



innovative
SURFACE SOLUTIONS 

Innovative Municipal Products (US),
Inc dba Innovative Surface Solutions

March 8, 2023

Town of Wheelock, VT

Attention: Dean Davis

Reference: Price Quotation Valid from March 8, 2023 to September 30, 2023

Thank you for the opportunity to supply your product requirements. We are pleased to offer you the following pricing for your consideration:

Product	Delivery Quantity	Delivery location	Total cost per unit delivered*
ProGuard Mag	5000 gallons	Wheelock, VT	\$1.11/gallon

* Delivered pricing includes standard freight charges. With the drastic changes in fuel costs, a separate Fuel Adjustment Fee may be applied to all delivered loads and calculated at the time of order.

Innovative Surface Solutions, with US operations in Glenmont, NY, is one of the leading manufacturers, distributors, and marketers of surface maintenance products in North America. We provide a high-performance cold mix as well as a complete line of dust control and winter ice control products including Clear Roads approved Magnesium Chloride.

We look forward to working together in order to assist you in fulfilling your surface maintenance requirements. Please be assured of our current and continued commitment to provide you with quality products and service.



innovative
SURFACE SOLUTIONS 

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Inc dba Innovative Surface Solutions

Our terms are as follows:

1. All applicable taxes are extra.
2. Payment net 30 days of shipping or pick up date on approved credit.
All other sales Cash, Visa, MasterCard, American Express or Interac
*Credit card payments may be subject to a Surcharge fee of up to 3%
3. All orders are to be placed through central customer service at orders@innovativecompany.com or by calling 1-800-257-5808
4. Please allow appropriate lead order time for all deliveries.
5. Pricing FOB Ajax, ON or Glenmont, NY Warehouse location. All outbound freight costs are extra unless otherwise specified. Special requirements will be extra.
6. Quotes are valid for 15 days only as of the date of the quote letter. Quotes will be considered accepted when signed and returned to Innovative Surface Solutions.
7. A standard restocking charge of 25% will apply to all product returns plus inbound and return freight costs.
8. Any claim for defective material must be made in writing and received by Innovative no later than ten (10) days from receipt of delivery. Damages will be limited to the purchase price of the product alleged to be defective. Innovative shall not be liable for any indirect or consequential damages or for late claims

Again, thank you for the opportunity to supply your product needs. If you have any questions regarding this proposal, please do not hesitate to contact me.

Best Regards,

Michelle O'Dell

Inside Sales Support

By signing below, you are confirming you have authority to contract on behalf of your firm or agency, accept the quoted prices which you have clearly initialed on the first page and are in agreement with the above terms and conditions.

PLEASE RETURN BOTH SHEETS TO 518-729-5181

Print Name: _____

Title: _____

Signature: _____

Annual Volume Commitment: _____

Contract Expiry Date: _____ September 30, 2023 _____



innovative
SURFACE SOLUTIONS

Innovative Municipal Products (US),
Inc dba Innovative Surface Solutions

March 6th, 2023

As a valued customer of Innovative Surface Solutions, we continue to extend our appreciation for your ongoing business and support as we strive towards product excellence and the industries best solutions.

As you know, the world has seen some instability over the past year related to various supply chain issues. Our economy remains challenging, and while we were hopeful that prices would normalize, this has not been the case. While we've been able to absorb certain costs, unfortunately an increase is unavoidable as we move into 2023.

The cost of fuel continues to impact our business but remains stable at the time of this writing. We have put forth our best efforts to include the appropriate freight and fuel charges in our pricing. However, if fuel should climb again and exceed \$5.58/ gallon based on the New England average rate, it may be necessary for us to reinstitute the Fuel Surcharge Program.

I'm hopeful that as we move through 2023 our business and the market will experience more normalcy. We are here to answer any questions you may have regarding these changes. Without your support, Innovative Surface Solutions would not exist. We truly value your partnership and business as we continue to work through these unprecedented times.

Thank you,

Mike Betts
SVP of Sales & Marketing
Innovative Surface Solutions

454 RIVER ROAD • GLENMONT, NY • 12077
PHONE 518.729.4319 • FAX 518.729.5181

INNOVATIVECOMPANY.COM

**TOWN OF WHEELOCK
HIGHWAY ACCESS POLICY
DRAFT 2023-01-03**

Section 1 -- Authority.

This Highway Access Policy (hereafter "Policy") is enacted pursuant to the authority granted to the Town under 19 V.S.A. §§ 303 and 1111.

Section 2 -- Purpose.

This Policy regulates access to the Town highway system. It is the purpose of this Policy to protect and preserve the safety and convenience of the inhabitants of the Town and the traveling public and to protect the public investment in the Town highway system through the regulation of highway access.

Section 3 -- Definitions.

For the purpose of this Policy the terms defined in this Policy shall have the following meanings:

"Access Permit" means the permit issued by the Selectboard to access the town highway system after following the procedural requirements of this Policy.

"Highway" means the highway system for the Town of Wheelock, which includes the public rights-of-way, bridges, drainage structures, signs, guardrails, areas to accommodate utilities authorized by law to locate within highway limits, areas used to mitigate the environmental impacts of highway construction, vegetation, scenic enhancements, and structures.

"Notice" means the written Notice of Permission to Proceed, described in Section 5c of this Policy, issued by the Selectboard after an application for an access permit is approved.

"Person" means an individual corporation, government, governmental subdivision or agency, business trust, estate, trust, partnership or association, or other legal entity.

"Selectboard" means the Selectboard of the Town of Wheelock.

"Town" means the Town of Wheelock.

"Vermont Agency of Transportation Standards B-71 and A-76" shall mean the most recent versions of the Vermont Agency of Transportation standard sheets B-71, Standards for Residential and Commercial Drives and A-76, Standards for Town and Development Roads.

Section 4 -- Permit required.

No person shall install, develop, construct, regrade, or resurface any driveway, entrance, or

approach, or build a fence or building, or deposit material of any kind within, or to in any way affect the grade of a highway right-of-way, or obstruct a ditch, culvert, or drainage course that drains a highway, or fill or grade the land adjacent to a highway so as to divert the flow of water onto the highway right-of-way, within the Town unless an Access Permit has been obtained from the Selectboard in accordance with this Policy.

A driveway or other access created or developed by the Town for official Town purposes is not required to obtain an Access Permit.

Section 5 -- Process.

a. Application.

A person may apply for an Access Permit from the Town using the Access Permit Application form provided by the Town Clerk's Office. The application shall be in writing and shall be signed by the applicant or an individual authorized to act for the applicant. A fee of \$ [insert amount] shall be paid at the time the application is submitted. A completed application must be submitted to the [insert responsible party such as "Selectboard" or "Manager" or "Road Foreman" or other designee] at least [insert number of days] before work is scheduled to begin. The [insert responsible party such as "Selectboard" or "Manager" or "Road Foreman" or other designee] may modify the time requirements of this Policy for good cause shown provided the public health and safety will not be jeopardized by such action.

Commented [AL1]: \$15.00??? Current 2017 policy has no fee. Prior drafts did not specify a fee

Commented [AL2]: Road Commissioner? 30 days? If we make the SB the responsible party this could take months.

b. Consideration.

[If applicable, insert language such as "Prior to any action by the Selectboard, the (Town Manager, Town Administrator, etc.) shall cause the application to be reviewed by Town departments including, but not limited to, highway/DPW, police, fire, and rescue."]

The [insert the responsible party such as "Selectboard" or "Manager" or "Road Foreman"] will consider a completed application [if the decision will be made by the Selectboard, insert the following: "at a regular or special Selectboard meeting and may recess the meeting on the application as necessary to receive additional information."]

The [insert "Selectboard" or "Manager" or "Road Foreman"] may approve, approve with conditions/modifications, or deny an application upon consideration of the approval standards set forth in Section ___ of this Policy.

c. Notice of Permission to Proceed. If an application is approved, the [insert "Selectboard" or "Manager" or "Road Foreman"] will issue written permission in the form of a Notice of Permission to Proceed ("Notice"). The Notice will list the specifications, requirements, and restrictions for the work. The Notice may require supervision and/or inspection by the Town. The Notice will state the date on which construction / development of the Access may proceed.

d. Notification of completion. The applicant shall notify the [*insert "Selectboard" or "Manager" or "Road Foreman"*] within [*number*] of days after construction is completed.

e. Final inspection. The [*insert "Selectboard or its designee" or "Manager or his or her designee" or "Road Foreman"*] shall conduct a final inspection to determine if the work has been completed according to the requirements listed in the Notice.

f. Issuance of Permit. If, after inspection, it is determined that the Access has been constructed / developed in compliance with the Notice, a written Permit shall be issued by the [*insert "Selectboard" or "Manager" or "Road Foreman"*] within __ days after final inspection.

g. Recording of Permit. A Permit shall not be valid until recorded in the Town Land Records at the expense of the Permittee.

Section 6 -- Contents of Application.

An application for an Access Permit shall be on the form provided by the Town and shall be deemed to be complete if it includes the following:

(1) The name, address, and telephone number of the applicant, the principal officers of the applicant, the individual making the application, and any other individual authorized to represent the person applying for the Permit;

(2) If the applicant is not the owner of the premises where the access is to be constructed, the name and contact information of the owner or other person that has the authority to consent to the use and development of the premises, and a signed statement from that person stating that consent is given to the applicant;

(3) The location of the access, including street address (if any), and parcel ID # of the property;

(4) The date on which construction is proposed to begin;

(5) A visual depiction of the premises indicating location, layout, adjacent state and local highways, entrances and exits, traffic flow patterns, parking and land uses of the surrounding area;

(6) Any additional information the applicant wishes to furnish that assists the Selectboard or its designee in determining that the proposed access will comply with the applicable standards; and

(7) The signature of the applicant or an individual authorized to act for the applicant.

Section 7 -- Approval conditions.

When issuing a Notice under this Policy, the Selectboard shall require that the proposed access will be constructed or developed according to the standards in Vermont Agency of Transportation Standards B-71 and A-76."

The Selectboard shall require:

- a. 5% decline about the length of 15 feet if applicable;
- b. a new permit in the event of a change of use that increases the traffic volume (i.e. a change from a single dwelling house to multiple houses or to a commercial use);
- c. a new permit in the event of failure of a culvert or driveway (i.e. washout, water running down the driveway into the road, clogged culvert to the extent that it no longer carries water from ditch, etc.)

In addition, the Selectboard shall require conditions to avoid: (1) undue adverse traffic congestion and unsafe conditions regarding the use of public roads, sidewalks and other public rights-of-ways; (2) unhealthy conditions regarding water supply, sewage disposal or solid waste disposal; and (3) adverse affects on drainage ditches, culverts or other drainage facilities. *[Insert optional specific provisions that relate to the above 3 criteria.]*

In addition, the Selectboard may require the posting of a security bond or the establishment of an escrow account to ensure compliance with the conditions of the Notice or Permit and protection of the town highway system. In addition, the Selectboard may attach any such reasonable conditions as they may deem appropriate to mitigate or eliminate any impacts reviewable under the approval standards set forth above.

Section 8 -- Expiration of Notice of Permit.

The authorization conveyed by a Notice of Permit shall expire _____ *[insert time period]* after the issuance of that Notice unless the work authorized by such Notice has been substantially commenced.

Section 9 --Damage to Town highways.

In the event that damage to a town highway is caused by improper construction, maintenance, or grading of a driveway or other highway access point, it shall be the responsibility of the property owner to compensate the Town for any expenses involved in restoring that highway to its original condition.

Section 10 -- Revocation of Permit; Frontage road.

As per 19 V.S.A § 111(f), the Selectboard may, as development occurs on land abutting a Town Highway, require the elimination of an access previously permitted and require the construction of a common frontage road or other access improvements which may serve more than one property or lot.

Commented [AL3]: We could include the current standards in the policy but it would be good if we can provide an updated version without having to revise the policy. Maybe preferable to have clerk provide it along with the access permit form.

Commented [AL4]: This paragraph is from Kirby's planned revision to their policy. In (a) they changed to "5% decline" from "a flat area."

Commented [AL5]: One year?

Section 11 -- Responsibility for culverts and headwalls

Culverts and headwalls installed on private property, even when located within the municipal right of way, are the responsibility of the property owner. Property owner retains exclusive legal and financial responsibility to repair, replace, and maintain those culverts and headwalls. Nevertheless, property owner must obtain permission from the Town in the form of a written Notice of Permission to Proceed before any repair or replacement may take place.

Section 12 -- Applicability of other laws and ordinances.

The Permit required under this Policy shall not replace or eliminate any requirement to obtain approval under any other applicable State laws or municipal land use ordinances. Applicants and Permittees are solely responsible for ensuring that their access is in compliance with applicable State laws and municipal land use ordinances.

Section 13 -- Enforcement and Penalties.

In the event that a person fails to obtain a Notice/Permit as required by this Policy, fails to abide by the terms and/or conditions of a Notice/Permit, or misrepresents any information contained within or in support of a Notice/Permit application, the Selectboard may resort to any or all of the following enforcement options:

a. Optional Notice of Violation

Prior to instituting any legal action or proceeding to enforce this Policy, the Selectboard or its designee may issue a notice of violation setting forth the nature of the violation, the corrective action necessary to abate the violation, and notice of intention to institute an action or proceeding against the person responsible for the violation. 19 V.S.A. § 1111(i).

b. Assurance of Discontinuance

The Selectboard or its designee may accept an "assurance of discontinuance" of any violation of this Policy, including a schedule for abatement of a violation. 19 V.S.A. § 1111(i). When such assurances are allowed, they must be in writing and must be filed not only with the town, but also with the attorney general, the Superior Court, and the town clerk's land records.

c. Permit Suspension

The Selectboard or its designee may suspend a Permit until compliance with State statute and this Policy is obtained. 19 V.S.A. § 1111(g). The Selectboard or its designee may physically close the driveway or access point, if there is continued use or activity after suspension of a Permit, and in the opinion of the Selectboard, or its designee, the safety of highway users is or may be affected. 19 V.S.A. § 1111(g).

d. Injunction

If the Selectboard believes that any person is in violation of the provisions of Title 19 V.S.A. §§ 1111 *et seq.*, it may bring an action in the name of the town against the person to collect civil penalties as provided in 19 V.S.A. § 1111(j) and to restrain by temporary

or permanent injunction the continuation or repetition of the violation. 19 V.S.A. § 1111(h).

e. Civil Penalties

Persons who violate the requirements of this Policy or fail to adhere to Permit conditions, or the terms of an order issued by a court of law may be subject to civil penalties of not less than \$100.00 and not more than \$10,000.00 for each violation. When the violation of an order is of a continuing nature, each day during which the violation continues after the date fixed by the court for correction or termination of the violation constitutes an additional separate and distinct offense except during the time an appeal from the order may be taken or is pending.

