

**TOWN OF WHEELLOCK
SPECIAL SELECTBOARD MEETING MINUTES**

August 28, 2025 at 6 PM upstairs at Town Hall

Present: Selectboard members Ann Lawless, Mike Richardson and Chuck Dill.
Residents Bobbie Jo and Richard Norcross, Theresa Stimpson, Marty Theiret on Zoom,
and Meaghan Rinehart, recorder, in person.

6:00pm Call to Order. There were no changes to the agenda

OLD BUSINESS

Financial Monitoring Requirements, to comply with state and federal rules

Ann explained that the Town was selected for financial monitoring of a 2023 FEMA project by the Dept. of Public Safety (DPS) to determine if the town complies with State and Federal requirements for procurement, conflict of interest and contract documents. We did not comply, and she reached out for help to VLCT, who helped with templates and guidance to meet the requirements. The rep from DPS approved our revised or new documents, and they are before the Selectboard for adoption.

Procurement Policy First document up for review is the procurement policy to be updated from the current one from 2017. A provision was added for when State or Federal funds are likely to be in use. Discussion was had regarding purchase limits for items not budgeted. Mike motions, seconded by Ann to approve the procurement policy draft (updated 8/13/25) All in favor, so voted.

Approval was changed from \$1000 to \$2500 with Selectboard approval via phone or email, for use with municipal funds only.

Discussion was had regarding bid policy. Projects over \$5000 will be submitted for bid if beyond normal budgeted items. Emergency projects bid process can be waived up to \$10,000.

Mike motions, seconded by Chuck to adopt policy as amended. All in favor, so voted.

Financial Services Contract Chuck motions, seconded by Mike, to ask our attorney to review the financial services contract as recommended in the VLCT contract template. All in favor, so voted. Ann will follow up.

Mike motions, seconded by Chuck to adopt the draft contract. All in favor, so voted.

Code of Ethics Investigation and Enforcement Ordinance Draft was reviewed and items for positions not needed for Wheelock were removed as those positions do not exist. (mayor, etc.) Mike motions seconded by Chuck to adopt Code of Ethics Investigation and Enforcement Ordinance draft minus sections 3D, K, Q, R and S. All in favor, so voted.

Delinquent Taxes: Request from Carol Rossi that Collector of Delinquent Taxes send a notice to all delinquent tax payers that their property will be referred for tax sale or legal action on Oct 7, 2025 if they owe on two or more years, unless payment has been made in full or a satisfactory payment agreement is in place.

Discussion was had over whether Carol's request is appropriate and follows current Town Policy. It was determined the Selectboard cannot act on this request until information is provided by the delinquent tax collector. Ann clarified that the delinquent tax collector is accountable to and answers to the voters of the Town and not the Selectboard. She also noted she had requested Emily Purdy to attend prior Selectboard meetings and she will request she attend the next meeting on 9/2/2025.

VISITOR COMMENTS

Residents in attendance both in person and on Zoom would like the Delinquent Tax collector to share what information she has with voters and the Selectboard. Marty on Zoom read a list of questions and Ann offered to send them to Emily ahead of the meeting.

ADJOURNMENT

Mike motions, seconded by Chuck to adjourn. All in favor, so voted. Meeting adjourned 7:28pm.

Submitted by Meaghan Rinehart

Ann Lawless, chair

Mike Richardson

Chuck Dill