

Town of Wheelock Select Board Minutes
Draft for distribution - Tuesday, May 3, 2022, 6pm
In person at Town Hall and via Zoom

Present: Ann Lawless (chair), Jim Blackbird, Mike Richardson

Several guests are present including Mark Buonanno (road supervisor), Enid Ellis, Bobbie Jo Norcross, Richard Norcross, Russell Poulin, Laurie Worden. Via Zoom: Vanessa Seguin (Town Clerk) – joined in person mid-meeting, Eileen Boland.

6:00 pm: AL called the meeting to order.

Roads:

1. Report of Highway Supervisor: Mark Buonanno states the condition of the roads have improved drastically since last meeting. Almost all the roads have been graded at least once; ready to put chloride down on South Wheelock Road. Mark requests approval from the SB for an additional 30 loads of gravel. JB makes a motion to get 30 more loads of gravel. MR 2nds the motion. AL asks if there is a need to put this expense out to bid. Consensus is Simpson's has been consistently the lowest bid when requesting bids in the past – SB determined no need for requesting bids. Voted unanimously. Next week the plan is to start the upgrades to Fall Brook Road.
2. New loader purchase. JB states research demonstrates the best investment will be a John Deere. He also presented a proposal from Anderson Equipment Co. for a Komatsu, selling price \$187,923 with a trade in of \$18,000, total \$169,923. Basically, the John Deere will be the same machine the town currently owns – just a little bit heavier duty: \$149,000 after the trade-in of \$30,000. The town has \$110,00 and will need to borrow \$40,000. Funding options: with Community Bank; 3.59% for 2 years – \$21,00 per year; 3.89% for 3 years, three payments of \$14,384, 3.99% for 4 years – \$11,017 annually. As there is not a tremendous difference in the interest rates, JB suggests opting for the four-year loan. This would allow the town to continue to fund the equipment reserve each year. AL asks if the SB needs to do a bid for the borrowing to insure the best rate. JB states the municipality loans get the lowest rates. There is discussion as to whether the investigating a loan from either the Vermont Bond Bank or Passumpsic Bank would be worth investigating. Enid states the Vermont Bond Bank only processes loan applications twice a year, December, and June; the timing may not work for this project. MR is concerned about the potential of repair costs or loss of trade in value, he is inclined to agree with JB's recommendation. MR makes a motion to go with the John Deere, a 4 year note through Community National Bank. JB seconds. Voted unanimously.
3. Approve revised job description, temporary grader. JB and AL agree the job description is needs significant revision; JB and AL will make changes. Tabled.
4. Vote on bid request for garage upgrade. JB has acquired 2 bids for repairs to the garage. AL states technically a bid request needs to be posted. Suggestion - use the current bids to craft a bid request for Vanessa to post. JB questions if this was addressed last meeting; AL reviewed minutes – there was discussion, but no decision to post bid request. Vanessa is struggling to participate via zoom – opts to join the meeting in-person (6:40). JB reads the details of the current bids: bathroom

addition, various insulating (combination of blown-in and spray foam), remove/replace siding/trim/soffit on 3 sides, replace door – cutting concrete to grade. MR makes a motion, based on the description JB had just read, we put project out to bid. AL seconds. Voted unanimously. Bids will be due 5/19.

5. Road grants updates. Recommended by District 7 but still pending: Class 2 Roadway, S Wheelock Rd, \$613,145 total project. Town share 20% \$32,629. The match employee and equipment time is around \$10,000. We might need to spend \$22,000. There is a reimbursement grant, which means the town would need to borrow the entire amount to pay contractor bills upfront as they come in, then be reimbursed at the completion of the project. Still pending: Better Roads Category B; ditching on Peak and Vertical Mile, near twin bridges. \$20,000 grant - town match \$6,261.

Visitors:

6. Paul Tomasi, Cemetery Task Force – scope of work. Paul had submitted the draft scope of work (in the meeting packet). SB is invited to make additional suggestions as to other things the task force should be involved in. Proposed workday is scheduled for 5/21 at the Drown Cemetery to knock down some brush; hoping Miller’s Run will be helping. JB asks what the plan is for brush being removed, is it usually chipped. Paul says usually brush is pulled off to the side, though may consider bringing out a chipper in the future. AL confirms there is permission from neighboring landowners for brush disposal at West Wheelock. Development of cemetery policy is simply a matter of reviewing policies from other towns and taking the things they like most. Vanessa states she is also working with the sexton to come up with things he thinks should be part of the policies. 6:40 Paul leaves the meeting. 6:53 MB leave the meeting

Business:

7. Approve Cemetery Survey bid draft - Sulphur Springs (boundary & lot sections); Village (boundary). \$860 in Restricted Funds for survey– specific to Sulphur Springs. AL spoke with Shane Clark at Truline. He thought it would take 4 days to complete Sulphur Springs boundary survey. AL has drafted bid request for survey of both Sulphur Spring and Village, but as funds are limited should the bid request be only for Sulphur Spring Cemetery? Bid request will be changed to only include boundary survey of Sulphur Spring and Village Cemeteries, received by Tuesday June 2nd, 5:30 pm. JB makes a motion to post a bid request for boundary survey for Sulphur Springs and Village Cemeteries. MR seconds. Voted unanimously.
8. JB makes a motion to approve application to VT Old Cemetery Association, \$750 request, requires \$375 match, project would be to bid out work brush hogging West Wheelock Cemetery twice in 2022, and fill in sunken graves. MR seconds. Voted unanimously.
9. Review and act on roadside mowing bids. Only one bid has been received: JA Mitchell Contracting Services submitted a \$4000 bid, consists of 2 passes per side with extra attention to intersections. Requires all roadside flowerbeds be clearly marked. JB makes a motion to accept the bid. MR seconds. Voted unanimously.
10. Adopt Local Emergency Plan. JB makes a motion to accept the emergency plan. MR seconds. Voted unanimously.

