or telephone numbers. Please feel free to visit or give us a call if you have any questions or concerns regarding health in your town. VDH staff work every day to ensure all Vermonters have access to a healthy environment. There are 12 district offices around the state and our central office and state laboratory are in Chittenden County; all delivering a wide range of public health services and support to your community. In 2017, the Health Department worked on several state-wide initiatives many of which specifically served your community.

The Health Department's 3-4-50 initiative aims to engage multiple sectors – business, education, municipalities – in implementing policies and strategies that will reduce the three (3) behaviors of tobacco use, physical inactivity and poor diet that lead to four (4) chronic diseases of cancer, heart disease and stroke, diabetes and lung disease that result in more than 50% of deaths in Vermont. The local office is working to engage partners to sign-on to 3-4-50 and make a commitment to take action that will help reduce chronic disease across the state.

OLH served 1,298 pregnant women and children to age five in Caledonia and Lower Essex Counties through the WIC (Special Supplemental Nutrition Program for Women, Infants and Children) program. WIC provides individualized nutrition counseling, education and breastfeeding support; and, we partner closely with grocery stores across the state to enable participants to use a debit-like card to access nutritious foods. The average value of foods provided is \$50 per person per month.

In 2017, our staff responded to 43 cases of infectious disease in Caledonia and Lower Essex Counties. Each reported case is investigated to minimize the exposure and/or effect of disease. We also provided 13,868 doses of vaccine for preventable diseases to healthcare providers statewide totaling \$737,916.94 in Caledonia county alone. Our local office also offers quarterly trainings to each Town Health Officer to help increase their knowledge, skills and comfort level when dealing with potential health issues.

Prevention is one of the health department's primary concerns. Regional Prevention Partnerships statewide are actively working on programs in our district to help increase state and community capacity to prevent underage and binge drinking, reduce prescription drug and marijuana use and/or misuse. Drug Take Back days, Red Ribbon week, programs and educational opportunities embedded in many schools and newly formed prevention coalitions are all examples of the work our staff and local community members have brought to our area.

The Medical Reserve Corp (MRC) is actively recruiting and working with volunteers to train and prepare for, not only major emergency events, but to be available to support those first responders that serve your town on a regular basis.

The local health department staff are trained to respond to a variety of events and available to assist in arranging and supporting programs and training in your town. Please do not hesitate to contact our office to discuss issues or concerns.

Help us help your community to ensure a safe and healthy environment for all Vermonters.



VITAL STATISTICS - 2017

Births			
Child	Father	Mother	Date
Atlas David Peck		Morgan C. Peck	Monday, March 13, 2017
Benjamin Kolby James McClure	Joshua D. McClure	Marissa B. Nelson	Tuesday, May 16, 2017
Holden Ronald Currie	Jesse M. Currie	Brittany A. Currie	Wednesday, July 12, 2017
Annleigh Faye Stacey	John R. Stacey	Krista Leigh Kempton	Wednesday, August 30, 2017
Kaiden Alan Blay	Tucker A. Blay	Elizabeth R. Ball	Friday, October 27, 2017
Wren Estelle Bourassa	David Richard Bourassa	Gabrielle Marie Bourassa	Thursday, December 14, 2017
Gabriel Matthew Breitmeyer	Daniel Breitmeyer	Laura Breitmeyer	Thursday, December 28, 2017
Otto Stephen McLean	Chad McLean	Anne McLean	Saturday, December 30, 2017

Interments		
Name	Place of Death	Final Disposition
Gladys Fisher	St. Johnsbury, VT	William Dexter Cemetery
Muriel Kathleen Nutter	St. Johnsbury, VT	William Dexter Cemetery
Dorothy Mary Berry	Pinehurst, NC	William Dexter Cemetery
Michael McElroy	Orleans, VT	William Dexter Cemetery
Barbara Ruth Gray	East Hartford, CT	William Dexter Cemetery
Roger Orrie Gray	Windham, CT	William Dexter Cemetery

