

# Wheelock

## Vermont



**ANNUAL REPORT**  
Year Ending December 31, 2018

## DATES

FEB	25	PUBLIC HEARING on ARTICLES 22 & 23 7:00PM Wheelock Town Hall
MAR	4	KINGDOM EAST DISTRICT BUDGET MEETING 6:00 PM Lyndon Town School
MAR	5	ANNUAL TOWN MEETING 9:00AM Wheelock Town Hall
MAR	5	AUSTRALIAN BALLOT ELECTIONS 10:00 AM Polls Open Wheelock Town Hall 7:00 PM Polls Close
MAR	23	RABIES CLINIC 11:15AM – NOON Wheelock Town Hall
APR	1	DOG LICENSE DEADLINE <b>Every dog - Every year</b> Licenses available at Town Clerk's Office or by mail
NOV	1	PROPERTY TAXES DUE

## TOWN MEEETING POT LUCK

Please bring a dish and join everyone for pot luck lunch.

There are no stoves. There is no microwave.

There are outlets in the kitchen for plugging in crock pots.

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**TOWN OF WHEELOCK**  
**WARNING**  
**ANNUAL TOWN MEETING**  
**March 5, 2019**

*Notice to the Voters:* Eligible persons may register to vote on any day up to and including the day of the election. Registration is available during all normal business hours of your town clerk's office on days preceding the election and during polling hours on Election Day {7 VSA Sec. 2144}. Application for addition to the checklist is also available online at <http://www.sec.state.vt.us>

**Polls will be open from 10:00 a.m. to 7:00 p.m.**

**Informational Meeting on Articles 22 and 23:** The legal voters of the Town of Wheelock are hereby notified and warned to meet at the Wheelock Town Hall at 7:00 p.m. in the evening on Monday, February 25, 2019 to hold an Informational Meeting on Articles 22 and 23. Voting for these articles will be by Australian Ballot on March 5, 2019.

**Annual Town Meeting:** The legal voters of the Town of Wheelock in the county of Caledonia and the State of Vermont are notified and warned to meet at the Town Hall in Wheelock, on Tuesday, March 5, 2019, at 9:00 a.m. to transact the following business, viz:

- ARTICLE 1.** To elect a moderator for the ensuing year.
- ARTICLE 2.** Will the voters accept the reports of the Town Officers?
- ARTICLE 3.** Will the voters approve expenditures in the amount of \$125,604 for the General Fund to meet the expenses and liabilities of the Town for the ensuing year?
- ARTICLE 4.** Will the voters approve expenditures in the amount of \$340,211 for the maintenance of its highways, including summer roads, winter roads and State Aid Resurfacing?
- ARTICLE 5.** To elect all Town Officers required by law.
- ARTICLE 6.** Shall the voters of the Town of Wheelock appropriate the sum of \$5,000 to be added to the \$60,547 already in the Reserve Fund under the control and direction of the Selectboard for bridge repair, replacement and/or major road repair?
- ARTICLE 7.** Shall the voters of the Town of Wheelock appropriate the sum of \$24,000 to be added to the \$24,282 already in the Road Equipment Replacement Fund to be used for the purchase of new equipment?
- ARTICLE 8.** Shall the voters of the town of Wheelock appropriate the sum of \$30,000 to the Town Hall Project Reserve Fund to be used for major repair and rehabilitation work on the Wheelock Town Hall and reduction of debt for those expenses?

- ARTICLE 9.** Shall the voters of the town of Wheelock appropriate the sum of \$24,000 to the Town Garage Reserve Fund to be added to the \$24,092.05 already there to be used for addressing the needs for a Town Garage?
- ARTICLE 10.** Shall the voters of the Town of Wheelock appropriate the sum of \$35,460.75 for the operating expenses of Lyndon Rescue, Inc.?
- ARTICLE 11.** Shall the Town of Wheelock appropriate the sum of \$30,500 for the operating expenses and equipment replacement fund of the Sheffield/Wheelock Fire Department?
- ARTICLE 12.** Shall the voters of the Town of Wheelock vote that taxpayers pay real estate taxes to the Treasurer on or before the first Friday of November annually with U.S. Postal Service postmarks accepted and with delinquent taxes having interest charges of one percent (1%) per month and with a seven percent (7%) penalty charged against them from the due date?
- ARTICLE 13.** Shall the voters appropriate \$23,950 for the Town's share of Transfer Station expenses?
- ARTICLE 14.** Shall the Town raise \$3,947 to support the following organizations?
- |   |       |
|---|-------|
| 1) Community Restorative Justice Center .....   | 0     |
| 2) Caledonia Home Health and Hospice .....      | \$300 |
| 3) Darling Inn Senior Meal Site .....           | \$300 |
| 4) HOPE .....                                   | \$500 |
| 5) NEK Council on Aging .....                   | \$300 |
| 6) Northeast Kingdom Human Services, Inc. ....  | \$852 |
| 7) Northeast Kingdom Youth Services .....       | \$250 |
| 8) Northeast Kingdom Learning Services .....    | \$100 |
| 9) Rural Community Transportation .....         | \$300 |
| 10) Sheffield Food Shelf .....                  | \$360 |
| 11) Umbrella .....                              | \$600 |
| 12) Vermont Center for Independent Living ..... | \$85  |
- ARTICLE 15.** Shall the Town appropriate \$250.00 to the Kingdom Animal Shelter for The services provided to care for and arrange adoption for cats?
- ARTICLE 16.** Shall the Town appropriate \$750 to Cobleigh Public Library for public Library services, programs and meeting space?
- ARTICLE 17.** Shall the voters authorize Selectmen to borrow money in anticipation of taxes?
- ARTICE 18.** Shall the voters direct the Listers to set the real estate in the Grand List for Town purposes?

