

**Meeting of Joint Selectboards, Sheffield and Wheelock**  
**July 23, 2025 6:00pm**  
**At Wheelock Town Hall upstairs and via Zoom**  
**Draft for Distribution**

Present: Wheelock Selectboard Ann Lawless, Mike Richardson and Chuck Dill, Sheffield Selectboard Erik Lavalee, Cindy Roy and Walter Smith, Sheffield Town Clerk Erika Lavalee. Sheffield residents: Sally Wood Simons, Neal Courser, Keith Ballek, Caroline Crankshaw, Bobbie Bristol. Wheelock residents Shane Lanpher, Carol Rossi Brent Messier, Teresa Stimpson. Wheelock recorder Meaghan Rinehart. On Zoom, Carolyn Nolan and briefly Tyler Harter, both from Wheelock.

**CALL TO ORDER 6:00pm**

Ann welcomed those assembled and selectboard members introduced themselves. Ann asked if any changes to the agenda were needed.

Walter asked the record to state that after a meeting in June, Paul Tomasi, Executive Director of the waste management district stated that our transfer station was considered one of the best managed and best organized transfer stations in the region. Walter stated that the Wheelock personnel policy of 7/29/24 is thorough and comprehensive.

**Walter motioned, seconded by Erik to adopt the Wheelock personnel policy for the transfer station.**

Ann requested that those wishing to speak put their hand up to be recognized by the chair, speak to the selectboards not others in the room, keep their remarks to 2 minutes so everyone has a chance to be heard, and limit their remarks to policy and contract issues, not personnel.

Mike stated he would like to follow the agenda put forth.

Brent shared his feelings regarding transfer station employee workload, citing lack of things to do and stated he is unhappy about the costs to run it.

Erika noted she had brought complaint forms that could be addressed to either of the selectboards, to be shared among both boards. Ann noted that the forms need to be signed to be considered.

Carol stated she is unhappy about how transfer station employees treat some users of the facility and would like policy to include specific job descriptions.

Carol asked about accountability and auditing. Erika made clear that Wheelock is welcome to look at records and receipts available, although no accounting of bag sales at the transfer station has ever been addressed.

Walter stated he would like to adopt the policy, and that job descriptions could be on the January meeting agenda.

Carol expressed her concern about employee behavior. Ann replied there is a section in the policy regarding that, and policy can be adopted to include transfer station employees; headings can be changed.

**Vote on the Motion to adopt the Wheelock Personnel Policy for the transfer station:** 5 yes, Ann voted NO, motion carries, so voted.

### **ADMINISTRATIVE**

#### **Adopt minutes of meeting of the joint boards in Sheffield on January 8, 2025.**

Walter motioned, seconded by Erik to adopt minutes of the January meeting. Ann noted she would like the record to reflect that it should be titled a joint meeting of the Wheelock and Sheffield Selectboards not a Sheffield Selectboard meeting. She noted that although there is reference to a “work session” at the end of the minutes, this would more properly be called an Executive Session. An Executive Session is a part of the meeting, requiring a motion to enter and a motion to come out, with any decisions discussed to be made in public session. She did not request a change to the January minutes. **All in favor, so voted.**

### **CITIZEN COMMENTS**

Brent suggested the installation of cameras at the transfer station could discourage goofing off and be useful for security purposes.

Carol stated that in the contract it says there is a requirement to purchase bags.

Meaghan suggested a later closing date on Wednesday (6pm) so it would be available for residents who work and can't get there 8am to 5pm, and otherwise have to pay additional disposal fees.

Bobbie suggested beverage cans with deposits be separated from the metal recycling bin to be donated to the Sheffield Food Pantry or Wheelock Community Initiative.

Sally said the deposit cans are metal that gets recycled. Walter said that the metal box makes money.

Neal expressed concern that bags of returnable cans are disappearing and not refunded to the towns. Erika noted that in the past, former employee Richard used the cash to pay for mowing at the transfer station. She said she will look into Neal's concern.

Carolyn asked the intention of this meeting. Ann explained the difference between an executive session part of a meeting and an open part of a meeting, and the purpose of this meeting is to adopt a personnel policy and amend the contract.

Carol noted that the transfer station is not ADA accessible, and would like to see helping to unload for those who need assistance be included in job descriptions and brought up that Wheelock has one of the highest tax rates in the state.

Brent noted that many issues could be resolved with cameras. Walter answered that has been looked into but it's not as simple as just adding a camera, there is additional infrastructure needed.

## **OLD BUSINESS**

**Report from Erika Lavalley on her research into creation of a new management entity.** At the January 2025 meeting, Erika was charged with getting more details on making the transfer station an independent entity. She reported that she sought guidance from VLCT. They said both towns pay insurance. We cannot create a different, single entity with two sets of insurance. Liability for the transfer station has to be under one of the towns.

To address concerns about the \$38,000 a year cost to each town to run the station, Erika noted it covers insurance and payroll and that we had a \$9,800 surplus last year that will reflect on upcoming budgets.

Mike would like an account of every bag sold. He stated although this was previously discussed, there was no resolution.

Erik noted that having one employee in the tower has been helpful in tracking what is going on there.

Cindy brought up that Burke uses stickers instead of special bags. It is less costly than bags and would solve the tracking of bags vs residents bringing their own. Erika and Walker noted this will be added to the January agenda.

Erika mentioned a change is needed to dump permit stickers. They will need to be obtained at the Town Clerks' and no longer available at the transfer station.

### **Vote on Transfer Station Contract Draft**

Erika noted she had brought copies of the contract with reference to the employee policy and without, so the contract could be signed at this meeting regardless of personnel policy decisions.

Chuck asked who is responsible for administering the contract and policy. Ann suggested we refine wording for #6, so each board does not end up acting independently.

Ann noted that complaints (forms available at Clerks offices) will first be addressed by each board and at their joint meetings.

Carol added that complaints concerning violations of Federal and State laws should be addressed immediately.

**Erik motioned, seconded by Walter to adopt the contract using language discussed. All in favor, so voted.**

**There was no correspondence and no need for an executive session.**

Ann motioned, seconded by Erik **to adjourn**. All in favor, so voted.

**Meeting adjourned 7:15 PM**

Submitted by Meaghan Rinehart

Wheelock Selectboard

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Ann Lawless, chair

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Mike Richardson

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Chuck Dill

## Sheffield Selectboard

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Erik Lavalee

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Walter Smith, chair

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Cindy Roy