Deaths		
Name (age)	Final Disposition	Date of Death
Myron Arthur Corliss, 84 years	Pleasant View Cemetery, Newark, VT	April 15, 2017
Huguette Marie Thompson, 80 years	William Dexter Cemetery, Sheffield, VT	June 2, 2017
Craig Edgar Sabourin, 53 years	Green Mountain Crematory, Northfield, VT	June 2017
James W. McHarg, 68 years	William Dexter Cemetery, Sheffield, VT	August 21, 2017
Anna Lynn Tracy, 75 years	William Dexter Cemetery, Sheffield, VT	September 24, 2017
Racquel L. Masure, 45 years	Mt Pleasant Cemetery, St Johnsbury, VT	December 3, 2017

Marriages	
Groom and Bride	Date
Simon K. Kerr Kaylee H. Richardson	Date- March 4, 2017
Benjamin L. Bedor Felicia M. Cote	Date- June 3, 2107
Kevin J. Whitcomb Keri E. Floeter	Date- June 3, 2017
Kurt A. Sawyer Rachel M. Winans	Date- June 24, 2017
Ricky D. Marckres Michelle S. Yates	Date- July 2, 2017
John A. Nichols II Tracy A. Noyes	Date- July 22, 2017
Micah G. Bullock Miranda J. Martin	Date- August 12, 2017
Benjamin L. Foster Krystal A. Lemire	Date- September 16, 2017
Paul D. Lincoln Marilyn G. Winans	Date- October 21, 2017

Information from the Clerk's Office

Dogs and Cats

Dogs are due to be licensed by April 1, 2018 and must have a current rabies certificate. Rabies Certificates are good for three years from the vaccination date. Please bring a copy of your dog's current rabies vaccination certificate with you when you come in for their 2018 license.

License fees on or before April 1 are \$9.00 for spayed or neutered dogs and \$13.00 for unaltered dogs. These fees go up after April 1 except for new adoptions.

Dogs may be licensed anytime during regular office hours.

Sheffield will host a rabies vaccination clinic at the Sheffield Fire Station on Saturday March 24, 2018 from 10:00 to 11:00 AM. Licensing will be available the same day from 10:00 until 11:30 AM in the Clerk's office next to the fire station. Other vaccines will be available at additional cost.

Cats can also be vaccinated at this clinic.

Transfer Station

Even with the implementation of the "Pay per Throw" system for actual waste, a windshield permit sticker is needed to use the joint transfer station in Wheelock.

Permit stickers are available free of charge to residents in Sheffield and Wheelock and may be obtained from your Town Clerk's office by filling out a short information form.

The stickers are necessary because we still need to ensure that our tax dollars are not paying for the disposal of trash generated outside our towns. Sales of trash bags must cover the costs related to the compactor, therefore all trash entering the compactor must be in Sheffield/ Wheelock bags or have a clean bag turned in at the Transfer Station for every bag placed into the compactor.

Town Clerk Office Hours

Monday, Wednesday and Friday- 9:00 am to 3:00 pm and Wednesday evenings from 5:00 to 8:00 PM.

Email- townclerk@sheffieldvt.org or
assttownclerk@sheffieldvt.org

Phone- (802) 626-8862, FAX- (802) 626-0424

Dates to Remember

The meetings listed below are open to the public.

If you would like more information about one of the organizations, please contact the Town Clerk