- ARTICLE 19.** Shall the voters transfer the responsibility for the cemeteries back to the Selectboard, in which case the offices of cemetery commissioner terminate? 18 V.S.A. Sec. 5381
- ARTICLE 20.** Shall the town establish a reserve fund to be called the Record Restoration Reserve for funding the restoration of land record and vital record books?
- ARTICLE 21.** Shall the voters of the Town of Wheelock appropriate the sum of \$741 paid to the town during 2018 for record restoration to the Record Restoration Fund?
- ARTICLE 22.** Shall the bonds or notes of the Town of Wheelock in an amount not to exceed Eight Hundred Thousand Dollars (\$800,000), subject to reduction from the receipt of available state and federal grants-in-aid, be issued for the purpose of rehabilitation of the Wheelock Town Hall?\*\*
- ARTICLE 23.** Shall the bonds or notes of the Town of Wheelock in an amount not to Exceed Two Hundred Eighty Thousand Dollars (\$280,000), subject to Reduction from the receipt of available state and federal grants-in-aid, be Issued for the purpose of purchase of land with improvements thereon Located at 698 Route 122 for a Town Garage?\*\*
- ARTICLE 24.** Shall the voters authorize the Northeast Kingdom Waste Management District to appropriate and expend a budget of \$ ?\*\*
- ARTICLE 25.** To transact any other business that properly comes before this meeting?
- ARTICLE 26.** To adjourn.

**\*\* Articles 22, 23 and 24 to be voted by Australian Ballot. The polls will be open from 10:00 a.m. until 7:00 p.m.**

Dated at Wheelock, Vermont, this 14<sup>th</sup> day of January, 2019. Recorded before posting.  
Selectboard:

Jason DiGiulio  
Dennis Sawyer  
Ann Lawless

Attest: Kathy Schmidt  
Assistant Town Clerk

**TOWN OF WHEELOCK  
TOWN OFFICERS**

<b>OFFICE</b>	<b>ELECTED OFFICIAL</b>	<b>TERM EXPIRES</b>
Moderator	Peter Miller	2019
Town Clerk	Carol Rossi	2020
Town Treasurer	Carol Rossi	2020
Selectboard	Marina Cole (resigned)	
	Ann Lawless (elected)	2019
	Dennis Sawyer	2020
	Jason DiGiulio	2021
Listers	Carol Rossi (not seeking reelection)	2019
	Kenneth (Jim) Blackbird	2020
	Katherine Schmidt	2021
Auditors	Tiffany Rice	2019
	Barbara Miller	2020
	Kim Crady-Smith	2021
Delinquent Tax Collector	Carol Rossi (not seeking reelection)	2019
First Constable	Charles Lacaillade	2019
Second Constable	Atti Seguin	2019
Grand Jury	Martin Holladay	2019
Town Agent to Convey Real Estate	Town Clerk	2019
Town Agent to Prosecute And Defend	Selectboard	2019
Cemetery Commissioners	Mike Martin (not seeking reelection)	2019
	Vacant	2020
	Matt Martin (resigned)	2021

**ROAD FUND****2019 BUDGET SUMMARY****ROAD INCOME**

State Aid to Highways	58815
Health Insurance - Employee Contribution	575
Overload & Access Permits	200
Rented Equipment	500
Road Fund Interest	15
Taxes to be Raised*	280106
<b>TOTAL INCOME</b>	<b>340211</b>

