

**TOWN OF WHEELOCK SELECTBOARD**  
**March 11, 2025**  
**Wheelock Town Hall and via Zoom**

Present: Selectboard: Ann Lawless, Mike Richardson, Chuck Dill, Town Clerk Erin Swigart, Citizen Auditor Enid Ellis, Recorder Meaghan Rinehart and Theresa Stimpson via Zoom.

**CALL TO ORDER** The meeting was called to order by Chairperson Ann Lawless at 6pm.

Changes to Agenda: TABLED: Plowing policy, Dog Ordinance, Audit 2023 Management letter concerns

**Adopt Selectboard Minutes from 2/18, 2/27 and 3/3.** Mike motions, seconded by Chuck, to adopt minutes of 2/27 and 3/3. (it was determined minutes from 2/18 were already adopted). All in favor, so voted.

**OLD BUSINESS**

**Ann shared MERP Implementation (Town Hall) updates:** Windows and attic insulation bid request drafts are in the works. MERP Committee needs to meet. MERP report due 3/31. Plan for Town Hall ADA component is still undetermined.

**Buyout agreement update** Paperwork has been signed by all necessary parties and paperwork is in Clerk's office awaiting the next steps from VT Emergency Management.

**TREASURERS REPORT**

Erin reported that the budget has been entered into NEMRC software; she will be doing some training; and things are progressing well.

**NEW BUSINESS**

**Board Reorganization**

- 1) Rules of procedure 2024 were discussed to update them for 2025.  
Mike motions, seconded by Chuck to appoint Ann as Chair. All in favor, so voted.

Chuck motions, seconded by Ann to appoint Mike Vice Chair. All in favor, so voted.

Chuck motions to post meeting warnings and minutes at Transfer Station as time permits, and additionally post at Wheelock Village Store as time permits, seconded by Mike. (Town Hall and Fire Station to continue as official posting locations) All in favor, so voted.

Mike motions to adopt updated Rules and Procedures for 2025 to include the above changes, second by Chuck. All in favor, so voted.

- 2) Authorize 1 or more members to **review and sign orders for payroll and other expenses** (time period) on behalf of the entire board. Any orders that are approved under this authority must state definitively the purpose for which they are drawn. Full SB will be provided with a record of all the orders approved. Mike motions, seconded by Chuck to authorize Ann, with Chuck as backup, for 1 year. And orders will be provided to the Selectboard at the next meeting. All in favor, so voted.
- 3) **Ethics training** required (45 mins)<https://ethicscommission.vermont.gov/>  
Ethics training was discussed and who is required to take it. Selectboard and many other town groups. Erin to follow up as she is the designated Ethics Officer.

Address RHR Smith 2023 **audit management letter** concerns. Tabled, still in progress.

**Appointments** Mike motions to appoint Shane Lanpher as **Emergency Officer** and Cindy Cady as Animal Control Officer, seconded by Chuck. All in favor, so voted. **Tree Warden.** Can be SB. Must certify to the Commissioner of Forest, Parks, Rec. Chuck motions to appoint Mike as Tree Warden, seconded by Ann. All in favor, so voted.

**LEMP (Local Emergency Management Plan) update** LEMP is due 6/1. New form. Now under Vt Emergency Management (VEM), not our regional planning commission, NVDA. Ann has been in contact and would like to set up a meeting with Shane and a VEM rep. Tabled until draft is ready.

**Animal Control Ordinance draft** A sample draft was viewed and brief discussions ensued about how to best meet needs of the town, tabled for further review.

**Contract agreement with Riverside Rescue** (tabled since 2/4) Ann motions, seconded by Chuck to sign agreement with Riverside Rescue. All in favor, so voted.

**Approve pay rates for Animal Control Officer services** (call fee \$25, mileage .70, boarding \$10 day per dog) Mike motions to approve Animal Control officer fees and to include boarding up to a maximum of 10 days for \$10 dollars a day, seconded by Chuck. All in favor, so voted.

**2024 Audit contract docs** 2024 audit was discussed and determined necessary. Ann motions to sign contract with RHR Smith for \$13000 for this round, seconded by Chuck. All in favor, so voted.

Mike motions, seconded by Chuck for Ann to authorize Ann as signatory. All in favor, so voted.

## ROADS

**Road report** Chuck reported an ice jam on S Wheelock Rd. Town crews, neighbors, and contractor Kevin Riendeau reacted swiftly and were able to lessen the impact. If ignored it could have been much worse.

**Truck purchase update** Erin provided the loan documents for \$250,000 loan from Community National Bank. Mike motions, seconded by Chuck to purchase a Western Star from Freightliner of Maine. All in favor, so voted.

Ann motions to authorize herself to sign warrant for truck payment loan from Community National Bank and check warrant from New Equipment Reserve Fund for the purchase, as required. Seconded by Chuck, all in favor, so voted.

**Sand** Sand purchase has been tabled. Luke has stockpiled for the rain expected this weekend.

**Brian Greenwood** The town was contacted by Mr. Greenwood regarding a clogged culvert. The parcel was viewed online and Chuck will be going out to take a look.

**Culvert on Fall Brook Road** Resident asked about replacing culvert himself. Ann will contact Scott to coordinate selectboard response with any future Fall Brook plans regarding FEMA. (Scott has agreed to work with Chuck on a site visit)

**Welch or Kenniston** Ms. Hathaway reported on a car up on blocks blocking her access. The Selectboard will look into a remedy.

**Damage to garage** Action has been tabled pending insurance adjuster report so that the bid request can include the scope of work from the adjuster's report.

**Annual Meeting with VTrans Logan Perron** Annual Financial Plan. Chuck and Ann will meet; Ann will follow up to schedule it.

**FEMA 2024 update** Scott and Ann meet weekly with our FEMA Rep. Hector who is required to leave his post April 11. Forms supporting \$459,000.00 in town expense have been submitted so far for approval for reimbursement of town expenses. For additional work we did not have time to complete before winter, requests are being submitted. We are waiting on snow melt and state engineering permits.

## ADMINISTRATIVE

**Review and sign warrants** Ann motions, seconded by Chuck to sign warrants. All in favor, so voted.

At 8:39pm, Ann motions, seconded by Chuck to enter **Executive Session** to review road employee applications. All in favor, so voted.

At 8:48pm, Executive session ended. Mike motions, seconded by Chuck to gather more information on road applicants.

Mike motions, seconded by Chuck to **adjourn**. At 9:22pm, the meeting adjourned.

Submitted by Meaghan Rinehart

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Ann Lawless, chair

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Mike Richardson

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Chuck Dill