Event	Date	Location	Time
Annual Town Meeting	March 6, 2018	Sheffield Town Hall	9:00 a.m.
Diligent Dames Home Demonstration Group Meetings	2nd Wednesday of each month	members homes	1:30 p.m.
Dog/wolf hybrid licensing Vaccination Clinic for Cats and Dogs	January 1 to April 1	Town Clerk's office	Office hours
Special Licensing Hours	Saturday, March 24, 2018	Sheffield Fire Station	10:00 to 11:00 AM
	Saturday, March 24, 2018	Town Clerk's office	10:00 to 11:30 AM
Keniston and Dane Education Fund Application Deadlines	July 1 (fall semester) and December 15 (spring semester)	Town Clerk's office	Office hours
Listing of properties for taxes	April 1	Town Clerk's office	Contact listers
Planning Commission Meetings	3rd Wednesday, quarterly (January, April, July, October)	Town Clerk's office	7:00 p.m.
Selectboard Meetings	1st Wednesday of each month	Town Clerk's office	6:00 p.m.
Sheffield Cemetery Association Meeting	April, date to be announced	Town Clerk's office	TBA
Sheffield Field Day Committee Meetings	Labor Day 2nd Wednesday of each month, beginning in March	Sheffield Village Town Hall	Parade at 10:00 a.m. 7:00 p.m.
Sheffield Historical Society Annual Meeting	Saturday, to be determined	Town House Museum	11:30 a.m. Lunch follows
Town Clerk's/Treasurer's Office Hours	Monday, Wednesday, Friday Wednesday evenings	Town Clerk's office	9:00 a.m. - 3:00 p.m. 5:00 p.m. - 8:00 p.m.
Transfer Station Bulky Days	Wednesdays and Saturdays April 11 and 14, July 11 and 14	Wheelock Village October 10 and 13, 2018	8:00 a.m. - 5:00 p.m.
Walk in the Woods	Saturday, August 25, 2018	1619 Berry Hill Road	11:00 a.m. Refreshments follow

Town of Sheffield, Vermont
Town Meeting 2017 Minutes

Sheffield Town Hall

March 7, 2017

9:00 AM

Sixty- nine legal voters of Sheffield assembled at the Sheffield Town Hall. Patrick Ham called the meeting to order at 9:00 AM. The Pledge of Allegiance was rendered to the United States flag. The preamble of the 2017 warrant was read with the following business being transacted.

Article 1. To elect a Moderator for the ensuing year.

Max Aldrich nominated Patrick Ham for Moderator, seconded by Walter Smith. Hearing no further nominations, Wendy Scofield made the motion that nominations cease and one ballot be cast for Patrick Ham by the clerk, seconded by Rod Dwyer. Motion passed. Patrick Ham was elected Moderator.

Noting the arrival of Sam Young, Sheffield's representative to the Vermont House, the moderator opened the floor to Mr. Young and the voters. Mr. Young spoke about the State budget and telecommunication in the area of State highways. He was asked about paving of Route 122, a bill to require towns with over 500 registered voters to use voting machines, creation of an ethics panel and care of Class 4 roads for use by ambulance and fire vehicles. Creation of the Kingdom East Union School District was discussed.

Mr. Young was thanked for his time and insight.

The meeting then moved on to

Article 2. To elect other town officers necessary to fill any vacancies, including the following:

a. Selectman for a term of three (3) years.

Harmon Clark nominated Walter Smith for Selectman, seconded by Al Robertson. Hearing no further nominations, Al Robertson made the motion that nominations cease and one ballot be cast for Walter Smith by the clerk, seconded by Rod Dwyer. Motion passed. Walter Smith was elected to the Select Board for a three year term.

b. Town Clerk and Treasurer for a term of three (3) years.

Rod Dwyer nominated William St. Peter for Town Clerk and Treasurer, seconded by Al Robertson. Hearing no further nominations, Wendy Scofield made the motion that nominations cease and one ballot be cast for William St. Peter, seconded by Meghan Sweeney. Motion passed. William St. Peter was elected as Town Clerk and Treasurer for a three year term.

c. Lister for a term of three (3) years.

William St. Peter nominated David Eliassen for Lister, seconded by Walter Smith. Hearing no further nominations, Al Robertson made the motion that nominations cease and one ballot be cast for David Eliassen, seconded by Rod Dwyer. Motion passed. David Eliassen was elected as Lister for a three year term.

d. Auditor for a term of three (3) years.

Walter Smith nominated Meghan Sweeney for Auditor, seconded by Leslie Newland. Hearing no further nominations, Max Aldrich made the motion that nominations cease and one ballot be cast for Meghan Sweeney, seconded by Walter Smith. Motion passed. Meghan Sweeney was elected as Auditor for a three year term.

e. Constable for the ensuing year.