**ROAD EXPENSES**

Staff and Contracted Services	149360
Infrastructure	10000
Equipment	67100
Materials	67000
Garage	6910
Other Expenses	14500
2019 Intern. Truck Loan Payment	25341
<b>TOTAL EXPENSES</b>	<b>340211</b>

**GENERAL FUND****2019 BUDGET SUMMARY****GENERAL FUND INCOME**

Town Office Income	8120
Lister Office Income	5400
General Government Income	7350
Taxes to be Raised*	133429
<b>TOTAL INCOME</b>	<b>154299</b>

**GENERAL FUND EXPENSES**

Town Office Staff	28695
Town Office Expenses	18940
Lister Office Staff	2500
Lister Office Expenses	4198
General Government Staff	10910
General Government Expenses	31900
Buildings & Grounds Staff	2040
Buildings & Grounds Expenses	22721
Cemetery Sexton	3700
<b>TOTAL EXPENSES</b>	<b>125604</b>

*\* to be reduced by cash on hand*

TOWN OF WHEELOCK  
TREASURER'S REPORT

1-Jan-19

**ASSETS**

Checking Accounts	121,908
Community Club Account	400
Wheelock Community Initiative Account	70
<i>Restricted Funds</i>	
Reappraisal Reserve	45,717
Road Equipment Reserve	283
Road & Bridge Reserve	55,565
Road Sign Reserve	3,722
Town Garage Reserve	24,111
Town Hall Reserve	6,802
VCDP Transfer Account	200
TOTAL	258,778

**LIABILITIES**

Accounts Payable	
unprocessed checks	34,374
2018 withholdings	4,305
Community Club Account	400
Wheelock Community Initiative Account	70
<i>Restricted Funds</i>	
Reappraisal Reserve	45,717
Road Equipment Reserve	24,283
Road & Bridge Reserve	60,565
Road Sign Reserve	3,722
Town Garage Reserve	24,111
Town Hall Project Reserve	6,802
VCDP Transfer Account	200
TOTAL	204,550

END OF YEAR BALANCE 54,228

**FUND BALANCE ACCOUNTING**

Unbudgeted Income	15,118
Unexpended General Fund	10,692
Unexpended Road Fund	26,069
Other	2,349
Total	54,228

2018 FISCAL YEAR  
REVENUES

Cash Balance on Hand Dec. 31, 2017	3,226
Current Tax & Adjustments Collected	1,166,747
Hold Harmless-Current Use	50,366
Payment in Lieu of Taxes -State Land	14,980
Education Fund 2017 Reconciliation	9,854
Delinquent Tax Collections	54,354
Town Office	12,275
Listers Office	5,548
General Government	9,485
Structural Repair Grant Reimbursements	70,000
Structural Construction Loan	57,000
Road Fund Income	2,691
Road Fund State Payments	58,815
Road Fund Grant Reimbursements	132,507
Transfer from Road Sign Reserve Account	280
Transfer from Road Equipment Account	65,325
Transfer from VCDP Matching Funds	25,925
Transfer from Town Hall 2017 Approp.	13,035
Loan 2019 International Truck	118,200
Donations Town Hall Project	1,402
TOTAL REVENUES	1,872,015

2018 FISCAL YEAR  
DISBURSEMENTS

Town Office	41,778
Listers Office	6,952
Delinquent Tax Collector	2,500
General Government	36,529
Buildings and Grounds	22,972
Town Hall Structural Repairs	73,138
Town Hall Structural Loan Payment	123,793
VCDP Planning Grant	132
Transfer to Town Hall Reserve	1,402
Road Staff and Contracted Services	114,784
Road Equipment Expenses	80,309
Materials	55,826
Garage	6,418
Intrastructure	6,374
Road Fund - Other	12,997
2019 International Truck Payment	183,717
Ditching & Resurfacing Projects	129,575
Transfer to Road Fund Reserve Accounts	29,278
Social Service & Non-profit Appropriations	4,497
Lyndon Rescue Appropriation	32,403
Cemetery	2,000
Fire Department	29,199
Transfer Station	28,055
Education Fund Payment	795,754
TOTAL DISBURSEMENTS	1,820,382

Vermont State Statute Title 24 Chapter 53 sets forth the requirements related to borrowing for municipal purposes. Any borrowing that will not be paid off within five years requires rigorous attention to required actions that include but are not limited to adopting a resolution, warning a special meeting, holding at least one public information hearing, publications in the newspaper, posting of notices in 5 public places, statement of bond attorney on compliance with all statutory requirements.