Section 14 -- Severability.

If any section of this Policy is held by a court of competent jurisdiction to be invalid such finding shall not invalidate any other part of this Policy.

Section 15 -- Effective Date.

This Policy shall become effective upon adoption by the Selectboard.

Adopted this _____ day of _____, 202_.

APPENDIX A
Town of _____
Access Permit Application Form

Application # _____ [to be filled in by the Town]

NOTICE TO APPLICANT: This form is for use in conjunction with the Town's Highway Access Policy. Before submitting an application, applicants are urged to review the Town's Highway Access Policy in full.

If an application is approved, the [insert "Selectboard" or "Manager" or "Road Foreman"] will issue written permission in the form of a Notice of Permission to Proceed ("Notice"). The Notice will list the specifications, requirements, and restrictions for the work. The Notice may require supervision and/or inspection by the Town. The Notice will state the date on which construction / development of the Access may proceed.

Once construction/development is completed, the [insert "Selectboard or its designee" or "Manager or his or her designee" or "Road Foreman"] shall conduct a final inspection to determine if the work has been completed according to the requirements listed in the Notice. If, after inspection, it is determined that the Access has been constructed / developed in compliance with the Notice, a written Permit shall be issued by the [insert "Selectboard" or "Manager" or "Road Foreman"] within ___ days after final inspection. An access is not considered legally permitted until the written Permit has been recorded in the Town Land Records at the expense of the Permittee.

Name of Applicant: _____

Address and telephone number of Applicant: _____

If Applicant is an organization or corporate entity, list the principal officers of Applicant and any other individual authorized to represent the applicant group or entity applying for the Permit:

If Applicant is an organization or corporate entity, list the name address, email and telephone number of individual making the application:

Location of the proposed access: _____

If the applicant is not the owner of the premises where the proposed access will be constructed, list the name and contact information of the owner or other person that has the authority to consent to the use of the premises and attach a signed statement from that person stating that

consent is given to the applicant to have the access constructed on those premises:

The date on which construction is proposed to begin: _____

Attach a visual depiction of the premises indicating location, layout, state and local highways, entrances and exits, traffic flow patterns, parking and land uses of the surrounding area.

Describe the arrangements that have been made to protect the public health, safety, welfare and convenience of the traveling public during construction including, but not limited to, arrangements for traffic control, crowd control, waste and sanitation facilities:

Applicant may provide any additional information that may assist the Selectboard.

Signature of the applicant
or an individual authorized to act for the applicant

Date

FOR TOWN USE ONLY:

Application received by _____ [town official] on _____ [date]

Application fee of \$ _____, received by _____ [form of payment]

APPENDIX B
Town of _____

Notice of Permission to Proceed with Construction / Development of Access / Right of Way

Notice is hereby given to _____ [name of Applicant / Property Owner] that the Selectboard of the Town of _____ hereby grants permission to proceed with the construction / development of the proposed access/driveway/curb cut at _____ [parcel # and street address or property, if any], which proves access to / connects with [name and/or # of town highway] as per the Access Permit Application # _____, submitted to the Town on _____ [date]. Construction / development may begin on or after _____ [date] and must proceed according to the following conditions and restrictions:

[insert conditions or restrictions]

Permission granted in this Notice will expire [insert time period] from the date of issuance and is not transferrable.

This Notice does not constitute an Access Permit. A Permit authorizing the use of the access and recognizing completion of the project will be issued and become effective only after it is determined that compliance with all conditions, specifications, and restrictions described in this Notice to Proceed are met. The Selectboard for the Town of _____, with the assistance of _____ [insert "Road Commissioner," "Road Foreman," or other town officer as relevant], will have the authority and responsibility to determine when the conditions, restrictions, and specifications above are met.

Upon receipt of this Notice, you are hereby authorized to proceed with the project in accord with the conditions, specifications, and restrictions described herein. Approval covers only the work described in your Access Permit Application, as modified by the conditions, restrictions, and specifications listed above. You will be held financially responsible for any damage caused to the Town highway system resulting from the development or construction of a driveway/access, regardless of whether such development or construction has been authorized by the Town.

This Notice does not relieve you from any requirements imposed by other local, regional, or State agencies.

Issued on: _____ [date]

By: _____
Chair of the Selectboard

APPENDIX C
Town of _____
Access / Right of Way Permit

It is the determination of the Selectboard of the Town of _____ that all of the conditions, restrictions, and specifications described in Access Permit Application # _____, as modified by the relevant Notice to Proceed, which was issued by the Town on _____ [date], have been met.

Therefore, Permit # _____ is hereby issued to _____
[Applicant / Property Owner], as Permittee for the access/driveway/curb cut located at _____ [parcel # and street address or property, if any], which proves access to / connects with _____ [name and/or # of town highway]. All of the conditions, restrictions, and specifications described in Access Permit Application # _____, as modified by the relevant Notice to Proceed, which was issued by the Town on _____ [date], remain in force as conditions of this Permit as long as the present land use continues. Any change in the present land use will require a new Permit.

This Permit shall not be valid until recorded in the Town Land Records at the expense of the Permittee.

The issuance of this Permit does not relieve Permittee from any requirements imposed by other local, regional, or State agencies.

In the event that there is a failure to adhere to the conditions, restrictions, and specifications described above, this Permit may be suspended by the Selectboard until compliance is obtained. If there is continued use or activity after suspension, the Selectboard may physically close the driveway or access point if, in the opinion of the Selectboard, the safety of highway users is or may be affected.

As per 19 V.S.A § 111(f), the Selectboard may, as development occurs on land abutting a Town Highway, require the elimination of an access previously permitted and require the construction of a common frontage road or other access improvements which may serve more than one property or lot.

Permit issued on _____ [date]
By: _____ [Selectboard or its designee]

Received for recording on _____ [date], with applicable recording fees paid.
By: _____ [Town Clerk]

TOWN OF WHEELLOCK

CERTIFICATE – NO APPEAL OR SUIT PENDING
2022 GRAND LIST

We certify that on this date (no earlier than the first Tuesday in February following the lodging of the Grand List) there are no appeals pending from the action of the listers nor suits to recover taxes paid under protest.

Under the provisions of 32 V.S.A., section 415, from this date on when offered in evidence in any court in the state, this list shall be received as a legal Grand List, and its validity shall not be put in issue by any party to any action in any hearing or trial in any court.

SELECTBORD

LISTERS

James S. Rossi

Steph...

George B.

Attest this _____ day of _____, 2022

Town Clerk

**RULES OF PROCEDURE
WHEELOCK SELECT BOARD
3/14/2023 DRAFT based on 2022**

A. PURPOSE.

The Select Board of Wheelock is required by law to conduct its meetings in accordance with the Vermont Open Meeting Law. 1 V.S.A. §§ 310-314. Meetings of the Select Board of Wheelock must be open to the public at all times, except as provided in 1 V.S.A. § 313.

New law, Act 1 (H.42) 2023: Municipal public bodies can continue to hold completely remote meetings through electronic participation only, without designating a physical meeting location. <https://www.vlct.org/resource/remote-only-public-meetings-toolkit-2023>

B. APPLICATION.

This policy setting forth rules of procedure shall apply to the Select Board of the Wheelock, which is referred to below as "the body." These rules shall apply to all regular, special, and emergency meetings of the body.

C. ORGANIZATION.

1. The body shall annually elect a chair and a vice-chair. The chair of the body or, in the chair's absence, the vice-chair shall preside over all meetings. If both the chair and the vice-chair are absent, a member selected by the body shall act as chair for that meeting.
2. The chair shall preserve order in the meeting and shall regulate its proceedings by applying these rules and making determinations about all questions of order or procedure.
3. A majority of the members of the body shall constitute a quorum. If a quorum of the members of the body is not present at a meeting, no meeting shall take place.
4. No single member of the body shall have authority to represent or act on behalf of the body unless, by majority vote, the body has delegated such authority for a specific matter at a duly-noticed meeting and such delegation is recorded in the meeting minutes.
5. Motions made by members of the body require a second. The chair of the body may make motions and may vote on all questions before the body. A motion will only pass if it receives the votes of a majority of the total membership of the body.
6. There is no limit to the number of times a member of the body may speak to a question. A member may speak or make a motion only after being recognized by the chair. Motions to close or limit debate will be entertained.
7. Any member of the body may request a roll call vote. Pursuant to 1 V.S.A. § 312(a)(2), when one or more members attend a meeting electronically, a roll call vote is required for votes that are not unanimous.

8. Meetings may be recessed to a time and place certain.
9. These rules may be amended by a two thirds majority vote of the body, and must be readopted annually.

D. AGENDAS.

1. Each regular and special meeting of the body shall have an agenda, with time allotted for each item of business to be considered by the body. Those who wish to be added to the meeting agenda shall contact the chair to request inclusion on the agenda. The chair shall determine the final content of the agenda.
2. At least 48 hours prior to a regular meeting, and at least 24 hours prior to a special meeting, a meeting agenda shall be posted in or near the municipal office and at the following designated public places in the municipality: In the bulletin board boxes on the walls outside Town Hall, South Wheelock Fire Station and at the Transfer Station.

At least 48 hours prior to a regular meeting, and at least 24 hours prior to a special meeting, a meeting agenda shall be posted on www.townofwheelockvt.org. The agenda must also be made available to any person who requests such agenda prior to the meeting.

3. All business shall be conducted in the same order as it appears on the noticed agenda, except that any addition to or deletion from the noticed agenda must be made as the first act of business at the meeting. No additions to or deletions from the agenda shall be considered once the first act of business at the meeting has commenced. Any other adjustment to the noticed agenda, for example, changing the order of business, postponing or tabling actions, may be made by a majority vote of the body.
4. The newspaper of record for public notices shall be the Caledonian Record.

E. MEETINGS.

1. Regular meetings shall take place on the first Tuesday of the month, at 6pm, in the Wheelock Town Hall.
2. Special meetings shall be publicly announced at least 24 hours in advance by giving notice to all members of the body unless previously waived; to an editor, publisher or news director, or radio station serving the area; and to any person who has requested notice of such meetings. In addition, notices shall be posted in the municipal clerk's office and at the following designated places in the municipality: in the bulletin board boxes on the walls outside Town Hall, South Wheelock Fire Station and at the Transfer Station.
3. Emergency meetings may be held without public announcement, without posting of notices, and without 24-hour notice to members, provided some public notice thereof is given as soon as possible before any such meeting. Emergency meetings may be held only when necessary to respond to an unforeseen occurrence or condition requiring immediate attention by the public body.
4. A member of the body may attend a regular, special, or emergency meeting by electronic or other means without being physically present at a designated meeting location, so long as the member identifies him or herself when the meeting is convened, and is able to hear and be heard throughout the meeting. Whenever one or more members attend electronically, voting that is not unanimous must be done by roll call. If a quorum or more of the body attend a meeting (regular, special, or emergency) without being physically present at a designated meeting location, the agenda for the meeting shall designate at least one physical location where a member of the public can attend and participate in the meeting. At least one member of

the body, or at least one staff or designee of the body, shall be physically present at each designated meeting location.

5. If special guests are to participate at a meeting, it is the responsibility of the chair (or his/her designee) to formally invite the person to attend via email or in writing and to provide the agenda. If the person invited is an employee of the Town, a copy of the invitation is to be placed in the employee's folder.

F. PUBLIC PARTICIPATION.

1. All meetings of the body are meetings in the public, not of the public. Members of the public shall be afforded reasonable opportunity to express opinions about matters considered by the body, so long as order is maintained according to these rules.
2. At the conclusion of the discussion of each agenda item, but before any action is taken by the public body at each meeting, there may be five minutes afforded for open public comment. By a two thirds vote, the body may increase the time for open public comment and its place on the agenda.
3. Comment by the public or members of the body must be addressed to the chair or to the body as a whole, and not to any individual member of the body or public.
4. Members of the public must be acknowledged by the chair before speaking.
5. If a member of the public has already spoken on a topic, he or she may not be recognized again until others have first been given the opportunity to comment.
6. Order and decorum shall be observed by all persons present at the meeting. Neither members of the body, nor the members of the public, shall delay or interrupt the proceedings or the peace of the meeting or interrupt or disturb any member while speaking. Members of the body and members of the public are prohibited from making personal, impertinent, threatening, or profane remarks.
7. Members of the body and members of the public shall obey the orders of the chair or other presiding member. The chair should adhere to the following process to restore order and decorum of a meeting, but may bypass any or all steps when he or she determines in his or her sole discretion that deviation from the process is warranted:
 - a. Call the meeting to order and remind the members of the applicable rules of procedure.
 - b. Declare a recess or table the issue.
 - c. Adjourn the meeting until a time and date certain.
 - d. Order the constable to remove disorderly person(s) from the meeting.