Walter Smith nominated Ed Jewell for Constable, seconded by Al Robertson. Hearing no further nominations, William St. Peter made the motion that nominations cease and one ballot be cast for Ed Jewell, seconded by Rod Dwyer. Motion passed. Ed Jewell was elected as Constable for the ensuing year.

f. Delinquent Tax Collector for the ensuing year.

Ed Jewell nominated Cheryl Chesley, seconded by Al Robertson. Hearing no further nominations, William St. Peter made the motion that nominations cease and one ballot be cast for Cheryl Chesley, seconded by Rod Dwyer. Motion passed. Cheryl Chesley was elected as Delinquent Tax Collector for the ensuing year.

g. Grand Juror for the ensuing year.

Max Aldrich nominated Harmon Clark, seconded by Walter Smith. Hearing no further nominations, William St. Peter made the motion that nominations cease and one ballot be cast for Harmon Clark, seconded by Al Robertson. Motion passed. Harmon Clark was elected as Grand Juror for the ensuing year.

h. Town Agent for the ensuing year.

Rod Dwyer nominated William St. Peter, seconded by Al Robertson. Hearing no further nominations, William St. Peter was elected by voice vote as Town Agent for the ensuing year.

i. Agent to convey real estate for the ensuing year.

Audrey Hearn nominated the Select Board, seconded by Jim Fox. Hearing no further nominations, the Select Board was elected by voice vote as Agent to convey real estate for the ensuing year.

j. Trustee of public funds for the ensuing year.

Jim Fox nominated the Select Board, seconded by Audrey Hearn. Hearing no further nominations, the Select Board was elected by voice vote as Trustee of public funds for the ensuing year.

k. School Director for a term of three (3) years.

Leslie Newland nominated Michelle Hill for School Director, seconded by Max Aldrich. Hearing no further nominations, Ed Richardson made the motion that nominations cease and one ballot be cast for Michelle Hill, seconded by Rosemary Kinerson. Motion passed. Michelle Hill was elected as School Director for a three year term.

l. Sexton for the ensuing year.

Jim Fox nominated Charles Gilman, seconded by Al Robertson. Hearing no further nominations, Charles Gilman was elected by voice vote as Sexton for the ensuing year.

m. Three (3) Planning Commissioners for a term of three (3) years.

Keith Ballek nominated Garrett Baxter, seconded by Al Robertson. Garrett declined the nomination. Garrett Baxter nominated Anne Geratowski, seconded by Keith Ballek. Hearing no further nominations, Max Aldrich made the motion that nominations cease and one ballot be cast for Anne Geratowski, seconded by Al Robertson. Motion passed. Anne Geratowski was elected as Planning Commissioner for a three year term.

Leslie Newland nominated Sally Wood-Simons, seconded by Ed Jewell. Hearing no further nominations, Max Aldrich made the motion that nominations cease and one ballot be cast for Sally Wood-Simons seconded by Al Robertson. Motion passed. Sally Wood-Simons was elected as Planning Commissioner for a three year term.

Kathy Newland nominated Wendy Scofield, who declined the nomination. Charles Gilman nominated Kathy Newland, who declined the nomination. Keith Ballek nominated Linda Lyman, seconded by Rod Dwyer. Hearing no further nominations, William St. Peter made the motion that nominations cease and one ballot be cast for Linda Lyman, seconded by Max Aldrich. Motion passed. Linda Lyman was elected as Planning Commissioner for a three year term.

Article 3. To see of the Town will accept the reports of the several Town Officers.

William St. Peter moved to accept the reports, seconded by Al Robertson. Phyllis Mitchell asked for more information on the Select Board report on recycling. The response was that recycling in town is up, therefore putting less trash into the compactor and decreasing the number of times the compactor needs to be emptied and reducing the impact on town taxes. The prices of trash bags in Sheffield and Wheelock are half of what some towns charge for bags. The revenue from trash bag sales covers more than the State mandated expenditures and the extra reduces the amount needed to be raised through taxes.

Audrey Hearn acknowledged the savings at the Transfer Station when NEKWMD, the trash hauler does not need to empty the compactor as much.