## **OUTSTANDING LOANS**

### **LAND**

One acre lot on Route 122 next to Town Hall  
Community National Bank, interest rate 3.25%  
Borrowed \$70,000  
Balance Due \$45,947

### **TOWN HALL STRUCTURAL REPAIRS**

Union Bank, interest rate 2.25%  
Final payment in 2020  
Borrowed \$171,000  
Balance Due \$ 48,610

### **2019 INTERNATIONAL TRUCK**

Passumpsic Savings Bank, interest rate 2.41%  
Final payment in 2023  
Borrowed \$118,200  
Balance Due \$118,200

**STATEMENT OF TAXES RAISED  
DECEMBER 31, 2018**

**2018 GRAND LIST\***

MUNICIPAL	614,942
EDUCATION -RESIDENTIAL	382,450
EDUCATION – NONRESIDENTIAL	232,583

\*Grant List is revised throughout the year by State Tax Department (due to late homestead filings) and by any Selectboard Approved Error/Omission Report

**2018 TAXES TO BE RAISED**

	Grand List		Rate	Taxes Raised
<b>MUNICIPAL TAX</b>				
General Fund	614,942	X	0.2663	163,759
Road Fund	614,942	X	0.4434	272,665
Local Vet Exempt	614,942	X	0.0059	<u>3,6228</u>
Total Municipal			0.7156	440,052
<b>STATE EDUCATION FUND TAX</b>				
Residential	382,450	X	1.5537	594,213*
Non-residential	232,583	X	1.5524	<u>361,061</u>
Total Education Fund Taxes				955,274

\*reduced by income sensitivity payments

H-122 Adjustments and Error/Omission Adjustments	( 3,026)
2018 Taxes Collected	1,145,172
2018 State Adjustments	21,575
State Department of Taxes Revision/ Refunds Ordered in Nov.	(14,766)
Hold Harmless	50,366
VT Tax Dept. revises bills and makes some adjustments to the town during the year .	
The Final State Reconciliation of 2018 Education Tax Occurs about April, 2019.	

**FIVE YEAR COMPARISON**

	2014	2015	2016	2017	2018
GRAND LIST	604,022	610,458	616,859	613,605	614,993
<b>MUNICIPAL TAX RATE</b>					
General Fund	0.1248	0.1283	0.2102	0.2209	0.2663
Road Fund	0.4457	0.3751	0.3227	0.4267	0.4434
Local	0.0043	0.0153	0.0059	0.0054	0.0059
<b>STATE EDUCATION FUND TAX</b>					
Residential Tax Rate	1.4734	1.5369	1.5434	1.5640	1.5537
Non-Residential Tax Rate	1.4284	1.3972	1.4098	1.4423	1.5524

ROAD FUND BUDGET DETAIL		2017	2017	2018	2018	2019
		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET
<b>Road Department Income</b>						
1	Funds Remaining - Previous Year	13095	13095	0	0	0
2	State Aid to Highways	60000	58731	44040	58815	58815
3	Grant Income	0	0	0	132507	0
4	Health Insurance Employee Share	742	0	750	136	575
5	Overload & Access Permits	200	280	200	390	200
6	Recycled Metal			0	132	0
7	Rented Equipment Fees	250	575	250	1003	500
8	Road Fund Interest	20	13	15	30	15
	Transfer from Reserve Accounts				55325	
	Rebate Offer on 2019 Truck				1000	
9	Taxes	<u>222824</u>	<u>222824</u>	<u>258365</u>	<u>272690</u>	<u>0</u>
10	Total Road Income	<b>297130</b>	<b>295518</b>	<b>303620</b>	<b>522028</b>	<b>60105</b>
<b>Road Department Expenses</b>						
Road Staff/Contracted Expenses						
11	Road Crew Wages	78446	74062	90000	57714	93600
12	Road Temp Staff Wages	2000	8242	2000	24370	2000
13	Road Crew Health Insurance	24723	18442	27000	9058	18000
14	Town Match FICA & MEDI	6200	6296	7000	4864	7000
15	Training	400	225	400	275	400
16	Unemployment Adjustment	360	691	360	350	360
17	Uniforms	2000	2082	2000	2042	2000
18	Workers Comprehensive	0	6599	5500	5927	5500
20	Chuck Hill - plowing	1700	1700	1700	1500	2000
21	Greensboro - plowing	2500	2263	2500	2263	2500
22	Mowing Roadsides	4500	1800	4500	3300	4500
23	Rented Equip-Other Services	4500	9270	7500	2115	10000
24	Rented Equip - Staff Mileage	<u>1500</u>	<u>784</u>	<u>1500</u>	<u>1006</u>	<u>1500</u>
25	Total Staff / Contracted	<b>128829</b>	<b>132456</b>	<b>151960</b>	<b>114784</b>	<b>149360</b>
Infrastructure						
26	Culverts	3000	0	5000	6374	10,000
28	Guardrails	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
29	Total Infrastructure	3000	0	5000	6374	10000
Equipment Expenses						
30	04 International Repair	5000	7606	6000	2559	0
31	09 International Repair	4000	17930	6000	23639	6000
32	19 International Repair			0	4955	6000
33	Grader Repair	4000	35965	5000	2902	5000
34	Loader Repair	1500	148	5000	4462	5000
35	Tires	4000	3363	8000	5093	8000