Adopted:

Date: _____

Application: 7343

Town of Wheelock

Started at: 2/20/2023 01:33 PM - Finalized at: N/A

Page: Basic Information
Category Capacity-Building Microgrants
Capacity-Building Microgrant Application
1. Common name of Applicant Organization Town of Wheelock
Legal Name of Applicant Org Town of Wheelock (in partnership with Wheelock Community Initiative)
Street Address 1192 Rte. 122
Street Address Line 2 PO Box 1328
City Lyndonville
State Vermont
Zip / Postal Code 05851
Name Ann Lawless

Title

Selectboard Chair

Phone

+1 802-626-3109

Email

alawless@townofwheelockvt.org

4. Organization Tax/Corporate Status

A municipality/Another unit of government

5. Organization Federal Tax Identification Number

n/a

6. Organization Website

<https://townofwheelockvt.org/> and <https://wheelockcmty.org/>

7. Organization Twitter Handle

n/a

8. Organization Facebook name

Wheelock Community Initiative

9. Has your organization applied for an AARP Community Challenge previously?

No - Did not apply

10. How did you hear about this grant opportunity?

21bbdda7-e388-4956-8b70-e9d5fd887e, 3bf2e85c-9e93-4dd6-9772-8f3564e0fe9c

Page: Community Details

Note: This information is for AARP's internal analysis only, and will not be used in award information, etc.

City

Wheelock

County

Caledonia

State

Vermont

Zip Code

05851

12. Would you describe this community as:

Rural

Page: Microgrant Project Details**13. Project Category**

Improving Walkability – Implement walk audits to enhance safety and walkability for residents (especially those 50-plus) in your community with support from America Walks, using the AARP Walk Audit Tool Kit.

18. Improving Walkability Category Deliverables

ba91052f-c620-4db7-9453-335080e39b03

Walk Audit Amount:

3

14. Project Short Summary

This project will conduct 3 walk audits along Rte 122 in Wheelock village to identify walking hazards, potential crosswalk locations, and enforcing the village speed limit. The Wheelock Community Initiative (WCI) is leading the project: 3 members live in the village; all are volunteers age 50 and older. The audit team will host a community meeting open to residents, business owners, the Selectboard and Planning Commission to discuss the results and how to incorporate them in future planning.

15. The Need

Rte 122 runs through Wheelock Village; a busy east/west connector between routes 5, 16, and Interstate 91. VTrans maintains the road and posts the 35mph village speed limit (50mph before and after). The village includes a general store, some small businesses, a transfer station, homes, and an historic district. There are no sidewalks or crosswalks. Without safe pathways and most vehicles exceeding the speed limit, older village residents must drive rather than walk to other parts of the village.

16. Additional Project Activities

YES

AARP Community Challenge projects should be quick-action in nature and able to be completed by November 30, 2023. Please provide a brief project timeline using the month boxes below. **Be sure to include time to receive any municipal approvals, land-use agreements, request for proposals/contractor bidding process and approvals, impact of potential weather (heat, cold, rain), supply chain lead time, etc.**

NOTE: We anticipate that grantees will receive selection notifications in May and payment in June/July. Projects must be completed by November 30 and After-Action Reports are due December 31. Please see Question #1 in the Frequently Asked Questions (FAQs) for more information on the grant cycle timeline.

June:

Promote goals and audit, recruit more volunteers

July:

Perform audits with assistance from NVDA of maps, vehicle counts, and advice

August:

Host a community meeting with a facilitator, food, and childcare

September:

Evaluate audit findings and community ideas and responses

October:

Draft and submit after-action report to AARP

November:

Draft next steps; seek additional grant support to plan and implement

19. Printed Publications

25

Page: Microgrant Project Narrative and Budget

20. Community Engagement

The Wheelock Community Initiative (WCI) organized in 2018 following Town Hall (1871) structural work that drew volunteers to paint the assembly room. That effort sparked interest to revive the Wheelock Community Club (ended in the 1980s). WCI’s mission is to create economic/social opportunities contributing to a vibrant town for elders, families, working people, and non-residents. A “Wheelock’s Future” planning effort in early 2020 (report@bit.ly/3XXLI41), provided additional inspiration. With town officials’ support, WCI volunteers—all age 50 and over—have either initiated or partnered in a wide range of activities to support this goal with welcome baskets, a community newsletter, food donation drives, yard sales, and community meetings.

21. Older Adults

Funding for the audit will launch the WCI's efforts to improve the safety of residents age 50 and over who live in or come to the village to interact with town government, businesses, or to visit friends and family. The line-of-sight is very poor for vehicles entering Rte122 from four side roads that feed into the village. The lack of any safe, walkable paths or crosswalks in the village necessitates driving short distances from home to other village destinations. The current situation is isolating, unhealthy, and environmentally unsound. These vulnerabilities inhibit WCI's other efforts to enhance the village's livability, such as developing the green space next to the Town Hall with a little library, playground, gazebo, and picnic area.

22. Role of Volunteers

Yes

Please Describe Role of Volunteers (Yes)

The Wheelock Community Initiative's core group of volunteers are all 50 and older. Some projects we have initiated or supported since 2018 have involved younger volunteers, but the majority of WCI's activities have been planned and executed by the core group of volunteers. The town's Selectboard is submitting this proposal, however WCI volunteers drafted it. With the Selectboard's support, WCI will implement all aspects of the proposal: promote the project to residents, research existing data, conduct the walk audit, organize the community meeting, draft the report, and use what we learn to plan the next steps towards our goal of a safe, walkable Wheelock village.

23. Diversity and Inclusion

3c99d19f-eb52-41fa-9d0b-7060d8814882

Please Describe

The 2020 census lists a population of 759 residents in Wheelock (down from 801 in 2010). As with the rest of the rural, northeast corner of Vermont, the racial or ethnic diversity is very low. White residents make up 92.2% of the population; black or African American 0.3%; American Indian and Alaska Native 0.8%; Asian 0.3%; Native Hawaiian and Other Pacific Islander 0; and Hispanic or Latino, 1.1%. We can imagine that improvements to the livability of the village and the town will benefit and be attractive to a more diverse and multicultural population in the future. A third of Wheelock's population is 60 or over, so attracting younger individuals and families with children are also goals.

24. Project Budget Breakdown

\$700 traffic control aids, such as vest, signs, cones; \$100 snack and water for audit teams; \$200 rent a tent for meeting (the Town Hall may be under construction this summer, necessitating renting a tent); \$900 for food at the community meeting to attract a broad audience; \$100 for childcare; \$450 for ads in the local paper; \$300 facility use (utilities, janitorial, etc.); \$150 promotional materials (printing materials such as posters, surveys, newsletters)

25. Other Funding

Yes

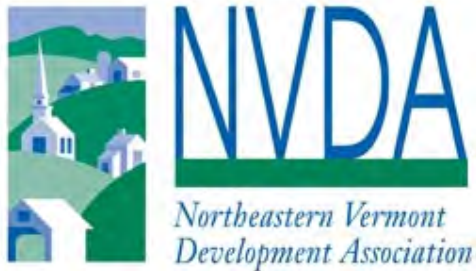
An opportunity for other possible AARP funding. Please note that by submitting a proposal for the AARP Community Challenge initiative, you and your organization give AARP permission to reach out to you and others at your organization about other possible AARP funding opportunities that your proposal may be eligible for based on the AARP Community Challenge criteria. However, please note that AARP is not obligated in any way to consider your proposal for any additional AARP funding.

Page: Notification

When you SUBMIT this application, you will receive a confirmation email within the hour. If you do NOT receive a submission confirmation, you may not have submitted successfully. Please go back and make sure you completed ALL required questions and did not go over the text box character limits.

All applicants will be notified of their funding status by email in May. To receive funding, selected applicants must execute and return a binding Memorandum of Understanding and completed financial forms to the AARP National office in a timely manner.

From: Northeastern Vermont Development Association <lorna@nvda.ccsend.com> on behalf of Northeastern Vermont Development Association <dsnedeker+nvda.net@ccsend.com>
Sent: Thursday, March 9, 2023 12:09 PM
To: Ann Lawless
Subject: March 2023 - \$4K Mini-Grants for Municipal Energy Resilience Open!



Regional Planning & Economic Development in the Northeast Kingdom
David Snedeker, Executive Director
dsnedeker@nvda.net

Municipal Energy Resilience Community Capacity \$4K Mini-Grants Open - March 2023

Municipal Energy Resilience Program (MERP)

The [Municipal Energy Resilience Program](#) (MERP) is a new grant program funded by the Vermont Department of Buildings and General Services (BGS) and administered by regional planning commissions to help communities across the State become more **energy resilient**. Established by Act 172, MERP will provide **\$45M** in funding to help reduce municipal building energy usage, operating costs, and greenhouse gas emissions. **Existing buildings** owned by cities, towns, fire districts, incorporated villages, and all other municipal units are eligible. **School districts are not eligible** for this program. Potential projects include battery back-up energy storage, weatherization, thermal improvements, and fuel switching in municipal buildings and facilities. **No local match** is required for this funding.



Non-Competitive Community Capacity Building Mini-Grants (up to \$4,000) Now Open!

Selectboard approval for proposed projects is required. **Potential uses include:**

APPLY HERE

- Hire a grant writer or consultant
- Host educational events
- Purchase and mail promotional materials
- Assemble an energy committee

NVDA is here to help and provide NEK communities with technical assistance for MERP applications, assessments, and implementation.

Contact Allie Webster, NVDA Energy Planner: awebster@nvda.net

More about MERP...

The **Municipal Energy Resilience Program (MERP)** will provide staff support, application and technical assistance, and funding to help communities become more energy resilient, reduce energy use and operating costs, and curb greenhouse gas emissions by promoting renewable energy, battery storage, electric vehicle charging, weatherization, thermal improvements, fuel switching, and enhanced building comfort in municipal buildings and facilities.

The program will provide the following funding opportunities:

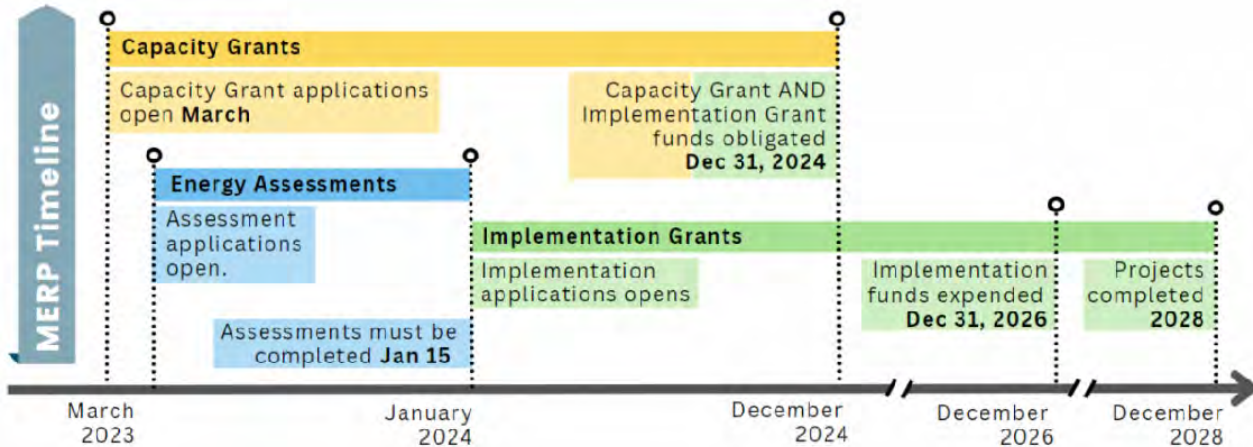
- **Community Capacity Building Grant:** Up to \$4,000 to facilitate public communication, education, outreach, and engagement about municipal energy resilience
- **FREE Building Energy Assessment(s)** by State Contractors - Required for MERP Implementation Grant. Covered municipalities may sign up for either option:
 - **Level 1 (~1.5 hours):** Goes beyond Efficiency VT municipal energy walkthrough. Building documents *not* required.
 - **Level 2 (~2-4 hours):** Investment grade energy audit. Includes all Level 1 aspects. Building documents *required* (utility bills, architectural drawings, etc.). Qualifies for MERP project implementation funds and the State's energy revolving loan program. This may be useful for a building with multiple scopes of work outside of the MERP program.
- **Implementation Grant:** Each municipality can apply for a maximum of **\$500,000** for building renovation projects regarding weatherization, thermal efficiency, and supplementing or replacing fossil fuel heating systems with more efficient renewable or electric alternatives. These funds can be split across several eligible buildings, under one project grant. The MERP Implementation Grant is designed to reach communities most in need of improving their energy resilience and experiencing high [energy burdens](#).
- **Revolving Loan Program** to support future retrofit needs beyond Implementation Grant funds. This program will be developed following the successful launch of the other program components that have a spending deadline.

[Download NEK MERP Two-Pager](#)

MERP Timeline

The timeline below is subject to change as the program develops:

- **March 2023** – Applications open for \$4,000 Community Capacity Grant
- **April 2023** – Applications open for **FREE** Energy Assessment(s)
- **January 2024** – Energy Assessment(s) must be completed
- **Spring 2024** – Applications open for up to \$500,000 Implementation Grant
- **December 2024** – Community Capacity Grant and Implementation Grant funds must be obligated.
- **December 2026** – All Implementation Grant funds must be expended
- **December 2028** – All funded projects must be completed



NVDA MERP SURVEY

Please take our brief survey to let us know your top building priorities and how NVDA can best assist your community with MERP.

NVDA is here to help!

NVDA will continue to reach out to municipalities to help you prepare for the various program phases (such as upcoming deadlines) as they roll out. NVDA will also provide you with technical assistance for applications, assessments, and implementation.