Frank Dwyer asked about the Road Foreman's report regarding the red truck and whether the truck needs to be replaced now. Max Aldrich, Road foreman and Selectman said he would like to replace it as there is no cure for the problems the truck has with the exhaust system. He has talked with the manufacturer of the truck and the maker of the exhaust system without a solution to the problem. Max likes to replace a truck every six years which would be in two years. The Moderator commented that this issue could be discussed under non-binding business as well.

The question was called by Harmon Clark, seconded by Al Robertson. Question called by voice vote. Motion to accept the town reports as written passed by voice vote.

Article 4. Article 4. To see if the Town will appropriate the sum of \$51,145 to help support the following organizations:

a. American Red Cross	250.00
b. Caledonia Home Health Care and Hospice	1,100.00
c. Cobleigh Public Library	600.00
d. Darling Inn Senior Meal Site	250.00
e. Fairbanks Museum and Planetarium	703.00
f. Green-Up Vermont	50.00
g. H.O.P.E.	500.00
h. Lyndon Rescue Assessment	15,632.00
i. Lyndonville Youth Baseball/Softball	350.00
j. NEK Council on Aging	330.00
k. Northeast Kingdom Human Services	738.00
l. Northeast Kingdom Learning Services	100.00
m. Northeast Kingdom Youth Services	300.00
n. Northeastern Vermont Development Association	527.00
o. Rural Community Transportation	1,000.00
p. Sheffield Wheelock Fire Department- Operations	17,000.00
q. Sheffield Wheelock Fire Department- Truck	9,700.00
r. Sheffield Food Pantry	360.00
s. Umbrella	500.00
t. Vermont Center for Independent Living	55.00
u. VT Rural Fire Protection Task Force	100.00
v. Village Improvement Society/Powers Park	<u>1,000.00</u>

Total \$51,145

Brian Mahoney made the motion to appropriate funds as written, seconded by Rosemary Kinerson. A resident asked if the Sheffield/ Wheelock Fire Department had an audit process to protect against misdirection of funds. Leslie Ham answered that the Fire Department does an in-house audit, which did not show any irregularities. The decision was made to not hire an outside auditor. The Select Board will ask the Fire Department to give more detail in their report and budget.

Mark Podgewaite of Lyndon Rescue was asked about the increase in appropriation for his organization. He responded that the appropriation request is made on a per capita assessment of \$22.30.

Ed Richardson made the motion to amend the original article by reducing the sum for Village Improvement Society/Powers Park from \$1,000.00 to \$500.00. Seconded by Brian Mahoney. Residents said that the park provided opportunities for Sheffield children to have swimming and tennis lessons. To which a resident asked if they have to pay for the lessons. It was understood that the appropriation was for park maintenance. Max Aldrich called the question, seconded by Al Robertson. Question called by voice vote. Amendment failed.

Walter Smith called the question on the original article. Seconded by Harmon Clark. Article passed as written.

Article 5. Shall the voters authorize the Northeast Kingdom Waste Management District to appropriate and expend a budget of \$775, 527? (Australian ballot)

Brian Mahoney made the motion to pass over the article. Seconded by Jim Fox. This motion passed on voice vote.

Article 6. Shall the voters adopt the 2016 Sheffield Town Plan? (Australian ballot)

Leslie Newland made the motion to pass over the article. Seconded by Al Robertson. Motion passed on voice vote.

Article 7. Shall the Sheffield/Wheelock School District, which the State Board of Education has found advisable to include in the proposed unified union school district, join with the school districts of Burke, Concord, Lunenburg, Millers Run Union #37 (Sheffield and Wheelock) and Sutton, which the State Board of Education has found advisable to include in the proposed union school district to be named Kingdom East Unified School District, as provided in Title 16, V.S.A.? (Australian ballot)

Leslie Newland made the motion to pass over the article. Seconded by Al Robertson. Motion passed on voice vote.

Article 8. Shall the voters of the school district approve the school board to expend \$3,347,731.00 which is the amount the school board has determined to be necessary for the ensuing fiscal year? (Australian ballot)

Brian Mahoney made the motion to pass over the article. Seconded by Al Robertson. Motion passed on voice vote.