		2017	2017	2018	2018	2019
		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET
	Equipment Expenses Continued					
36	Tire Chains	4000	3203	4000	2582	2000
37	Diesel	20000	24812	25000	31843	30000
38	Gasoline	150	43	100	65	100
39	Maintenance - All Vehicles	<u>4500</u>	<u>4326</u>	<u>5000</u>	<u>2664</u>	<u>5000</u>
40	Total Equipment Expenses	47150	97396	64100	80309	67100
	Materials					
41	Chloride	20000	14834	20000	24142	20000
42	Gravel	14000	12549	18000	13000	21000
43	Repaving Material	2000	1351	0	0	0
44	Salt	2000	2110	3000	2300	3000
45	Sand (Winter)	23000	12856	15000	14750	18000
46	Staymat	0	0	0	560	2000
47	Stone	<u>1054</u>	<u>962</u>	<u>3000</u>	<u>1074</u>	<u>3000</u>
48	Total Materials	62054	44662	59000	55826	67000
49	Garage					
50	Electricity	1500	914	1200	1008	1200
51	Heating Fuel	3200	1883	2200	2357	2200
52	Portable Toilet Rental	960	1015	960	960	960
53	Repairs	500	53	500	1155	1500
54	Telephone & Internet	1500	1042	600	600	600
55	Water	450	450	450	338	450
56	Total Garage	8110	5357	5910	6418	6910
	Other Expenses					
57	Advertising	300	672	350	1571	350
58	Liability Insurance	9000	7004	9000	5377	9000
59	Misc. / Unbudgeted				215	100
60	Road & 911 Signs	0	326	0	281	0
61	Safety Equipment	3000	0	300	540	300
62	Shop Supplies & Tools	3200	2101	3000	4773	3000
63	Stormwater Management Fee	<u>0</u>	<u>0</u>	<u>0</u>	<u>240</u>	<u>1750</u>
64	Total Other Expenses	15500	10103	12650	12997	14500
	Other Unbudgeted Expenses					
	Mathewson Hill Ditching Project				3853	
	Stannard Mtn. Resurfacing				125722	
	Grader/09Truck Loan Payment	24061	24031	0	0	0
	2019 Intern. Truck Payment				65047	25341
	Transfer Balance to Reserve Acct				278	0
	Total Other Unbudgeted Expenses				194900	
	<b>TOTAL BUDGET</b>	<b>264643</b>	<b>289974</b>	<b>298620</b>	<b>471608</b>	<b>340211</b>

GENERAL FUND BUDGET DETAIL						
TOWN CLERK'S OFFICE		2017	2017	2018	2018	2019
		<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>
<b>Town Office Income</b>						
1	Dog License Fees	850	774	800	1121	800
2	Liquor License	70	70	70	70	70
3	Marriage License Fee	0	190	120	180	100
4	Office Fees	6750	5550	5000	8354	5000
5	Record Restoration Fee	0	419	1500	756	450
6	Educ Fund Payment for Services	<u>0</u>	<u>1744</u>	<u>1500</u>	<u>1794</u>	<u>1700</u>
7	Total Office Income	<b>7670</b>	<b>8747</b>	<b>8990</b>	<b>12275</b>	<b>8120</b>
<b>Town Office Expenses</b>						
Town Office Staff Expenses						
8	Assistant Town Clerk	1200	2699	1200	740	1000
9	Clerk (Clerk/Treas. 2015& 2016)	12135	10799	10400	10360	10700
10	Treasurer	12135	10799	14560	14504	14995
11	Health Insurance	10234	2559	0	0	0
12	Town Share Soc Sec & Medicare		<u>1858</u>	<u>2000</u>	<u>1984</u>	<u>2000</u>
13	Total Staff Expenses	<b>35704</b>	<b>28714</b>	<b>28160</b>	<b>27588</b>	<b>28695</b>
Town Office Expenses						
14	Accounting/Intuit Payroll Process.	1400	1421	600	835	300
15	Accounting/NEMRC software					10000
16	Computer Equipment Expenses	300	840	1750	2579	650
17	Computer Cloud/Support Services					750
18	Dog License State Fees	750	810	640	580	640
19	Equipment Maintenance(Copier)	600	533	500	449	500
20	Marriage License State Fee	0	250	100	200	100
21	Mileage - Clerk, Treasurer	1500	553	800	583	750
22	Postage	1500	1102	1500	1350	1500
23	Printing Town Report	900	746	750	614	950
24	Record Restoration	0	0	1500	0	1500
25	Supplies	700	1283	800	1321	1300
26	Vault Plat Map Holder			<u>5500</u>	<u>5679</u>	<u>0</u>
27	Total Office Expense	7650	7538	14440	14190	18940
28	TOTAL STAFF&OFFICE EXPENSES	<b>43354</b>	<b>36252</b>	<b>42600</b>	<b>41778</b>	<b>47635</b>
OFFICE OF LISTERS						
<b>Listers Income</b>						
29	Education Fund Payment -	4913	5558	5400	5548	5400
30	Reappraisal & Payment for Service					
31	Total Lister Income	<b>4913</b>	<b>5558</b>	<b>5400</b>	<b>5548</b>	<b>5400</b>