Contact Allie Webster, NVDA Energy Planner

awebster@nvda.net

Northeastern Vermont Development Association www.nvda.net
St. Johnsbury Office: 802.748-5181 Fax: 802.748-1223

*NVDA is the regional planning and development organization serving
Caledonia, Essex and Orleans Counties - An equal opportunity lender, provider and employer.*

Northeastern Vermont Development Association | PO Box 630, 36 Eastern Ave. Suite 1, St. Johnsbury,
VT 05819

[Unsubscribe alawless@nwwvt.org](mailto:alawless@nwwvt.org)

[Update Profile](#) | [Constant Contact Data Notice](#)

Sent by dsnedeker@nvda.net powered by



For Selectboard meeting 3/14/2023
Town Hall ADA project status update, 3/9/2023

ARCHITECTURAL PLANS AND DRAWINGS AND BUDGET FOR BIDDING

Silver Ridge Design sent a preliminary progress drawing 3/1 asking for some specific measurements which I provided along with photos. As of 3/7 they are completing the drawings and will start on the cost estimate.

They also provided a PLAN B drawing for a ramp to the stage vs. a 4 stop lift.

GRANTS

REDI <https://vhcb.org/redi> Mariah assigned us to Karen Geraghty at NCIC as our grantwriter.

Due to changes at the NCIC board level Karen is no longer with NCIC but she is continuing as an independent contractor. On 3/3 I met with Mariah and Karen and this is fine with Mariah that REDI contract with Karen as an independent consultant. Mariah planned to review the Town's letter we approved asking for REDI Assistance, but she thought nothing new would be needed from us. We do not need to make any changes, as the changes to her contract with Karen will be between REDI and Karen.

VCDP Access Modification – deadline sometime around April 15 (up to \$100,000)

<https://accd.vermont.gov/community-development/funding-incentives/vcdp>

Selectboard authorized me 1/23 to continue to explore this grant. I contacted Nathan Cleveland and we connected on 1/31. I submitted the Environmental Review form as he suggested. The result was a Zoom meeting on 2/14 with the review team at the Division for Historic Preservation.

- They preferred the ramp option vs the 4th lift stop to the stage because it will not obstruct people's line of sight from and to the stage.
- They felt that the crack in the basement wall and the drainage issue on the east side need to be part of the project.
- They were pretty certain we would NOT need to hire a Section 106 consultant, but they want to see the final plans.

This grant has a rolling application deadline, and a SB resolution to apply as well as a warned public hearing are required.

Preservation Trust Bruhn Grants (\$50,000 to \$100,000). Application deadline 3/31/2023, match helpful but not required

<https://ptvermont.org/help/grants/paul-bruhn-historic-revitalization-grants/>

While the application deadline has not changed, the review time is taking 4-6 months at the National Park Service level. We may still want to apply if we can.

USDA Rural Development Community Facilities 15% of project, application deadline 4/14/2023

<https://www.rd.usda.gov/programs-services/community-facilities/community-facilities-direct-loan-grant-program/vt>

I met with Shaun Fielder from the St. J office at Town Hall on 2/28.

- YES this would be a good project for them
- He confirmed we could only apply for 15% of the project budget because of our town's demographics based on 2020 census. We are not as poor a town as some think.
- They also offer loans but it's a simpler process if we just ask for a grant.

For Selectboard meeting 3/14/2023
Town Hall ADA project status update, 3/9/2023

Cultural Facilities application deadline May 1, \$5,000 to \$30,000, 50% match.

<https://www.vermontartscouncil.org/grants/organizations/cultural-facilities>

This is a state grant – less red tape, but peculiar in its own unique way. Its purpose is to support work in buildings like theaters, museums, and town halls where cultural programs take place. A plan to do so is OK.

- ADA improvements are a primary goal
- The project scope and budget should be the grant request + the match, e.g. \$60,000. If this work is part of a larger project, it needs to be totally broken out as a \$60,000 project. Perhaps the lift?????
- They don't suggest combining several smaller things.
- It might be good to use this one for "additional" such as hanging the painted theater curtains, adding a picture rail around the room for hanging artwork etc. for a community group to use as an exhibit or performance space.
- Maybe we could do something about the excessive sound bouncing that makes it so hard to hear. Would have to tie to something arts related.

VHCB Historic Preservation

<https://vhcb.org/our-programs/conservation/apply-for-funding>

At the meeting with Karen and Mariah at REDI on 3/3 Mariah suggested we look at the VHCB funding for historic buildings and she introduced us to Bill Dell'Isola. I had an email conversation with him 3/5 and am waiting to hear back. It is a simpler application; all state \$\$; no federal strings attached.

NEXT STEPS

SB needs to approve the plans

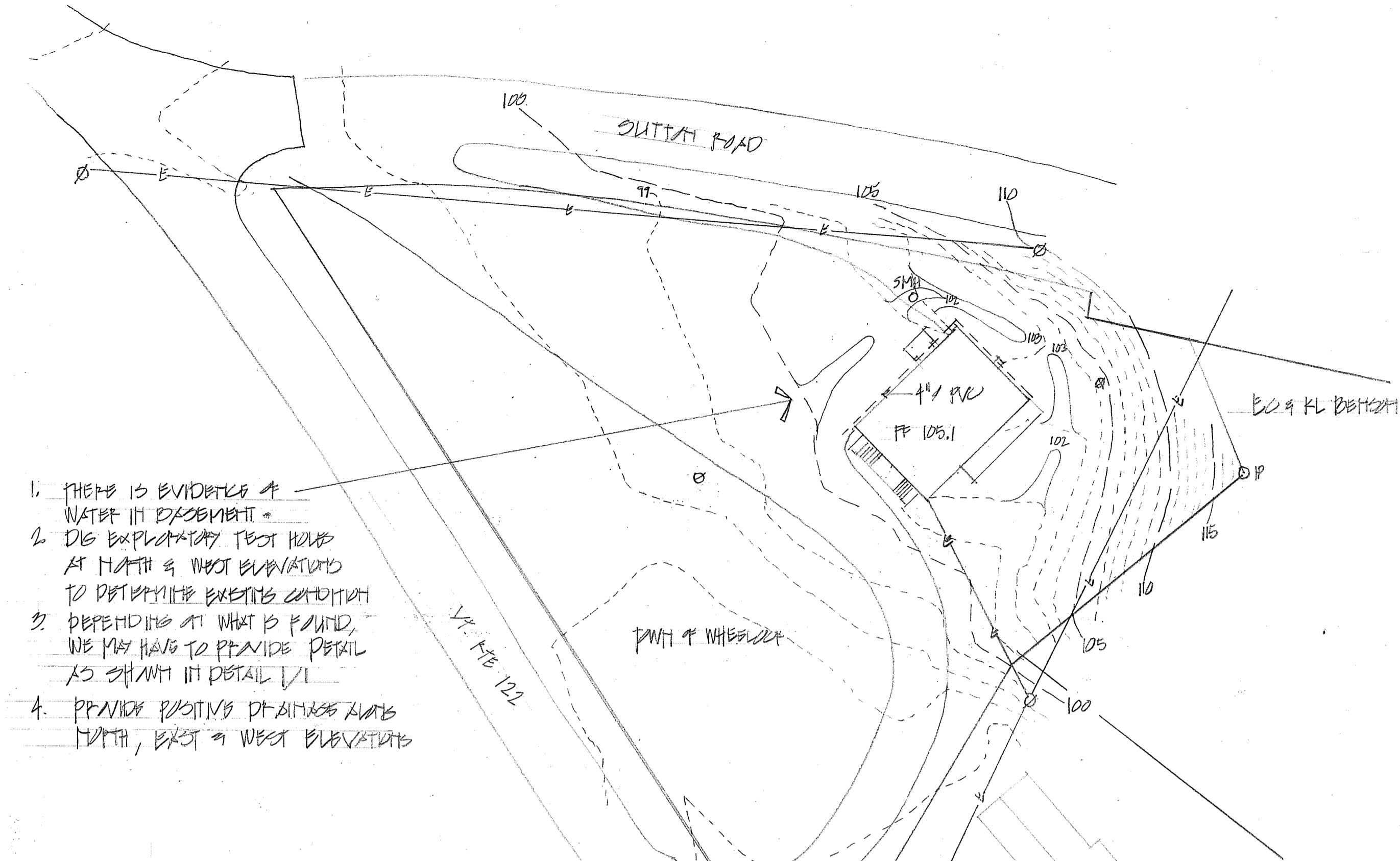
SB - When we have the budget estimate and construction drawings, put it out to bid

Ann to work with Karen on the applications, which ones TBD

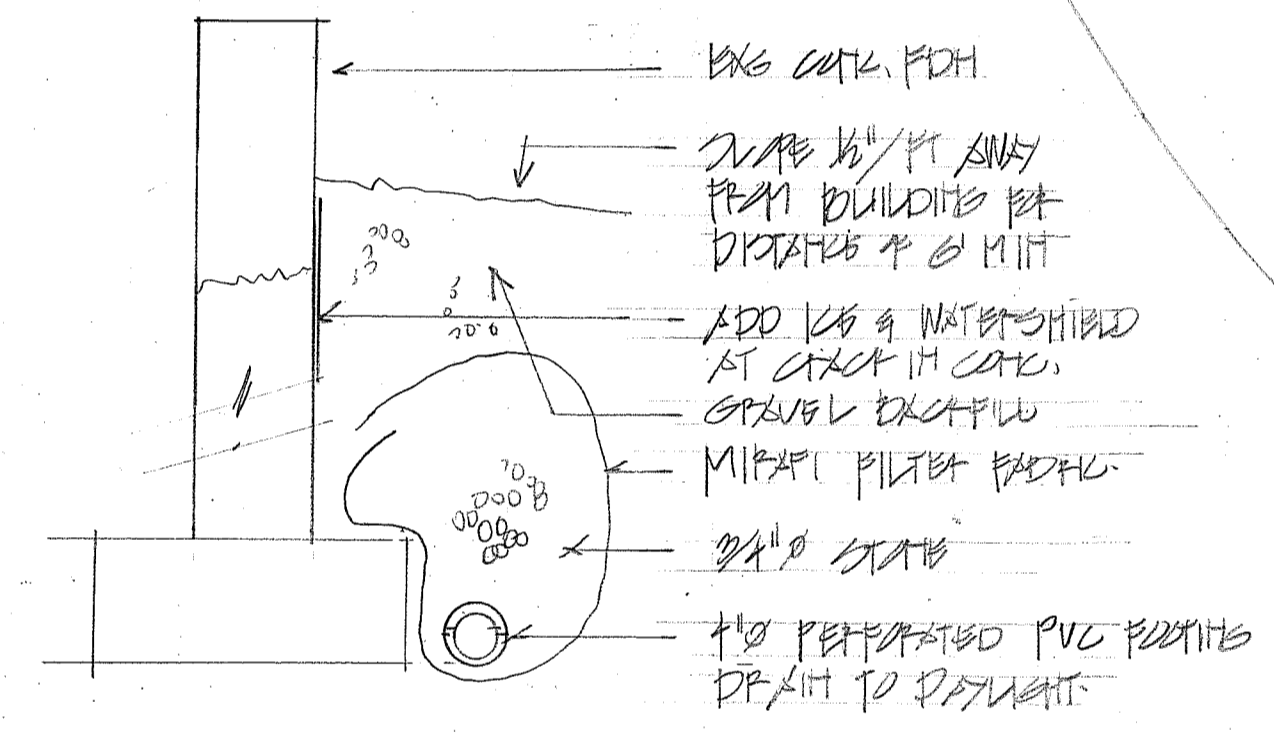
We are waiting to hear back from Bill at VHCB

I would like the board's approval to:

- Apply for all these grants (likely we will decide not all are relevant or likely to succeed, but we don't know enough now). We have discussed it but I do not believe the SB has authorized any applications. SB voted to "explore" Bruhn on 1/23.



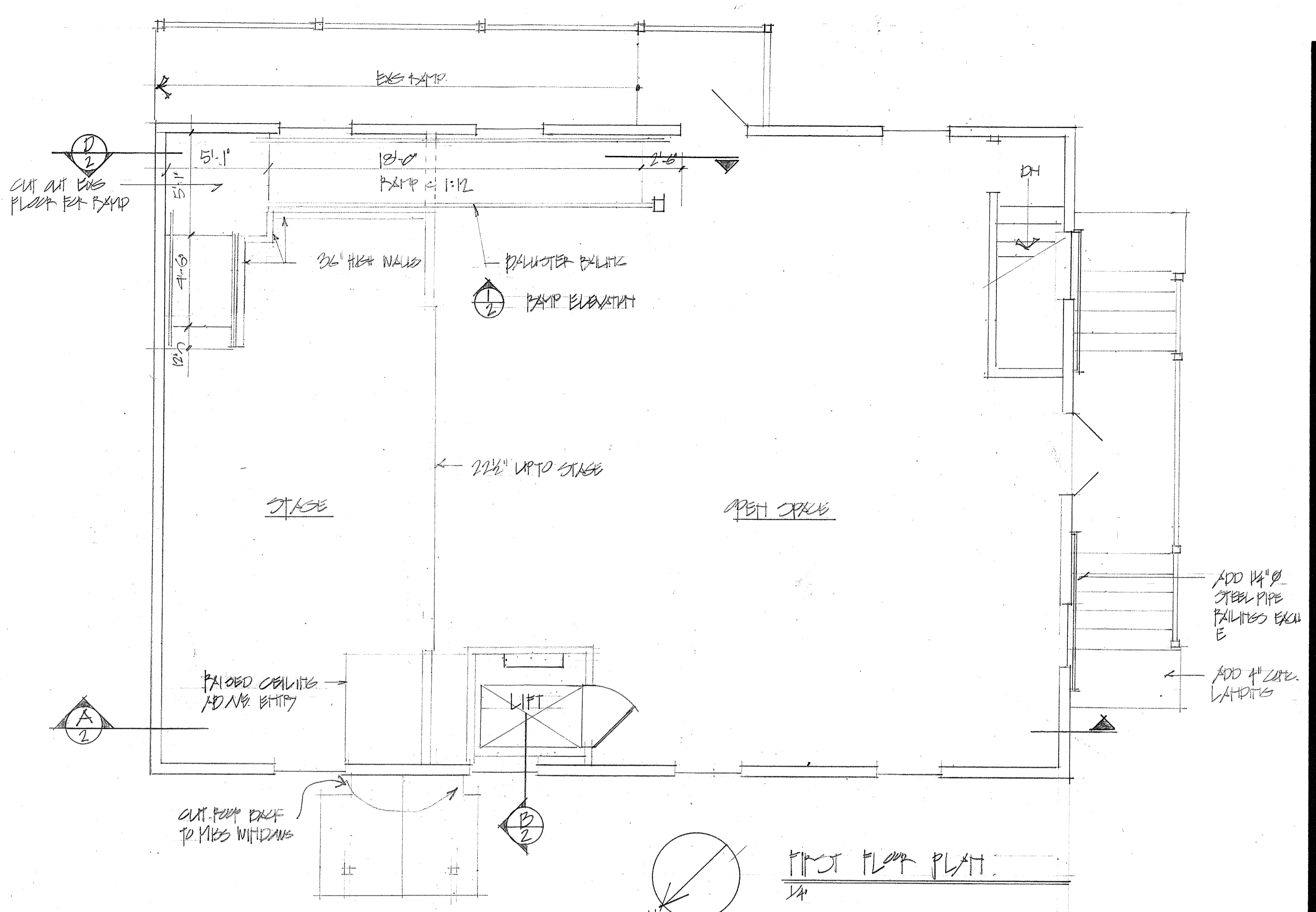
1. THERE IS EVIDENCE OF WATER IN BASEMENT.
2. DO EXPLORATORY TEST HOLE AT NORTH & WEST ELEVATIONS TO DETERMINE EXISTING CONDITION.
3. DEPENDING ON WHAT IS FOUND, WE MAY HAVE TO PROVIDE DETAIL AS SHOWN IN DETAIL 1.
4. PROVIDE PROFILES OF ALL EXISTING NORTH, EAST & WEST ELEVATIONS.