Article 9.

a. Shall the Town apply a portion of the supplemental payments received in 2017 from Vermont Wind, LLC, as calculated in the Vermont Wind, LLC Supplemental Payment Information page included in this Report, to pay the Town's general and highway expenses thereby reducing the property tax rate for taxpayers of the Town?

Al Robertson made the motion to use a portion to reduce the tax rate, seconded by Ed Jewell. Hearing no discussion the question was called by Walter Smith, seconded by Al Robertson. Question called by voice vote. Article passed.

b. If the vote on Article 9.a. is affirmative, what shall the amount of such portion be, with the remainder being deposited into the Vermont Wind, LLC Fund, which was established at the 2012 Town Meeting?

Al Robertson made the motion on section b to use 50 percent of the supplemental payments to reduce taxes, seconded by Walter Smith. John Simons asked about investing the money in town infrastructure.

Question called by Brian Mahoney, seconded by Rosemary Kinerson. Question called by voice vote. Article passed.

Article 10. To see if the Town will authorize the Select Board to apply any surplus accumulated during the year 2016 in the general checking account to defray Town general expenses during 2017.

Motion made by William St. Peter to accept the article, seconded by Ed Jewell. Article passed.

Article 11. To see if the Town will authorize the Select Board to apply any surplus accumulated in the year 2016 in the highway checking account to defray Town highway expenses during 2017.

Motion made by William St. Peter to accept the article, seconded by Al Robertson. Article passed.

Article 12. To see if the Town will approve the proposed general and highway budgets for 2017 in the combined amount of \$495,928.28 for general use and maintenance of Town highways.

Motion made by Brian Mahoney to accept the article as written, seconded by Al Robertson. Jim Fox asked about the money (\$9,800.00) in office equipment. William St. Peter explained that the money is for a new copier in the Town Office. The present copier is out of date with the current technology and does not make color copies. The cost to print the Town Report in 2017 was over \$1,000.00. The new copier would enable the town to print the report in-house saving time and giving the ability to print to the amount of reports that are needed.

Cheryl Chesley asked about the increase in the Worker's Compensation amount. This is due to claims. There was a small increase in the cost of health insurance. The town is also funding a plan for a town employee who does not take the health insurance.

Question called by Leslie Newland. Seconded by Rosemary Kinerson. Question called by voice vote. Article passed.

Article 13. To see if the Town will have real and property taxes paid to the Treasurer and set the due date of Friday, November 3, 2017.

Motion made by Brian Mahoney to accept the article as written, seconded by Jim Fox. Article passed.

Article 14. To transact any other business that may properly come before this meeting.

There is lunch downstairs following the meeting.

There is a sign-up sheet for anyone who is interested in volunteering in the Community Garden at the Miller's Run garden.

Suzanne Bartlett asked if the town has two assistant clerks. Walter Smith responded that while in transition, there has been two but there will be one assistant town clerk.

Keith Ballek of the Planning Commission thanked the Town Clerk's office for their help in getting the Town Plan printed and distributed.

William St. Peter asked the residents to check the latest list of people who have unclaimed money at the state treasurer's office. The list will be at the Town Clerk's office and can be found on-line at vttreasurer.gov.

Al Robertson asked people to look at the handout on the National Flood Insurance Program. The Planning Commission is looking into the program.

The annual Walk in the Woods is August 26, 2017 at 11:00 AM.

Frances Hersey asked to have a discussion on the need to replace the Town truck. The voters present asked the Select Board to investigate getting a new truck. If replacement becomes an emergency, the Select Board should have the ability to get a new truck. If a special town meeting is needed to get voter input, then hold a meeting. The town could purchase the truck with a loan from the Vermont Wind Investment Fund. The Select Board has the town's support in pursuing a resolution that is best for the town.

Audrey Richardson announced the first Field Day Committee Meeting of the year on March 15, 2017 at 7:00 PM at the Town Hall.

Linda Lyman commented on the good work that the Ladies' Home Demonstration group does.

Article concluded by voice vote.