	OFFICE OF TOWN LISTERS	2017	2017	2018	2018	2019
		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET
	<b>Lister Expenses</b>					
32	Lister Staff Wages	5000	2806	2500	2615	2500
33	Computer Equipment	50	122	50	150	150
34	Mileage	350	111	150	74	150
35	Property Maps	400	0	500	473	0
36	Software Fee/Support Service/Cloud	250	385	100	755	800
37	Supplies	250	287	150	80	50
38	Transfer to Reappraisal Acct	<u>3000</u>	<u>2063</u>	<u>2400</u>	<u>2805</u>	<u>3048</u>
39	Total Office of Listers Expenses	<b>9300</b>	<b>5774</b>	<b>5850</b>	<b>6952</b>	<b>6698</b>
	DELINQUENT TAX COLLECTION	2017	2017	2018	2018	2019
		BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET
	<b>Delinquent Tax Income</b>					
40	Delinquent Tax Collected	0	50002	0	48350	0
41	Delinquent Tax Interest Income	0	4301	0	3505	0
42	Penalty Collected	0	2384	0	2500	0
43	Tax Sale Costs Collected	<u>0</u>	<u>1499</u>	<u>0</u>	<u>0</u>	<u>0</u>
44	Total Delinquent Tax Income	<b>0</b>	<b>58186</b>	<b>0</b>	<b>54355</b>	<b>0</b>
	<b>Delinquent Tax Expense</b>					
45	Penalty Paid to Collector	0	2638	0	2500	0
46	Tax Sale Cost Paid by Owner	0	1499	0	0	0
47	Tax Sale Cost Paid by Town	<u>0</u>	<u>506</u>	<u>0</u>	<u>0</u>	<u>0</u>
48	Total Delinquent Tax Expenses	<b>0</b>	<b>4643</b>	<b>0</b>	<b>2500</b>	<b>0</b>
	GENERAL GOVERNMENT					
	<b>General Government Income</b>					
49	Interest- All Checking Accounts	250	21	65	46	50
50	Interest - Non-arbitrage Account	12500	10267	12000	6952	6500
51	IRS Tax Refund (unknown source)				754	0
52	Town Hall Rental Revenue	0	0	0	600	800
53	Town Hall Repair/Paint Donation				160	0
	Payment for Logs				503	0
	Community Club Acct closed				400	
54	Wheelock Community Initiative Acct				<u>70</u>	<u>0</u>
55	Total General Gov Income	<b>12750</b>	<b>10288</b>	<b>12065</b>	<b>9485</b>	<b>7350</b>

