

WHEELOCK SELECTBOARD MEETING MINUTES

APRIL 2, 2024

Wheelock Town Hall 6:00pm

Draft until approved

Present: Board Members Ann Lawless, Jason Bora, Michael Richardson; Road Commissioner Glenn Cole; Clerk, Treasurer Carol Rossi; six citizens

1. Call to Order

Added to the agenda: address applications for liquor and tobacco licenses

Deleted from agenda: FEMA update, Local Emergency Operations Plan, Personnel Policy

2. Highway Department

Report of Road Commissioner

Glenn Cole reported on road conditions and work being done. Some areas of road remain frozen, other areas are “muddy slime.”

Job Description

The Job Description for Road Commissioner Amended 04/02/2024 was given to Glenn Cole for his signature. *(There was no motion to adopt the amendments to this job description during this meeting.)*

VTrans Grants in Aid

Board members signed the letter VTrans Grants in Aid to withdraw from GA Grant Agreements GA 0467 and GA 0699 there being no objection.

Proposal for New 10-wheel Truck

Board members reviewed the materials presented on two trucks.

Western Star 47X proposal from Craig Allen at ATG Westminster

Purchase Price \$267,548

(will be slightly increased as different plow is needed)

International 2025 HX620 SBA proposal from Dan Cyr at Allegiance Trucks

Purchase Price \$265,264

Board members discussed the specifics of each truck, pros and cons of different features. Board members asked that Sean Dernago, road crew member, contact the salesmen for additional information and clarifications related to:

* type of frame – does either truck have a double frame

* availability – when can the town expect to receive the truck

* trade-in value for Wheelock’s ’09 International

Carol Rossi will inform Sean of this request.

3. New Business

Professional Audit

Board members reviewed the draft for a professional audit and suggestions from Former Treasurer Vanessa Seguin and NEMRC consultant Chip Stearns.

Board members agree to ask for a 3 year engagement and both electronic and physical reports. Proposals are due by May 16 and will be reviewed at the Board meeting of May 21.

Resignation/ Advertisement for Minutes Clerk

The motion was made by Jason Bora, seconded by Mike Richardson to accept the resignation of Marina Cole motion carried.

The motion was made by Jason Bora, seconded by Michael Richardson to place an ad for a minutes clerk on Front Porch Forum, Indeed and to publicly post it around town; motion carried.

NEK Broadband Appointments

The motion was made by Mike Richardson, seconded by Jason Bora to re-appoint Eileen Boland and David Stahler, Jr. to the NEK Broadband Board; motion carried.

Small Repairs/Maintenance Work at Town Hall

The Board reviewed and discussed four projects suggested by Carol Rossi:

- Repair/replacement of the discharge line and sump pump
- Installation of a roof covering for the generator that allows for winter access (the one that is there dumps snow that blocks access)
- Sealing and painting of one interior basement wall
- Cleaning one gutter

The motion was made by Mike Richardson, seconded by Jason Bora to put out a bid for repair/replacement of the discharge line and sump pump; motion carried.

Carol Rossi also presented an advertisement for a toilet safety rail system for the bathroom that is a stand-alone design.

The motion was made by Mike Richardson, seconded by Jason Bora to authorize Carol Rossi to purchase a portable safety rail system for the bathroom not to exceed \$100.; motion carried.

Liquor and Tobacco License Applications

The motion was made by Mike Richardson, seconded by Ann Lawless to approve Tobacco License and Liquor License applications of John and Judith Powell for the Wheelock Village Store; motion carried.

Waive Penalty for Dog Licenses until May 1

Clerk Carol Rossi stated that citizens are having difficulty getting veterinary appointments for rabies shots for their dogs. She asked for an extension until May 1, 2024 to issue dog licenses without a penalty. The Board was in agreement that there would be no penalty if dogs were licensed by May 1, 2024.

Clerk Rossi stated that she would be making efforts to reduce the number of unlicensed dogs in town.

5. Old Business

Cemetery Task Force

The Board reviewed the proposal submitted as Wheelock Cemetery Task Force Charge for 2024. *Attached at end of minutes.*

Clerk Carol Rossi raised questions about the compatibility of this proposal with the Contract for cemetery maintenance and with the town's adopted Cemetery Policy.

Jason Bora suggested the conflicting component in the Cemetery Policy (III. d. "Any contractors and others working in any capacity in any cemetery shall give notice to the Selectboard through the Town Clerk liaison before performing any work in the cemeteries.") be deleted.

The Board agreed to add revision of the Cemetery Policy to the agenda for the next meeting. Jason will present the suggested revision at that time.

The motion was made by Mike Richardson, seconded by Ann Lawless to adopt the Cemetery Task Force Charge for 2024; motion carried.

Pay Rate for Constables

After discussion, it was agreed that there is no pay rate for constables at this time.

Appointment Representative to Northeast Kingdom Waste District

Upon receiving a request from Jack Smith, the motion was made by Mike Richardson, seconded by Jason Bora to appoint Jack Smith as representative to the Northeast Kingdom Waste Management District; motion carried.

Citizens gave Jack a round of applause for his 20 year of service as our representative to NEKWMD.

6. Correspondence

The Board reviewed correspondence. No action taken.

7. Administrative

The motion was made by Mike Richardson, seconded by Jason Bora to sign the minutes for the meetings of 3/19/24 and 3/28/24; motion carried.

Adjourn: The meeting adjourned at 8:30pm.

Submitted: Carol Rossi, Clerk

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