Article 15. To adjourn.

Motion made by Leslie Newland to adjourn this year's Town Meeting, seconded by Jim Fox. Article passed. The 2017 Sheffield Town Meeting adjourned at 11:52 AM.

Respectfully submitted,



Wendy Scofield
Assistant Town Clerk

Moderator

Justice of the Peace

TOWN OF SHEFFIELD
SPECIAL TOWN MEETING
June 7, 2017

The legal voters of the Town of Sheffield, Caledonia County, State of Vermont, were duly warned and notified to meet in the Sheffield Town Hall in the said Town on Wednesday, June 7, 2017 at 6:30 PM.

The meeting was called to order by Walter Smith as chairperson of the Board of Selectmen at 6:30 PM. William St. Peter opened the floor to nominations for moderator. Walter Smith made the motion to elect Ed Richardson, moderator for this meeting, seconded by Max Aldrich. With no further nominations, Mr. Richardson was elected by voice vote.

The warning was read in its entirety.

Article 1. Shall the voters of Sheffield appropriate a sum of money not to exceed \$175,000.00 for the purchase of a town truck with monies to be borrowed from the Vermont Wind, LLC investment account over a term of five (5) years?

Dennis Newland made the motion that Article 1 be accepted as written. Seconded by Erika Lavallee.

Discussion points included:

Vermont Wind LLC investment account is used for reducing taxes and has been used to borrow money for town equipment.

Payments on 2015 Freightliner is ahead on principle. There are four more years on the note. Remaining principle due is \$64,600.

This article is written to pay back the investment account over five years with three percent interest because, by statute, borrowing for more than five years requires an Australian ballot. If Article 1 is approved at this meeting, the payment terms can be amended at the Annual Town Meeting by Australian ballot.

There is \$1,291,400 in Vermont Wind LLC account.

A five year loan for \$175,000 is a payment of \$35,000 per year. To raise \$35,000 increases taxes by \$35.00 per \$100,000 valuation. A seven year loan for \$175,000 is a payment of \$25,000 per year. To raise \$25,000 increases taxes by \$25.00 per \$100,000 valuation. (Figures are closely approximated.)

A new truck can also be leased. The old truck, trade-in value is \$15,000 would be considered the first payment, with \$17,500 per year payment for 7 years. The truck can be purchased for \$55,000 or turned in for a new truck.

Repair bills for the 2008 Sterling have been increasing. The problems with the exhaust system cannot be fixed.

Repair bills in 2015- \$12,254.54

2016 – \$12,953.82

2017 - \$4,997.40 as of June 1, 2017

Exhaust systems are better in the newer trucks. 2015 Freightliner repair bills, since purchase total \$3,000.00.

Extended warranty will be purchased. The Road Crew are able to do less in the shop due to the computer systems in the trucks. The new truck will be purchased in Burlington. Lyndon Truck Center can do warranty work for the new truck.

Sheffield trades a truck every six years. We have two trucks. The truck is run for twelve years when traded.

If Max can order the truck this week, the chassis would be ready in mid-September. Equipment shop would need four weeks. Max likes to break in the new truck hauling sand in the autumn instead of breaking it in plowing and sanding.

The question was called by Walter Smith, seconded by Audrey Richardson. Question called by voice vote.

Moderator Ed Richardson called for a vote on the original article. Article 1 passed by unanimous vote.

Article 2. To adjourn.

Suzanne Bartlett made the motion to adjourn, seconded by Erika Lavallee. Motion passed.

Sheffield Special Town Meeting adjourned at 6:54 PM.

Respectfully submitted,

Wendy Scofield

Wendy Scofield

Assistant Town Clerk and Assistant Treasurer

Ed Richardson, Moderator

Justice of the Peace

Warning for the 2018 Annual Meeting

Town of Sheffield, Vermont

March 6, 2018

Notice to Voters:

Residents of Sheffield, who are not already on the voter checklist, may register to vote up to and including the date of the vote, March 6, 2018, no later than 7:00 PM at the Town Clerk's Office or the polling place.