	<b>General Government Expenses</b>	2017	2017	2018	2018	2019
	<b>General Gov Staff Expense</b>	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET
56	Administrative Assistant	1200	1302	1200	900	1200
57	Auditors (3)	1200	300	1200	800	1200
58	BCA & Election Workers	200	285	600	887	300
59	Emergency Management Coord.	260	310	260	260	260
60	911 Coordinator	250	288	250	312	250
61	Selectboard (3)	3600	2500	3600	3000	3600
62	Continuing Education	1000	190	500	485	500
63	Mileage - Gen. Gov.	1500	303	700	212	600
64	Soc.Sec. & Medicare-Gen Fund	3300	801	800	785	800
65	Unemployment Insur. Adjustment		25	0	0	0
66	Workers Comprehensive		<u>2669</u>	<u>2200</u>	<u>2300</u>	<u>2200</u>
67	Total Staff Expense	<b>12510</b>	<b>8973</b>	<b>11310</b>	<b>9941</b>	<b>10910</b>
	<b>General Gov Other Expenses</b>					
68	Advertising	600	1040	1250	955	1200
69	County Tax	7000	7018	7200	7523	7200
70	Dues, Membership, Licenses	2808	2886	2800	2633	2300
71	Gift Cards - Employees	0	100	0	161	200
72	Insurance - Liability	10000	6626	10000	5088	10000
73	Legal Expenses	1500	565	1000	515	1000
74	Non-Arbitrage Interest Expense	12500	11814	11000	9701	10000
75	Bank Charge	<u>0</u>	<u>0</u>	<u>0</u>	<u>12</u>	<u>0</u>
76	Total General Expense	<b>34408</b>	<b>30049</b>	<b>33250</b>	<b>26588</b>	<b>31900</b>
	<b>Building &amp; Grounds Staff</b>					
77	Janitor-Town Hall	1440	885	1100	1098	1440
78	Park Mowing	<u>250</u>	<u>274</u>	<u>500</u>	<u>327</u>	<u>600</u>
79	Total Building & Grounds Staff	<b>1690</b>	<b>1159</b>	<b>1600</b>	<b>1425</b>	<b>2040</b>
	<b>Building &amp; Grounds Expenses</b>					
80	Land Purchase Debt Payment	5971	5971	5971	5971	5971
81	Park Maintenance	1500	0	250	0	250
82	Street Lights	2100	1961	2000	1955	2000
83	Town Hall Electricity	1500	964	1200	915	1200
84	Town Hall Generator Service/Rep	500	195	400	333	400
85	Town Hall Heat	4000	1301	2500	3248	3000
86	Town Hall Repair & Maintenance	5600	11149	6500	5849	6500
87	Town Hall Supplies	1200	390	500	322	500
88	Telephone & Internet	2000	2006	2000	2028	2000
89	Town Hall & Lot Water	900	900	900	900	900
90	Sutton Rd Lot Clean Up	<u>5000</u>	7084	250	0	0
91	Tire Recycling-Green Up Day		<u>102</u>		26	<u>0</u>
92	Total Building & Grounds Expenses	<b>30271</b>	<b>32023</b>	<b>22471</b>	<b>21547</b>	<b>22721</b>

[illegible]

[illegible]

TOWN OF  
WHEELOCK  
OFFICE OF DELINQUENT TAX COLLECTOR  
STATEMENT OF DELINQUENT REAL ESTATE TAXES  
12/31/2018

<u>TAX YEAR</u>	Turned Over <u>For Collection</u>	ABATED <u>BY BCA</u>	COLLECTIONS <u>IN 2018</u>	BALANCE <u>TO COLLECT</u>
2015	3,576.53	0.00	742.86	2,833.67
2016	12,659.36	0.00	6,781.08	5,878.28
2017	34,903.32	0.00	30,171.58	4,731.74
2018	62,080.82	0.00	10,652.74	51,428.08
TOTAL	113,220.03	0.00	48,348.26	64,871.77

TOTAL TAX COLLECTED	48,348.26
INTEREST COLLECTED	3,505.81
TAX COLLECTOR'S FEE	2,499.98
HOMESTEAD FILING FEE	0.00
TAX SALE COSTS	0.00
OVERPAYMENT	<u>200.00</u>
REMITTED TO TREASURER	54,554.05
REFUND overpayment	200.00

Year	Municipal Grand List	Total Taxes Billed	Taxes Unpaid -Delinquent	% Total Delinquent	Number Delinquencies
2018	614,993	1,395,897	62,081	4.4%	41
2017	613,605	1,331,017	56,003	4.2%	
2016	616,859	1,252,485	65,235	5.2%	50
2015	610,458	1,222,722	71,370	6%	52
2014	604,022	1,220,485	88,803	7%	64
2013	595,462	1,357,579	106,396	8%	49
2012	653,717	1,306,842	91,179	7%	
2011	648,629	1,249,719	143,897	11.5%	87
2010	644,547.	1,038,571.	98,218.	9%	59
2009	640,503.	1,043,006.	104,088.	10%	70
2008	645,541.	1,004,415.	91,464.	9%	65
2007	313,642.	871,684.	53,089.	6%	38
2006	309,996.	870,670.	56,231.	6%	53
2005	300,189.	788,422.	69,017.	9%	65
2004	289,702.	598,409.	72,765.	12%	70
2003	274,720.		55,970.		
2002	260,386.	450,423.	41,448.	9%	59