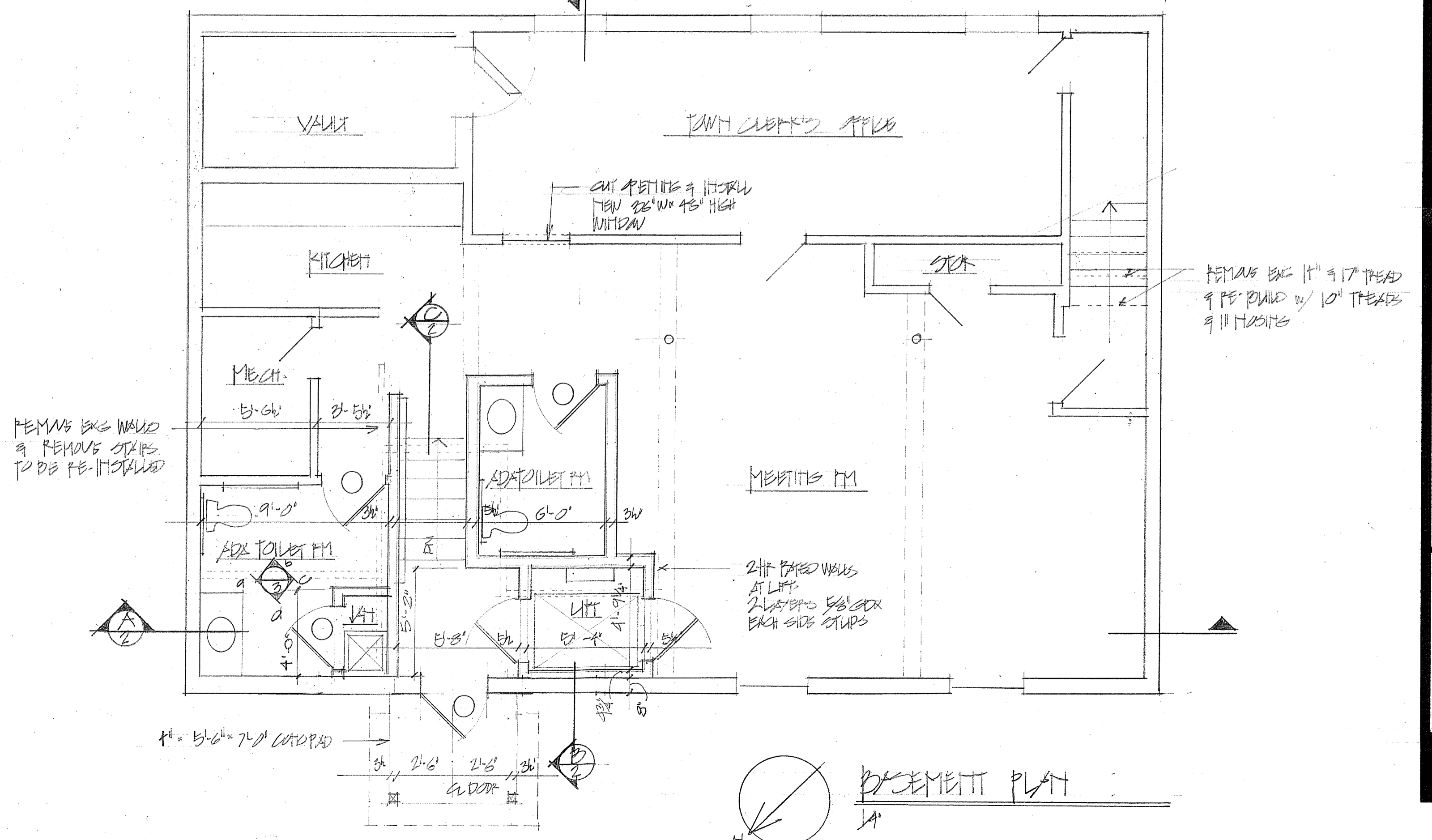
FOUNDATION DRAIN DETAIL



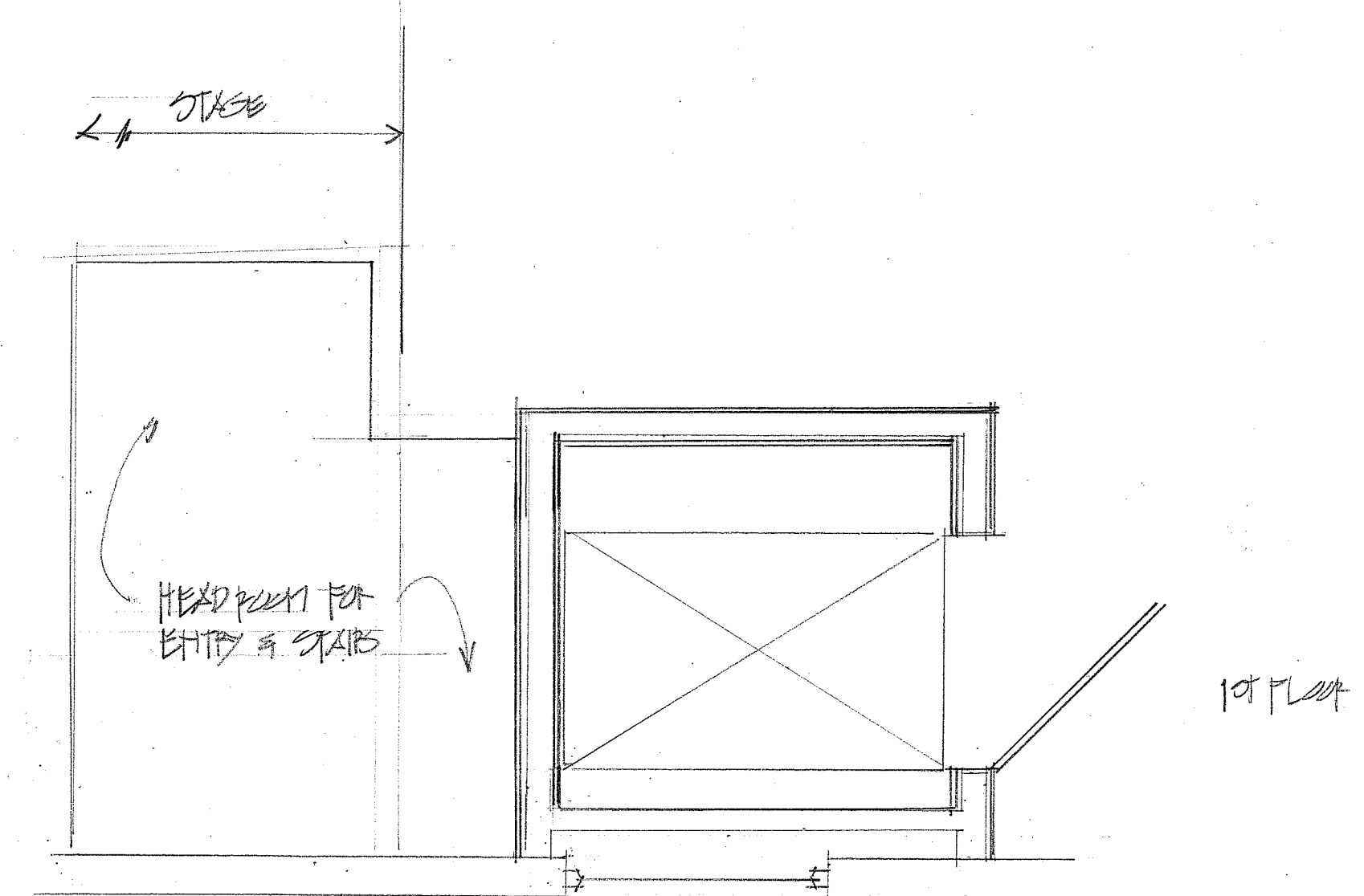
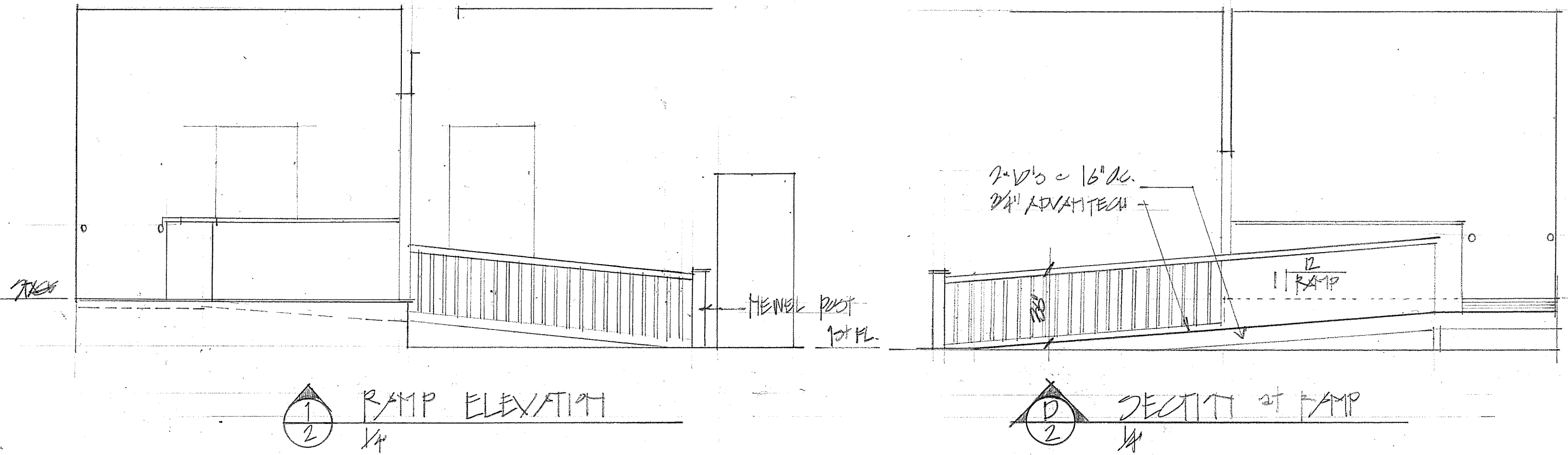
WEST ENTRY ELEVATION