The legal voters of the Town of Sheffield, Caledonia County, Vermont are hereby warned and notified to meet at the Town Hall in Sheffield on Tuesday, March 6, 2018 at 9 o'clock in the forenoon to transact the following business:

Article 1. To elect a moderator for the ensuing year.

Article 2. To elect other town officers necessary to fill any vacancies, including the following:

- a. Selectman for a term of three (3) years.
- c. Lister for a term of three (3) years.
- d. Auditor for a term of three (3) years.
- e. Constable for the ensuing year.
- f. Delinquent Tax collector for the ensuing year.
- g. Grand juror for the ensuing year.
- h. Town agent for the ensuing year.
- i. Agent to convey real estate for the ensuing year.
- j. Trustee of public funds for the ensuing year.
- k. School Director for Miller's Run School District for the remainder of the district term.
- l. Sexton for the ensuing year.
- m. Three (3) Planning Commissioners for a term of three (3) years.

Article 3. To see if the Town will accept the reports of the several Town officers.

Article 4. To see if the Town will appropriate the sum of \$63,989.82 to help support the following organizations:

a. American Red Cross	250.00
b. Caledonia Home Health Care and Hospice	1,100.00
c. Cobleigh Public Library	600.00
d. Community Restorative Justice Center	500.00
e. Darling Inn Senior Meal Site	250.00
f. Fairbanks Museum and Planetarium	703.00
g. Green-Up Vermont	50.00
h. H.O.P.E.	500.00
i. Lyndon Rescue Assessment	28,076.82
j. Lyndonville Youth Baseball/Softball	250.00
k. NEK Council on Aging	330.00

l. Northeast Kingdom Human Services	738.00
m. Northeast Kingdom Learning Services	100.00
n. Northeast Kingdom Youth Services	300.00
o. Northeastern Vermont Development Association	527.00
p. Rural Community Transportation	1,000.00
q. Sheffield Wheelock Fire Department- Operations	17,000.00
r. Sheffield Wheelock Fire Department- Truck	9,700.00
s. Sheffield Food Pantry	360.00
t. Umbrella	500.00
u. Vermont Center for Independent Living	55.00
v. VT Rural Fire Protection Task Force	100.00
w. Village Improvement Society/Powers Park	1,000.00

Total \$63,989.82

Article 5. Shall the voters authorize the Northeast Kingdom Waste Management District to appropriate and expend a budget of \$760,519.00? (Australian ballot)

Article 6. a. Shall the Town apply a portion of the supplemental payments received in 2018 from Vermont Wind, LLC, as calculated in the Vermont Wind, LLC Supplemental Payment Information page included in this Report, to pay the Town's general and highway expenses thereby reducing the property tax rate for taxpayers of the Town?
b. If the vote on Article 6.a. is affirmative, what shall the amount of such portion be, with the remainder being deposited into the Vermont Wind, LLC Fund, which was established at the 2012 Town Meeting?

Article 7. To see if the Town will authorize the Select Board to apply any surplus accumulated during the year 2017 in the general checking account to defray Town general expenses during 2018.

Article 8. To see if the Town will authorize the Select Board to apply any surplus accumulated during the year 2017 in the highway checking account to defray Town highway expenses during 2018.

Article 9. To see if the Town will approve the proposed general and highway budgets for 2018 in the combined amount of \$ 484,005.00 for General use and maintenance of Town Highways.

Article 10. To see if the Town will have real and personal property taxes paid to the Treasurer and set the due date of Friday, November 2, 2018.

Article 11. To transact any other business that may properly come before this meeting.

Article 12. To adjourn.

Dated at Sheffield, Caledonia County, Vermont this 25th day of January, 2018

Recorded before posting.

Attest:

Sheffield Board of Selectmen

/s/ William St. Peter
William St. Peter
Town Clerk and Treasurer

/s/ Walter Smith
Walter Smith, Chairperson

/s/ Max Aldrich
Max Aldrich

/s/ Charles Gilman
Charles Gilman

TOWN OF SHEFFIELD

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Selectboard:

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Listers:

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Planning Commission:

planning@sheffieldvt.org

Website:

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