11. Request from Wheelock Community Initiative for Yard Sale 5/21 to use inside town hall in bad weather and borrow tables/chairs for outside (or inside). Plan to set up table blocking exit via exterior front steps. JB makes a motion to approve the request. MR seconds. Bobbie Jo asks if there will need to be a porta-potty. VS raises the point that the Wheelock Community Initiative is not a committee of the Select Board. As the SB has closed the town hall due to accessibility issues and entrance issues – is the SB opening the town hall for rent? JB makes a motion to approve the request to borrow tables and chairs for an outside only yard sale. MR seconds. Voted unanimously.
12. Selectboard email addresses & archiving. AL will resend the link to the email account access to JB and MR.
13. Adopt Treasurer Policies: (1) Cash Receipts Petty Cash Returned Check Policy, (2) Accounting Auditing & Financial Reporting. JB makes a motion to adopt the treasurer policies. MR seconds. Voted unanimously.

ARPA:

14. ARPA update - Vote to spend portion of ARPA funds on Town Hall accessibility. VS feels before the ARPA taskforce moves forward to get input from the community they need to know where the SB stands on this issue. There have been many good ideas. MR makes a motion to use the majority ARPA funds for the town hall accessibility project, and the excess funds to be used for other projects determined by the ARPA committee, with the approval of the select board. JB seconds. Bobbie Jo raises concern that the exterior of town hall needs to be repaired/painted. Eileen mentions several proposals suggested by the committee up to date: broadband, ADA violations, energy efficiency needs for town hall, improving town garage, replacing road equipment, recreation trails in Mathewson State Forest, various town office improvements. Voted unanimously.
15. Town Hall Accessibility - SB plans/expectations/parameters for ADA compliance. Establish deadline and standards for submissions of proposals from R Norcross, M Richardson.

Richard Norcross presented estimates from Northern Ridgeline Builders, Glover: the lift and installation is \$54,610.60. Estimate for removing basement kitchen, installing ADA bathroom in basement and replacement of back door allowing required access to the handicapped ramp is \$8000. AL is concerned SB is required to put the project out to bid. Richard Norcross feels that the lift project is specialty project, putting this out to bid would be of no value as Accessibility Systems does all this type of lifts on the east coast, all the way down to Virginia. In this area the lift installer is Northern Ridgeline Builders, designing installation specially for each application/customer. AL is thinking there is more information needed for the project than just the lift; for example, cutting the hole, building the framework, stairwells, and bathrooms and the detailed specifications. Richard states all these items and more are included in the estimate. Richard stated the vertical platform lift is designed to be installed inside of an existing building; an elevator would be required if/when there is new constructed addition. MR did bring a proposal. He did not feel comfortable asking Shane to use his CAD program without permission from the SB for that expense. Eileen Boland stated the similar installation at the Fairbanks Museum in 2020 was \$60,000. She also stated Elizabeth Peebles is a historic resources specialist at the state Historic Preservation Division. Her goal is to review proposals, she recommended we work with an ADA consultant with experience working with historic buildings. She stated LULAs were preferable to lifts in these types of projects, any arrangement that requires an individual to ask for

assistance is not likely to meet approval. VS suggest the SB take Richard's proposal and seek out an ADA consultant. Continued group discussion includes the possibility of removing the stage and the possibility of adding a kitchenette above the existing bathrooms.

AL feels the SB needs more information and the project will need to go out to bid. MR asks Richard if there are scaled prints of the planned lift and bathroom that could be brought for the SB to review at the special meeting planned for 5/19. This visual plan would aid the SB to move to the next step which is the required posting of request for bids; there may need to be more than one bid process for the different town hall projects that have been discussed. Richard stated he has completed what was asked of him and he is turning over any further information gathering to the Selectboard. AL said she would follow up.

Schedule a special selectboard meeting. Special meeting is scheduled for 5/19 at 6 pm.

"Permanent" porta-potty: VS has contacted Juddy's Septic regarding cost and availability of renting an ADA compliant porta-potty long-term. Rental is \$255/month. Calkins does not have one currently. JB asks if they have one to sell; VS states they are backordered 20-30 weeks out. AL makes a motion authorize VS to work out the best deal to rent an ADA compliant porta-toilet unit from Juddy's, starting asap. MR seconds. Voted unanimously.

Review letter from NCIC Katelyn Robinson and next steps explaining that VCDP Planning grant was not recommended for submission and not submitted; project is too far along for this grant, submission would slow down progress.

Approve application for VCDP Access Modification grant September (max \$100,000). Tabled

Dept of Justice Correspondence - Tabled

Enter into the record: DOJ email of 4/4/2021

Approve draft SB follow-up letter

8:20 JB leaves the meeting

Administrative:

16. XX

17. Sign warrants

18. Adopt minutes, prior meetings: MR makes a motion to adopt the minutes of prior meetings. AL seconds. Voted unanimously.

2/14 Town Hall Accessibility Committee

2/25 Remote Information Hearing (Australian Ballot Town Meeting) Minutes

3/15 Cemetery Task Force Minutes

4/5 Selectboard

4/21 ARPA Committee

Correspondence: none

Adjourn: 8:32 MR makes a motion to adjourn. AL seconds. Voted unanimously.

Signatures