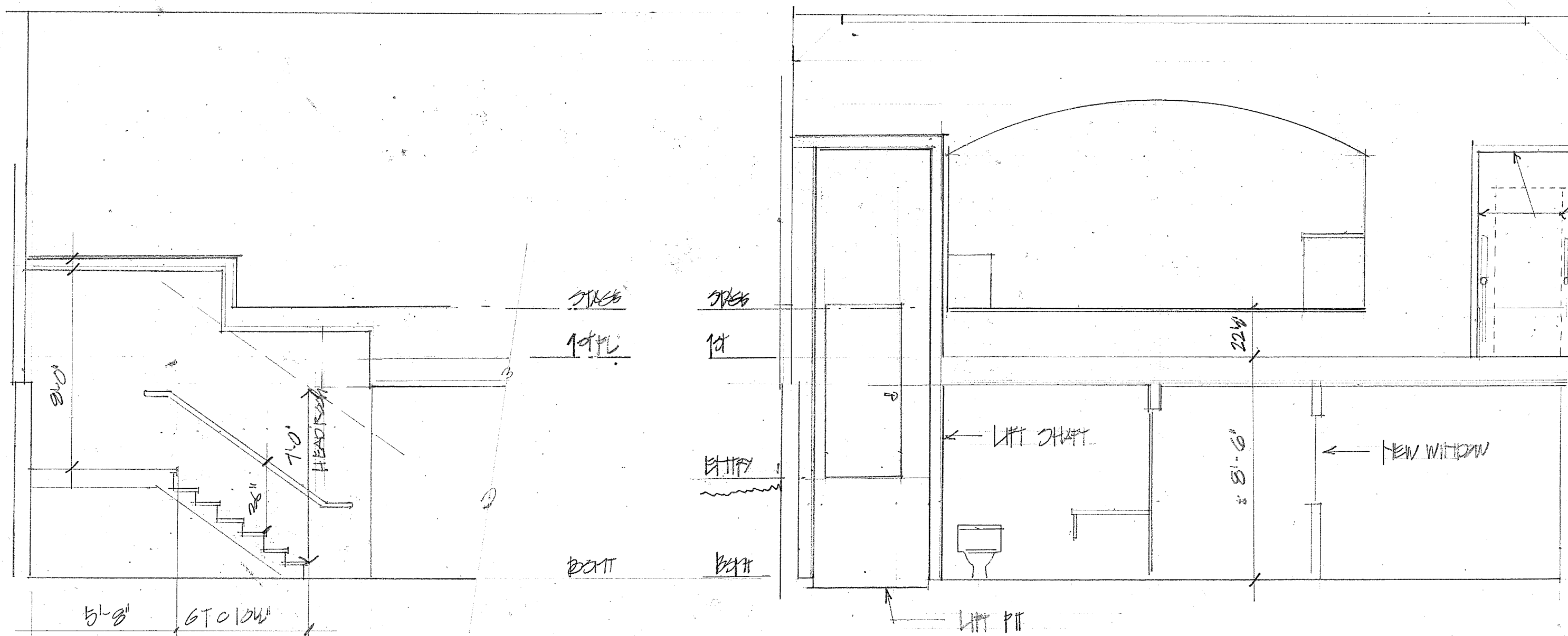
FIRST FLOOR PLAN



BASEMENT PLAN



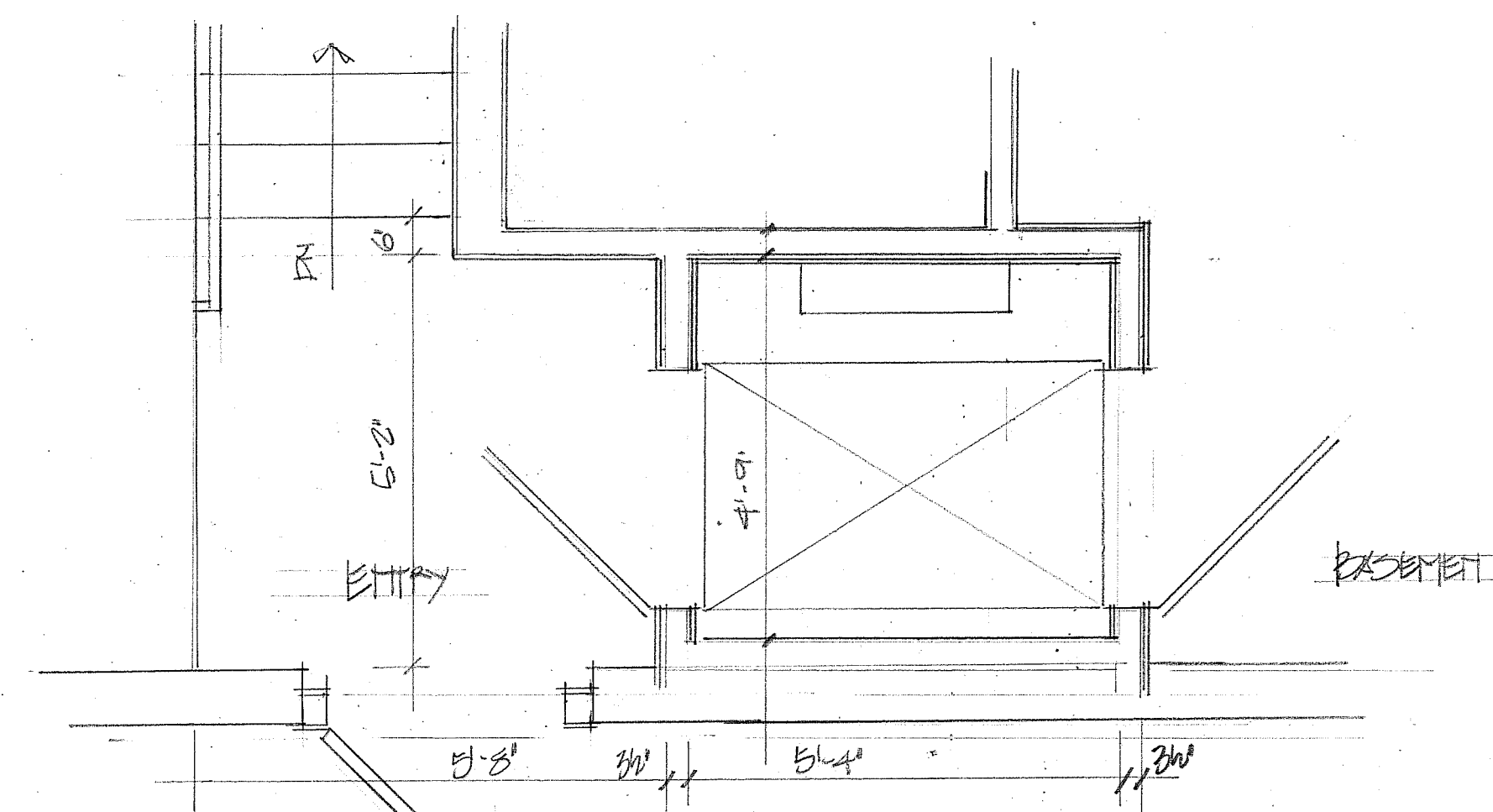
LIFT @ FIRST FLOOR LEVEL
 1/4"



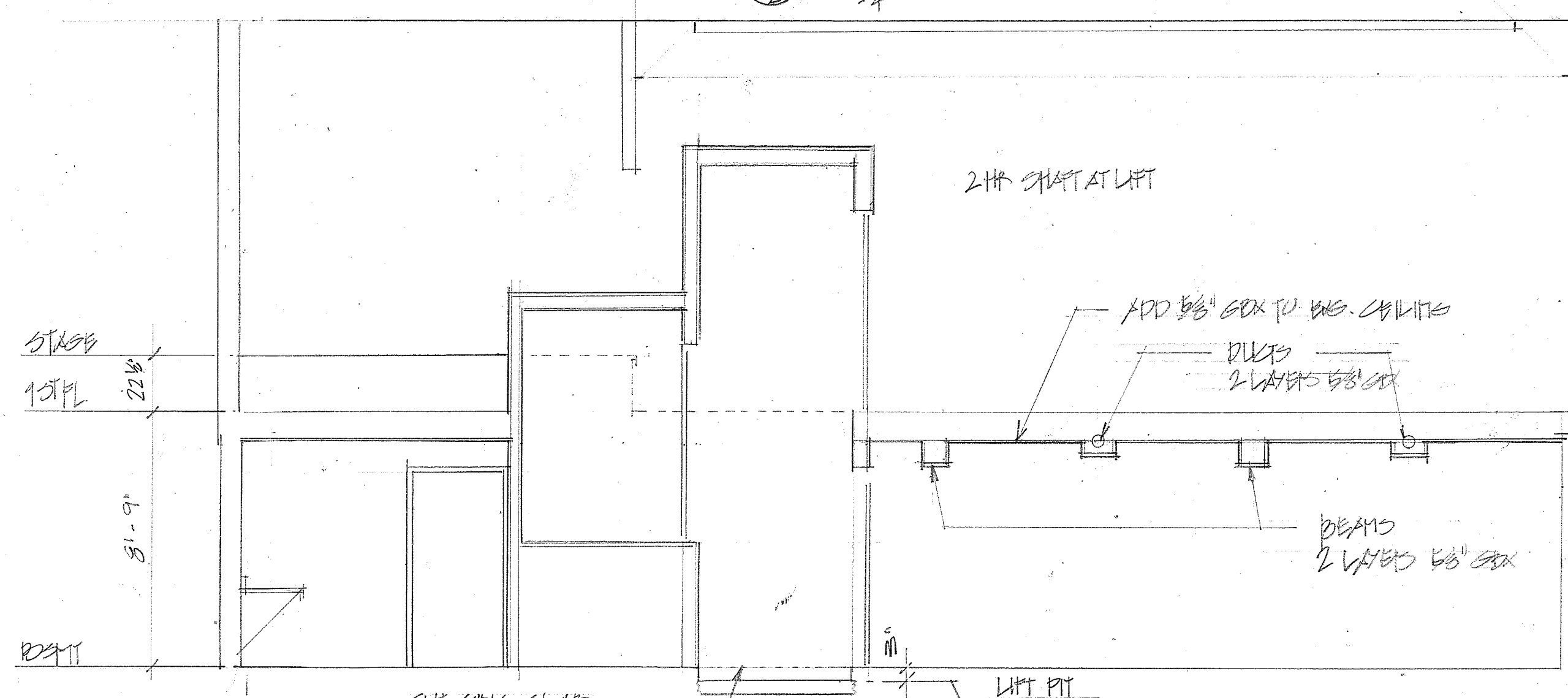
SECTION of STAIR
 1/4"

SECTION of LIFT & TOILET PIT
 1/4"

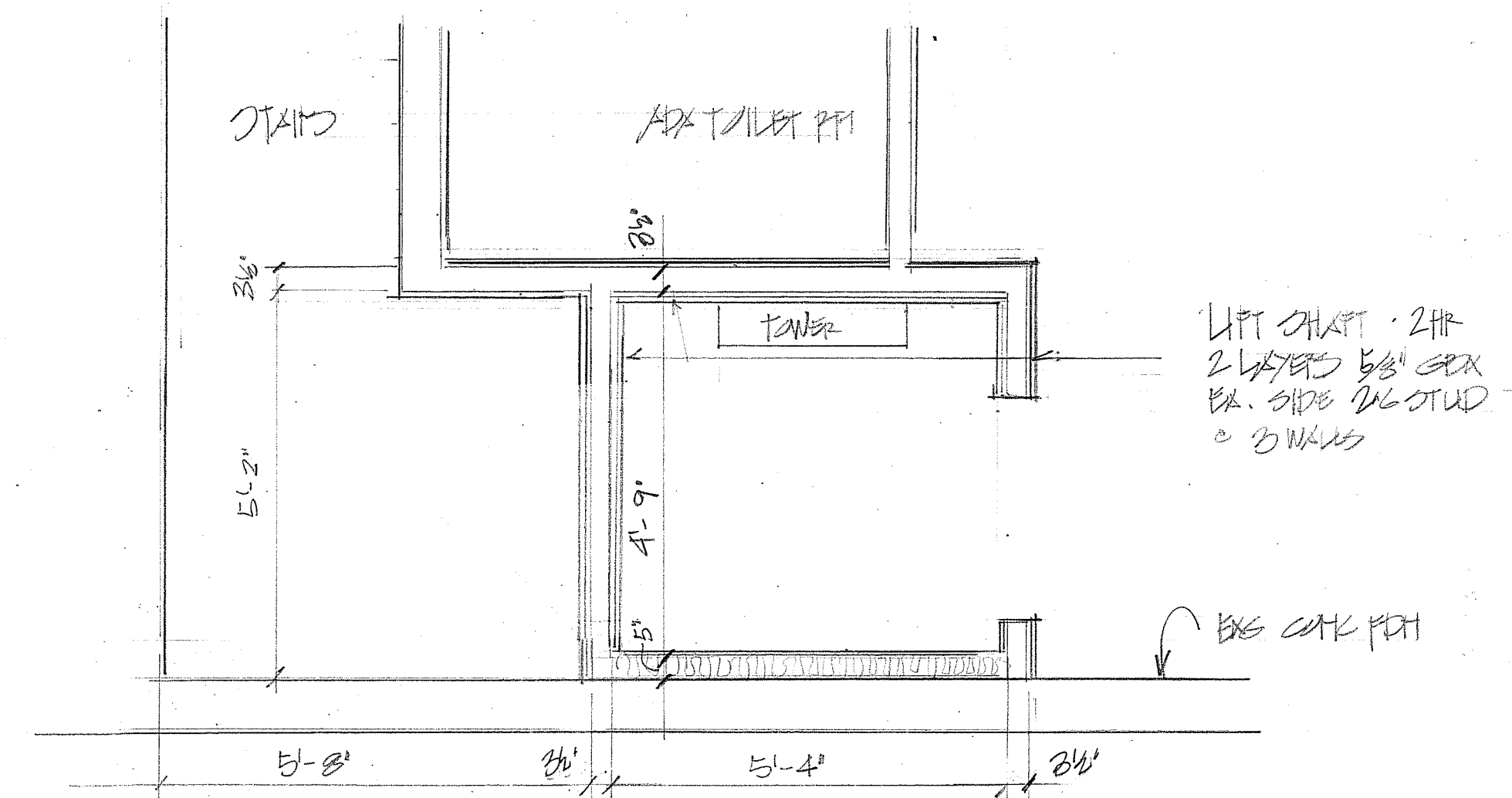
REMOVES DOOR & SHIFTS APERTURE FOR RAMP



LIFT @ ENTRY LEVEL
 1/4"



SECTION of TOILET PIT / LIFT / MEETING
 1/4"

