

January 07, 2026 Minutes
Sheffield/Wheelock Joint Select Board Meeting
Sheffield Municipal Building
6:30 PM
In person Meeting

Present: Walter Smith, Chairperson, Erik Lavalley, Select Board, Cynthia (Cindy) Roy, Select Board, Erika Lavalley, Town Clerk, Felicia Bedor, Assistant Town Clerk (Recorder), Anne Lawless, Chairperson, Chuck Dill, Select Board, Mike Richardson, Selectboard

The meeting was called to order at 6:30 PM by Walter Smith, as Chairperson, with the following business being transacted:

Any Additions, Deletions or Amendments to Agenda - None

Correspondence - None

Adopt July Meeting Minutes – Erik made a motion to accept the July minutes; Anne seconded the motion. With no objections the motion passed.

Transfer Station Job Description – Walter started the discussion with saying that line number 5, keeping personal opinions out of the workplace, should not be in the job description. Anne spoke about line number 5 being a habit for people however, that doesn't mean that the Transfer Station wants their employees to do so. Mike mentioned that the job description would help with taking action on employees in the future if issues ever arise. Erik agreed with Walter that line 5 could be deleted because it is covered in line 11.

Anne asked that in the first paragraph the line stating the selectboard should state that it is the Joint Selectboard, Erika amended the first line to reflect this change. Anne also asked about signature lines at the end of the description and Erika stated that she is waiting for the final document to be approved, then she will add the lines for each of the Selectboard members to sign.

Walter asked if line number 13 could be deleted because that will go along with future sticker sales. Erika gave a quick description of what switching from bags to stickers would look like. Erik suggested deleting line 13 because it is operational not a job description.

Mike discussed his opinion of having money at the transfer station. He doesn't like that there is no way to keep track of how much money there should be. Erik stated that he agrees because there could be allegations further down the line from a customer and there would be no way to prove one way or the other if it is true.

With all the discussion ending on changes to be made, Erika amended the job description. Walter then made a motion to accept the job description as written seconded by Chuck. With no objections, the motion passed and all Selectboard members signed.

Pay Raises – Currently Jim is making \$19.50 per hour, and Alexis is making \$19 per hour. Mike stated that with taxes increasing yearly and cost of living increasing as well, he is not opposed to giving the employees at the transfer station a raise. Walter believes that the current amount that

the employees are making is low for what they are tasked with. Walter then suggested \$1 an hour raise for them both. Anne suggested a 3% increase. There was some discussion of cost if the towns didn't have the transfer station. After the discussion Chuck made a motion to give a 3% raise to Jim and Alexis. Cindy seconded the motion. With no objections the motions passed.

Trash Bag stickers Versus bags – Erika had spoken to Jim, and he stated that the Transfer Station is starting to get low on bags. Erika investigated pricing, for another order of bags, the same amount as the last order will be \$16,658. If the Selectboards agreed to do away with the bags and switch to using stickers, for 5,000 stickers it is \$648. With that information Walter asked if there would be two different stickers at two different costs? To which Erika stated that would be up to the boards. Chuck mentioned having one sticker at \$3. Walter agreed with one sticker, but he thinks they should be \$2 per sticker. Cindy mentioned that with contractor bags \$2 may not be enough per sticker to which Erika suggested a price in the middle of regular bags and contractor bags of \$3 per sticker. Erik believes that for the first year they should keep the price lower to see how it goes. Erika warned that there may be a deficit in the budget in the first year. After some discussion Erik made a motion to accept switching from bags to stickers. Walter seconded the motion. With no objections, the motion passed. Chuck then motioned to set the price to one sticker at \$3. Erik seconded the motion. With no objections the motion passed. Erika mentioned staying with the town bags until or around June 1st. There will still be an overlap of bags and stickers, but it will give the transfer station a chance to use up the bags. Chuck inquired what people would do if they brought bulky items on non-bulky day, to which Erik asked where the price list for the items being brought to the transfer station came from. Erika is going to contact the waste district to find out if we can continue taking bulky items on non-bulky days and find out if there is a fee schedule for the different items. Cindy doesn't believe that the transfer station should accept bulky items on non-bulky days. Erika stated that as the board they can make that a rule at the transfer station. Cindy then made a motion to only allow bulky items on bulky day. Erik seconded the motion. With four in favor and two against, the motion passed. Each town will speak at town meeting about the upcoming change from bags to stickers starting June 1st.

Bag/Sticker Pricing: Was discussed and passed motion in the last section.

Budget – Erika stated that there was a \$8,363 surplus last year. With switching to stickers each town's appropriation amount decreased roughly \$5,213.46. There was some discussion of a few other changes in electricity and heat. With discussion ending Erik motioned to accept the budget as written with an amount of \$33,850.76. Mike seconded the motion. With no objections the motion passed.

Public Comments- limited to five minutes per comment.

Adjournment

With no further business, Erik Lavalley made the motion to adjourn. Seconded by Walter Smith Motion passed. Meeting adjourned at 7:27 PM, January 07, 2026.

Select Board Work Session- Motions reflecting session work will be made at the next Select Board meeting.

Respectfully submitted,

Erika Lavalley, Town Clerk

Walter Smith, Chairperson

Erik Lavalley

Cynthia Roy

Anne Lawless, Chairperson

Chuck Dill

Mike Richardson