

April 01, 2026 Minutes
Sheffield/Wheelock Joint Select Board Meeting
Sheffield Municipal Building
6:30 PM
In person Meeting

Present: Erik Lavallee, Chairperson, Kate Berry-Buonanno, Select Board, Benjamin (Ben) Robinson, Select Board, Erika Lavallee, Town Clerk, Felicia Bedor, Assistant Town Clerk (Recorder), Anne Lawless, Chairperson, Chuck Dill, Select Board, Mike Richardson, Selectboard, Carolyn Crankshaw, Bobbie Bristol, Jan Noble

The meeting was called to order at 6:35 PM by Erik Lavallee, as Chairperson, with the following business being transacted:

Any Additions, Deletions or Amendments to Agenda - None

Correspondence - None

Personnel Complaint – Erika started the discussion by asking the board if anyone had addressed the complaint that was received by email regarding Jim. Chuck stated that he had spoke with Jim after speaking with the complainant and tried to get a little more information about what happened. Jim had stated that the extinguisher had been used and he had taken it to have it recharged. The board was never made aware of any use of the fire extinguisher at the fire station and Erika never received an invoice for the recharge of the extinguisher.

Anne and Chuck spoke with Ryan, the employee for the fire extinguisher inspection company, after the incident occurred. Ryan didn't go into detail, he just ask if they were on the Selectboard, and they offered to give him a complaint form. Ryan opted not to take the form but stated that he would send an email about the incident.

Anne asked if there were any other complaints documented over the years. Erika said there are no other written complaints in the folder. Anne said that she had one from 2024 regarding the service at the transfer station but that was all that she found.

Ben asked if anyone from the board prior to now had ever spoke to Jim about the way he approaches and/or speaks to customers at the Transfer Station. Erika stated that a few of the board members had spoke to him in the past about a few different issues however, nothing was ever documented.

Erik asked, with the information that the board has now, how they want to proceed with disciplinary action. Erika provided the policy to the board so that the correct steps could be taken. The policy states there are four steps, however, it is at the discretion of the board to go in which ever order they feel is necessary. With that, Erik mentioned starting with step 2 which is a written warning that also gets put in the file. Chuck mentioned that he believes that nothing will change unless they go with step 3, suspension without pay. Mike stated that with this being a new policy that was started in January, and there being little documentation, that the board should start with a written warning. With no further discussion, Chuck made the motion to give a written warning for the complaint that was received, seconded by Erik. Kate recused herself from the vote due to a conflict of interest.

Security Cameras at the Transfer Station – Erika wanted to bring this to the boards attention due to it accidently getting left off the prior meeting agenda. There are currently cameras at the Transfer Station that were purchased by Jim and he is currently the only person who has access to them and refuses to give access to anyone else. Erika said that she has asked a few people about options for cameras with a dvr system as opposed to having Wi-Fi at the transfer station. Ben also mentioned that he knows someone that has a security camera business that he would speak with.

With no further discussion Erik made a motion to amend the contract between the two towns to add a line prohibiting any personally-owned surveillance devices at the transfer station. Chuck seconded the motion. Ann made a motion to have Jim remove the current cameras, seconded by Chuck.

Public Comments- limited to five minutes per comment.

Ann received a complaint regarding the new stickers. There was some discussion about possibly changing the stickers in January, but the new system is going to be a trial to see how things go. If people have a problem with lifting bags into the compactor, as the complaint stated, they can have one of the attendants help them.

Adjournment

With no further business, Chuck Dill made the motion to adjourn. Seconded by Mike Richardson. Motion passed. Meeting adjourned at 7:30 PM, April 01, 2026.

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

Respectfully submitted,

Erika Lavalley, Town Clerk

Erik Lavalley, Chairperson

Kate Berry-Buonanno

Benjamin Robinson

Anne Lawless, Chairperson

Chuck Dill

Mike Richardson