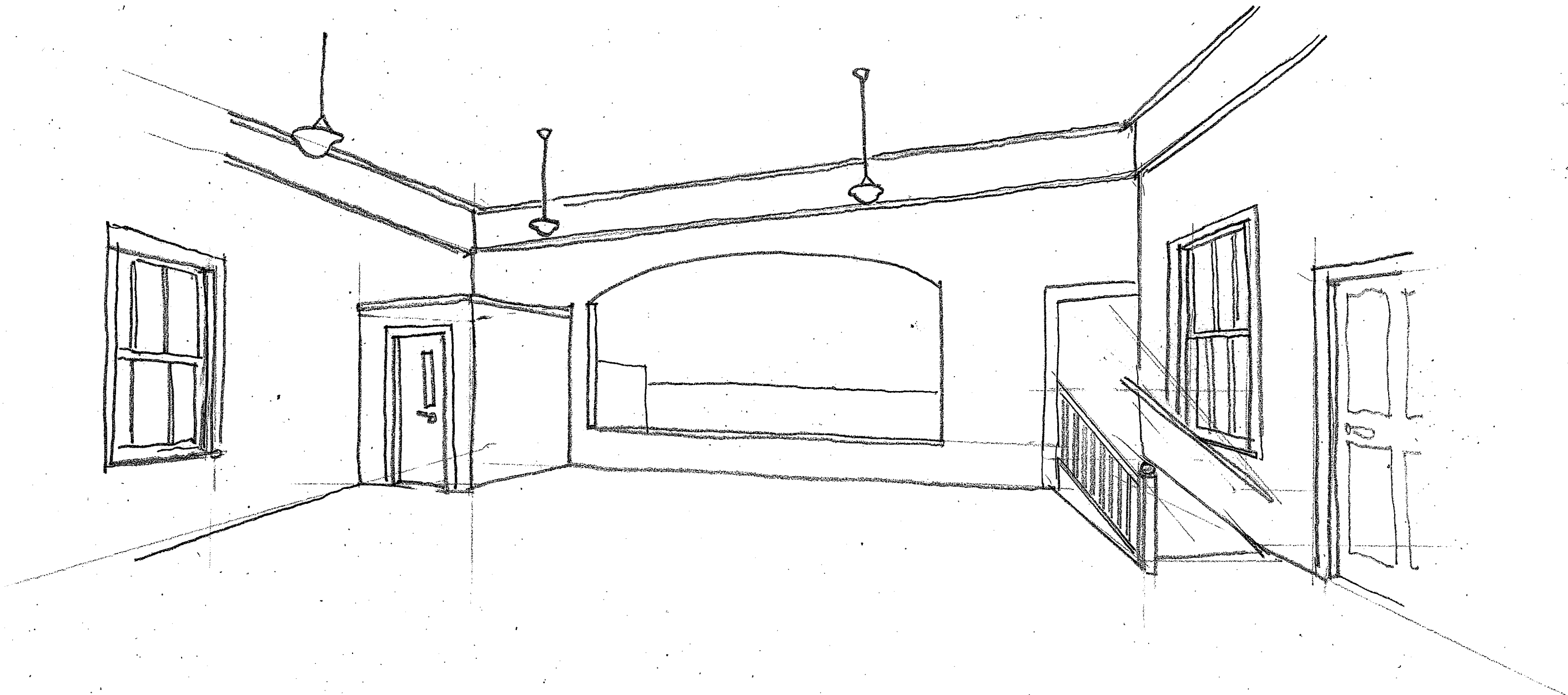


LIFT @ BASEMENT LEVEL
 1/4"

project
 ADA PENETRATIONS
 TO WHEELCHAIR TRAVEL
 HALL
 WHEELCHAIR, VT

sheet title
 LIFT PLATS
 SECTIONS
 scale: AS NOTED

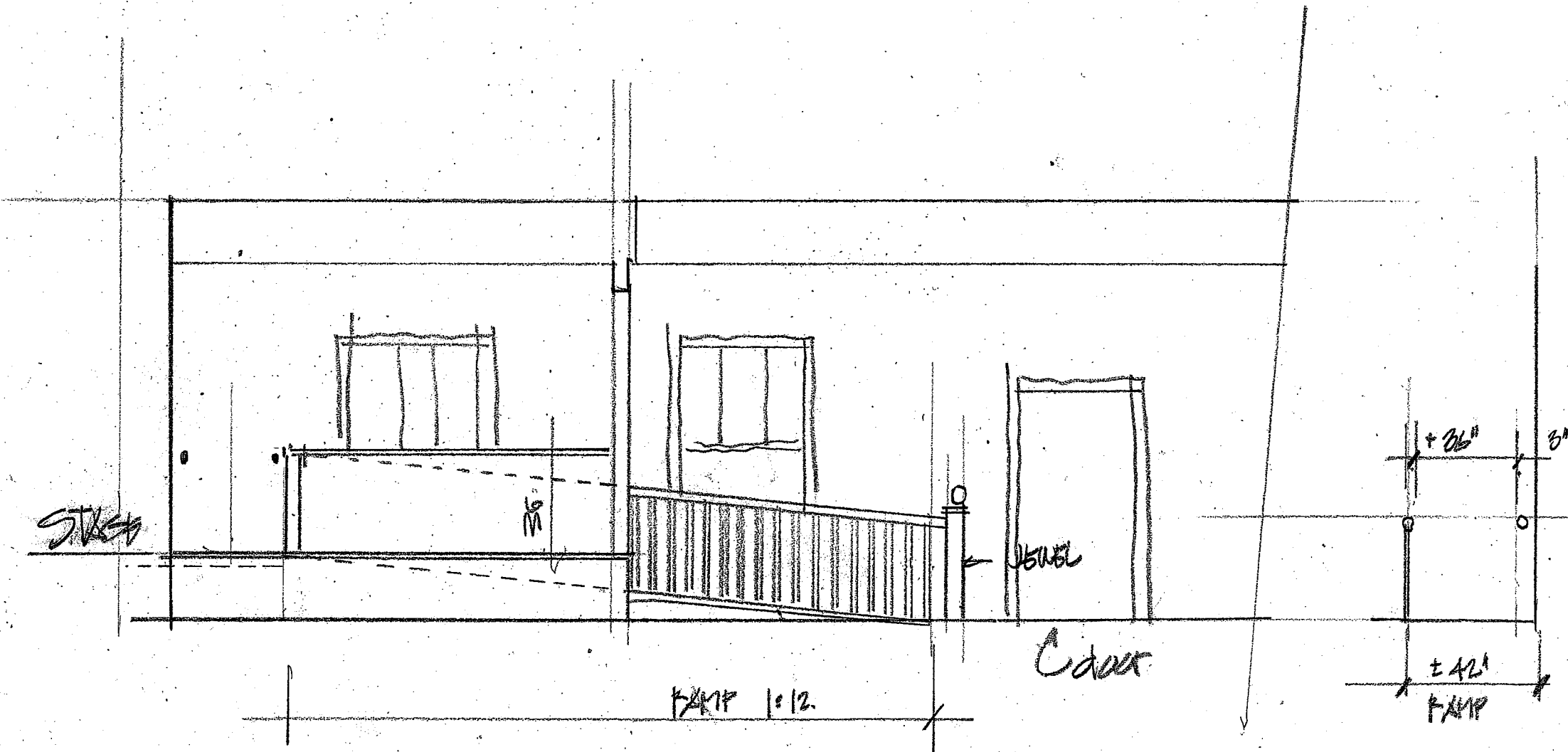
2
 2-24-13



PERPECTIVE OF
RAMP = LIFT

2/10/10

SKD



FAMP / STAGE ELEVATION

14

2.10.03

210

(No Subject)

From: Paul (prt4543@aol.com)

To: prt4543@aol.com

Date: Wednesday, February 8, 2023 at 10:44 AM EST



PERSPECTIVE DISTORTED
ON THIS PHOTO

Town of Wheelock
Selectboard Meeting
Tuesday, February 7, 2023 6:00 PM
Wheelock Town Hall and via Zoom

Present: Ann Lawless (SB), Mike Richardson (SB), Mark Buonanno (HWY), Vanessa Seguin (CLRK), Enid Ellis, Carol Rossi, Eileen Boland (Zoom), Tanya Brewer (Zoom)

AL called the meeting to order at 6:00 PM.

Changes to the Agenda: 1.) Request from Millers Run School to have violinists perform to open Town Meeting 2023; 2.) Approval of Liquor and Tobacco License for Wheelock Village Store; 3.) Septic Tank Contract and Pump.

VS presented a request from Patrick Ham for the violinists at Miller's Run School to potentially be present and perform at Town Meeting 2023. Everyone agreed it was a great idea. *AL made a motion to accept the request. MR seconded the motion. All in favor.*

Roads: MB gave an update on truck repairs. He stated the '09 is at Lyndon Truck Center since last week drive shaft and transmission issues. The truck had to be towed and there will be an incoming expense for that as well as the repair. He also stated the '19 truck having some minor issues, but they are fixing them. He stated Sheffield helping take care of Allard Hill and Stannard is willing to help as needed if they are able. MB stated that the repairs on the grader have been done and the grader has been returned.

Septic Alarm: MB stated the septic Alarm has gone off at the Town Garage, which indicates the holding tank is full. He got quotes from Royal Flush, Caplans and Juddy's. Juddy's and Caplans came in at the same price – at \$335 per pump. MB suggested Juddy's since we do business with them already at the Town Hall, and they were the lowest price point. MB presented the Selectboard with a contract between Juddy's and the Town for 3 pumps per year at \$335 each pump. MB also noted this is a line item in the 2023 budget because we anticipated costs associated with this. *AL made a motion to enter into the presented contract with Juddy's. The motion was seconded by MR. All in favor.*

South Wheelock Road Grant Project – With respect to the Class 2 Roadway Grant that Wheelock was awarded last year (\$130,000 +/-), MB stated he obtained bids from VT Recreational Surfacing and Lafayette for the guardrail portion of the project. Both companies met with Mark and reviewed the scope of the work. VT Rec quoted the Town (last year) \$104,000 +/- to do the guardrails work, which figure was used to produce the mock budget for the total project. MB stated he asked VT Rec to update the quote for the purpose of tonight's meeting. He did not receive an updated quote. Lafayette did however come up with a quote *for the same guardrail project* and it cheaper than VT Rec's original quote at \$96,757. They also presented the Town with a cheaper route using used, in good condition, guardrails, which would save about \$6,300.

MB also stated that he originally thought the Town Crew could do the flagging for this project, but now is thinking it might be more efficient to hire it out. Both companies require someone to flag.

MR made a motion to go with Lafayette to install the NEW guardrails as per their quote and as part of this project, and seek bids for outside source of flagging. The motion was seconded by AL. All in favor.

VS to follow up with Shauna Clifford to be sure we're good to go to start entering into contracts for this project.

SB will continue to work with Mark on future grant applications and project ideas.

Highway Mileage Certificate & Codes and Standards Certificate. No changes on the Highway Mileage Certificate. *MR made a motion to sign the DMV Milage Certificate and Codes & Standards Certificate. The motion was seconded by AL. All in favor.*

Access Policy: Tabled.

Town Hall ADA Project: AL stated she and JB met with Paul Trudell of Silver Ridge Architects and Tim Angell, Fire Marshall, at a warned meeting on January 30th, 2023 to go over the most recent plans. After a review of the plans it was determined that the Fire Marshall would require an additional layer of sheathing/drywall between the top floor and basement. He also confirmed that the front stairs from the basement to the upstairs hall do not need to be enclosed or lead directly outside. He said he would need to confirm the number of bathrooms required per our building capacity. Other topics included location of lift, location of the stairs to the basement, inconsistent risers on front steps leading from basement to hall, and rise and platform for new outside steps. Also discussed were the following topics: cracked foundation, flooding basement and need for corrective action prior to installing lift, need to ensure plans will not affect historic status, the need to keep and maintain handicap ramp as a 2nd means of egress, and Phase 2 proposal from Silver Ridge Architects.

AL then gave a brief update on the grants related to this project.

REDI Grant- AL resubmitted her letter of interest/intent. Maria Noth approved our letter and they assigned us consultant Karen Geraghty.

VCPD Access Mod Grant – AL reached out to Nathan Cleveland, VCDP Regional Administrator, who encouraged us to apply. AL sent in the pre-app form on February 1st. He suggested working on the Environmental Review asap.

AL wrote to Laura Treischman, of the VT Division for Historic Preservation asking for preliminary review concerning the proposed plans. After a few back-and-forth emails, it was ultimately decided a zoom meeting should be scheduled with AL, Silver Ridge Architects and Laura and VDHP review team. Will be scheduled asap.

VS asked who determines if an environmental review is required? CR mentions it should be a Section 106 consultant and AL states that VTDHP would provide us with a list of approved consultants. MR mentions there may not be a requirement since we are not changing the footprint of the plan. AL believes this will be explored further during her meeting with Laura Treischman.

VCDP does requires the public hearing process. AL is hoping to learn more with a telephone conference with Karen Geraghty and Nathan scheduled for later this week.

Bruhn Grant –AL had heard back from Meg Campbell about what the easement entails, but we will be working with Jenna Lapachinski on the grant proposal. In a conversation with her AL mentioned that the Access Mod Grant will covers ADA accommodations, but Wheelock still has needs related to the overall

project that are not necessarily “ADA” (example: drainage and cracked foundation). Jenna L agreed those would be approved projects associated with the overall ADA project.

Silver Ridge Architects Phase 2 Proposal. AL presented Phase 2 Proposal from Silver Ridge Architects which consists of the development of construction documents that will be ready for the competitive bidding process. The total cost to the Town for Phase 2 is \$10,200 plus reimbursables. Phase 2 proposal is attached hereto and incorporated herein.

Discussion:

AL mentioned there are additional needs not included in the proposal, to include adequate lighting up stairs. CR stated that CJ Aubin presented a proposal for more suitable lighting. But the decision by the Board at the time, was to keep the historic lighting, which prevents ultra bright lighting. She also noted the stage does not have historical lighting, and therefore could be altered.

CR requested the Board strongly consider discussing this Phase 2 at Town Meeting before the people. She asked what was driving the speed of this project since the Department of Justice was “off our back”. AL and MR agreed presenting the idea at town meeting would be a great idea, but do not think that entering into Phase 2 with Silver Ridge Architects should be held up and furthermore should not have any effect on any non-binding discussions at Town Meeting.

CR also shared her concern that this project may compromise the basement floor plan enough so that future plans for additional office space cannot be made. The Selectboard acknowledged her concern and thanked her for sharing. AL and MR both feel like this project is a small piece to a big puzzle and that phased projects, over time, seem to be more appealing to the people. AL suggested that they are doing ONLY what was required to become accessible, because that is what the voters expressed at the March Discussion Session post town meeting.

MR made a motion to accept the proposal from SRD Phase 2 using the funds from our Construction Documents Fund. The motion was seconded by AL. All in favor.

Liquor and Tobacco License: VS Presented the Selectboard with the Wheelock Village Store Second Class Liquor License application and their Tobacco License application. *AL made a motion to approve the Application of John and Judith Power Wheelock Village Store for the Second Class Liquor License and Tobacco License. The motion was seconded by MR. All in favor.*

Plans for Informational Meeting: The Selectboard will host an informational meeting on the two Australian Ballot items on the Town Meeting Warning. The informational meeting will take place on Wednesday, March 1, 2023 at 6:00 PM. It is not warned as a Zoom meeting, but there will be Zoom hosting. The two items to be discussed are Articles 18 and 19 on the warning. The meeting is hosted by the Selectboard and they did not feel like the moderator was needed.

Joint SB Meeting with Sheffield: This item was tabled – considering the transfer station budget has already been proposed.

March SB Meeting: The Selectboard decided to reschedule their regular March meeting due to the conflict with Town Meeting on the same day. The regular March Selectboard meeting will take place on March 14th 2023.

Resignations: *AL made a motion to accept resignation of Paul Tomasi as auditor. The motion was seconded by MR. All in favor. The position will be filled at Town Meeting.*

AL made a motion to accept resignation of Steven Clark, Minutes Clerk and to appoint Vanessa Seguin. The motion was seconded by MR. All in favor.

January Financial Reports: *MR made a motion to accept the January financial reports presented by Treasurer. The motion was seconded by AL. All in favor.*

SW-KD Financial Report: *AL made a motion to accept the SW-KD Annual Financial Report. The motion was seconded by MR. All in favor.*

Adopt Meeting Minutes: *AL made a motion to adopt January 2023 meeting minutes. The motion was seconded by MR. All in favor.*

Adjourn: *AL made motion to adjourn the meeting at 7:21 PM. MR seconded the motion. Meeting adjourned.*

Respectfully Submitted,

Vanessa Seguin, Minute Clerk

Approved and Adopted Selectboard:



P.O. Box 32
Hyde Park, VT 05655
802.888.2400
www.silverridgedesign.com

February 6, 2023

Ann Lawless
Selectboard
Town of Wheelock

RE: Wheelock Town Clerk Offices

Dear Ms. Lawless,

Silver Ridge Design, Inc. is pleased to submit a proposal for the second phase of this project to develop construction documents that will be ready for the competitive bidding phase.

The scope of the project will include the results of our walk-thru with Mr. Tim Angell on January 20, 2023. Specifically, the addition of a layer of 5/8" fire resistant gypsum board to the entire basement ceiling, and the development of the previous preliminary designs.

We are awaiting Mr. Angell's response as to the number of toilet rooms required. Our Scope of Work has been expanded to include resolving the flooding issue in the basement, and the addition of electrical outlets in the basement and first floor. The lighting issue at the first floor is not included in this proposal. We could solve but we may have to hire an electrical engineer to select appropriate lighting fixtures.

The following is an outline of our Scope of Work:

1. *ADA lift to access basement, first floor, and stage.*
2. *Addition of two (2) ADA toilet rooms and a janitor sink.*
3. *Addition of 5/8" Type X gypsum board to basement ceiling.*
4. *Correction of treads at the bottom of the existing stairs to the first floor.*
5. *Details for the lift and stairs.*
6. *Interior elevations and building sections.*
7. *Addition of electrical outlets.*
8. *Resolution of the drainage issue (back and side, North and West).*
9. *Addition of concrete pads at the new exterior stairs.*
10. *Covered entry to the existing door to comply with ADA.*
11. *Possible design options to access the stage.*
12. *Construction estimate for use in the grant writing process.*
13. *Two meetings with the owner.*

Our fee for the construction document phase is \$10,200 plus reimbursables.

Sincerely,

A handwritten signature in black ink, appearing to read 'Greg Paus', written over a horizontal line.

Greg Paus, Architect

A handwritten signature in black ink, appearing to read 'Paul Trudell', written over a horizontal line.

Paul Trudell, Architect

Town of Wheelock
Hybrid Informational Meeting Minutes
March 1, 2023 at 6:00 PM
Wheelock Town Hall and via Zoom

Present: Via Zoom: Alison Low (Senior Planner, NVDA), Eileen Boland, Atti Seguin; In Person: Scott Lang, Enid Ellis, Carol Rossi, Peter Miller, Carolyn Nolan and Timothy Nolan, Gaylon Smith, Jessica Duranleau, Brad and Tanya Brewer, Marilyn Lincolnhut, Nate Davis and Mark Buonanno; and Selectboard: Ann Lawless, Mike Richardson and Jim Blackbird; Vanessa Seguin, minute clerk.

Ann Lawless called the meeting to order at 6:00 PM.

Ann Lawless thanked everyone for coming and stated that this Informational Meeting is the prerequisite to Town Meeting Articles 18 and 19 which are to be voted on by Australian Ballot on Tuesday, March 7, 2023.

Regarding Article 18:

Carolyn Nolan, Wheelock resident, introduced herself and stated she has interest in the flood bylaws because of the location of her property in Wheelock, a portion of which lies within the Special Flood Zone according to the 1974 map.

She stated that while she is in favor of reduced rates for flood insurance, she feels implementing the bylaws at this time puts an entire new level of governance in the Town of Wheelock at an administrative level. She also questioned who would act as the administrative officer, required per the bylaws. Ann Lawless stated this would likely be someone hired with experience and stated she has reached out to Mike Harris, the zoning administrator in Burke. Alison Low of NVDA added that this person would require experience and training and also be the “gateway” to the permitting process.

Later on in the discussion Carolyn Nolan asked about the job description of the administrative officer. Ann Lawless reiterated that the person would need some training and a certain kind of skill set, including a background in engineering, and the ability to read maps. Alison Low added that alternatively she has seen newly appointed administrative officers receive technical assistance and training required for the position. Ann Lawless mentioned that the rate of pay for a local administrative officer in a surrounding town was \$26 per hour. Carolyn Nolan expressed concern over this being a hired consultant versus an appointed official and how the perception would be received by those affected in the permitting process. She also asked how the Town would pay for the services. It was determined that it would likely be a line item in the general fund budget. Additionally, Carolyn expressed her concern with non-compliance of the permitting process. The Selectboard agreed that it would be subject to the same non-compliance provisions similar to a driveway policy of the Town. Peter Miller asked what would happen if the Town is unable to hire an administrative officer. It was unknown at that time.

Carolyn asked about the application and fees associated with a permit. Ann Lawless stated that the Selectboard is responsible for establishing the application process pursuant to the bylaws and that the fees are set by statute.

Carolyn Nolan then pointed out the proposed bylaws, as currently written, subject homeowners to pull a permit for interior home improvements or repairs over \$500 and referred to page 4 of the bylaws. She stated this seems excessive and property owners Nate Davis and Jessica Duranleau agreed; stating that with inflation, \$500 does not go far in “home improvement and repairs” and said they would be potentially expected to “pull a permit” every time they wanted to do home project, because most projects these days are over \$500. Ann Lawless and Alison Low agreed that the bylaws DO state this condition, and acknowledged that it seems a bit low of a threshold, and perhaps FEMA (who developed the rule) did not take inflation into account; but ultimately indicated changing that condition could potentially make it so FEMA would not accept the bylaws when the Town makes application for acceptance into the National Flood Insurance Program.

Alison also explained the purpose of the condition is so that tracking can be done of home improvements. She also stated there may exist more clarification on routine maintenance vs. improvements and the \$500 threshold.

Carolyn Nolan asked for the definition of a flood plain. Alison Low explained the flood plain is an area adjacent to a body of water that has a statistically significant change of flooding, sometimes called the 100-year flood plain or an area where there is a 1% change of flooding in any given year. Carolyn followed up with the question of whether or not there are newer flood plain maps, perhaps a bit more accurate or easier to read than the original maps produced in 1974. Both Jim Blackbird and Alison Low stated there are new draft maps coming in the summer of 2023, produced by FEMA, using more advanced technology (lydar and base level engineering). Currently the Department of Environmental Conservation has been helping towns address the base flood zone areas. Alison Low does not anticipate any changes coming to the Wheelock maps in terms of properties in and out based on an email from FEMA listing changes to maps in Caledonia County. Carolyn Nolan questioned whether or not adopting these bylaws right now is premature given that the new maps have not yet come out. Selectmen Jim Blackbird stated he believes the Town should wait until the new maps are presented.

Carolyn Nolan then asked if the release of the new maps will change the 1% risk determination and if the proposed bylaws are contingent on the old maps vs. new maps. Alison Low stated that it is likely the new maps will be more accurate given the technology used, and reiterated that what’s happening going forward is that flooding is becoming more frequent and if a property has flooded in the recent past, it doesn’t necessarily mean a property has a reduced risk in the future.

Carolyn Nolan then asked how this article qualifies for an Australian ballot vote. Ann Lawless stated that prior to Town Meeting 2022 a citizen submitted a voter backed petition to place an article on the warning that read, in part, that this is to be voted on by Australian Ballot. She added that the Selectboard attempted to put it together before November 2022 as in the petition, but struggled to have an active planning commission to take on the task. She added that they were able to pull together all the statutory requirements for Town Meeting 2023. Alison Low added that the default process is by a majority of the legislative body, but a lot of surrounding Towns feel it is important to have the voters weigh in on it. Carolyn asked the Selectboard how many people they think have read this proposed bylaw and will read it before Tuesday’s voting. The Selectboard agreed that while they have held the two public hearings required by statute, it is possible not a lot of people have read they bylaws.

Carol Rossi explained that this procedure is similar to the State Current Use Program, wherein 1/3 of properties in Wheelock are enrolled. She stated that essentially this is “nothing new” in terms of

procedures for Wheelock, except that it is required and not optional. She said the Wheelock Listers are able to administer it with the help and guidance of the State of Vermont. She also stated that twice in the past, two selectboards have voted yes to adopt a flood bylaw, but had not followed through on the process.

Nate Davis asked how much cheaper flood insurance may be for these 14 properties affected if Wheelock enrolls vs. if it does not. Jessica Duranleau stated that she is required to have flood insurance as a result of her refinance, and finds it extremely costly for what it covers (no contents at all). She also stated that they tried for a year and a half to find an engineer who would write up a letter of map amendment for FEMA to remove them from the flood plain and were not successful in their efforts to find someone, but according to Alison Low it can be done, and is done regularly. Jessica Duranleau also stated that the possible resale of these 14 properties will likely be affected since they are in the flood zone, and purchasing private flood insurance at high costs would be a deterrent to a potential new buyer. Ann Lawless stated that further down the line this could potentially affect the Town's grand list if these 14 properties sell below market price because of the requirement for potential buyers to purchase expensive private flood insurance. Alison Low said that the biggest benefit to adopting these bylaws and participating in the National Flood Insurance Program would be that current property owners wouldn't have to shop around for private insurances with associated high premiums. Bradley Brewer followed up by stating he read 21,000 communities are enrolled under the program and the average annual premium is \$700. Jessica Durlaneau confirmed she pays way more than that currently through a private insurance company.

Enid Ellis mentioned that if this passes, all of the property owners in Town can get flood insurance, not just the 14 properties in the flood zone; and that the permitting process would only apply to those 14 properties.

Ann Lawless and Alison Low brought up one more benefit to adopting the proposed bylaws and entering into the National Flood Insurance Program which is eligibility for funding under the state Emergency Relief and Assistance Fund (ERAF); wherein the state will match 12.5% of federal funding issued to the Town after a federally declared disaster. In order to be eligible, the Town must have four items in place:

1. Adopt Town Road and Bridge Standards – Wheelock has done.
2. Local Emergency Operations Plan – Wheelock has done.
3. Adopt FEMA approved local hazard mitigation plan – Wheelock has done.
4. Participate in the National Flood Insurance Program – Pending adopting of bylaws

Funds in rural towns typically go toward repair of washed out roads, culverts and bridges after a declared disaster.

There being no more questions or comments regarding Article 18, Alison Low left meeting at 7:12 (zoom).

Regarding Article 19:

Ann Lawless read Article 19. The Selectboard is asking voter approval to seek a loan for a 10-wheel dump truck to replace the 09 International in an amount not to exceed \$215,000.

Vanessa Seguin confirmed there is currently \$25,845.00 in the Equipment Reserve Fund and after the collection of 2023 taxes, there will be \$55,845 in said account.

Mark Buonanno brought all information and research to the December-January meetings. He looked into several companies and the Board voted to go with Western Star at the quoted price of:

Manual Transmission Cab and Chassis	\$122,308.00 (after \$21,500 trade in)
Viking Body and Plow	\$84,900.
Full Warranty	\$7,174.00

Mark Buonanno explained the issues and repairs that the Town has dealt with the '09 truck over the past 4 years which include: replacement of the dump body, replacement of rear suspension and currently replacement of the transmission. The Town has made other repairs that have added up extensively over the last few years and Mark indicated that if the truck is kept, it will likely continue to cost us money to maintain simply given its age. Jim Blackbird stated the truck has cost us near \$80K in the last four years.

After hearing no other comments regarding Article 19, Ann Lawless made a motion to adjourn the meeting. Seconded by Jim Blackbird and Mike Richardson.

Meeting adjourned at 7:32.

Other business:

Ann presented to the group that the Wheelock Community Initiative would be presenting a request to the Wheelock Selectboard at their March meeting to apply for and participate in a Walkability Project.

Respectfully Submitted:

Vanessa Seguin, Clerk