# SHEFFIELD-WHEELOCK FIRE DEPARTMENT

## 2018 BUDGET COMPARISON

(budget tools are for both towns combined)

Description	2015 Budget Actual	2016 Budget Actual	2017 Budget Actual	2018 Budget Actual	2019 Proposed
Workers Comp.	1,400 1,534	1,600 1,508	1,600 1,349	1,600 1,236	1,600
Dispatch	3,600 3,864	4,000 2,545	4,000 3,155	4,000 3,627	4,250
Insurance	5,500 4,478	5,000 4,536	5,000 4,597	5,000 4,496	5,250
Veh. Maint. & Repairs	6,000 3,051	6,400 9,203	6,400 1,510	5,400 606	5,900
Equipment Repairs	2,000 242	2,000 2,060	2,000 1,716	2,000 76	2,250
Radio / Pager	2,000 2,240	2,000 3,488	2,000 809	2,000 1,355	2,250
Training	1,500 1,235	1,500 411	1,500 260	1,500 -	1,500
Personal Equipment	5,250 3,560	5,000 516	5,000 5,936	5,000 648	6,250
New Equipment	4,000 6,609	3,500 5,673	3,500 2,675	3,500 2,288	3,500
General	2,750 4,678	3,000 4,046	3,000 4,372	3,000 2,099	3,250
Capital Equipment Purchases / Other	0 14,634	0 0	0 15,229	0 27,300	
<b>Total</b>	<b>46,125</b>	<b>33,986</b>	<b>41,608</b>	<b>43,731</b>	
Grants, Donations, Fundraising	12,125	9,852	9,700	3,576	
<b>Budget</b>	<b>34,000</b>	<b>34,000</b>	<b>34,000</b>	<b>34,000</b>	<b>36,000</b>

We are requesting an appropriation of \$18,000 from each town. (This is a \$1,000 increase from last year)

We are again requesting \$9,700.00 from both towns for our truck replacement fund.

## SHEFFIELD-WHEELOCK FIRE DEPARTMENT FOR 2018

===== Checking account beginning balance January 1st 2018 = \$66,199.94

### DEPOSITS:

Town of Sheffield Appropriations	\$17,000.00
Town of Sheffield Truck Replacement	\$9,700.00
Town of Wheelock Appropriations	\$17,000.00
Town of Wheelock Truck Replacement	\$9,700.00
Sheffield Field Day	\$2,500.00
Donations and Fundraising	\$1,076.18

**TOTAL DEPOSITS =** \$56,976.18

### EXPENSES:

Workers Compensation	\$1,236.00
Dispatch	\$3,627.11
Insurance	\$4,496.00
Vehicle Maint. & Repairs	\$606.00
Equipment Repairs	\$75.95
Radio/Pager	\$1,355.15
Training	\$0
Personal Equipment	\$648.00
New Equipment	\$2,288.20
General	\$2,098.76
Capital Equipment	17,300.00
Truck Loan Payments	\$25,329.92
Other	\$5,000.00

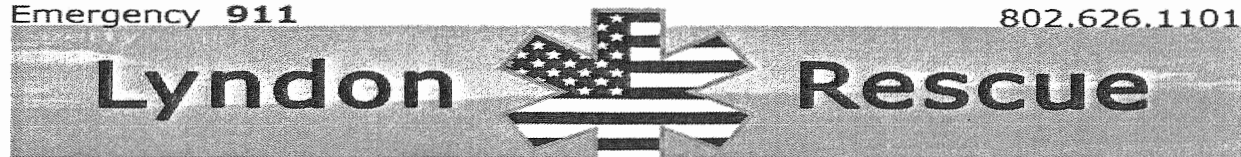
**TOTAL EXPENSES =** \$64,061.51

=====Checking account ending balance as of January 2<sup>nd</sup> 2019 = \$60,350.61\*

\*does not include on uncashed check equal to \$1,236.00

## Sheffield / Wheelock Transfer Station

	2018 Actuals	2018 Approved Budget	2019 Proposed Budget
<b>Income</b>			
Town Appropriations-Operations			
Sheffield Appropriation	11,950.00	11,950.00	7,200.00
Wheelock Appropriation	11,950.00	11,950.00	7,200.00
Total Town Appropriations-Operations	23,900.00	23,900.00	14,400.00
Interest Income	10.83	12.00	10.00
Trash Bag Sales	30,088.00	32,000.00	32,000.00
Income from Recycled Metals	2,439.65		2,800.00
<b>Total Income</b>	<b>56,438.48</b>	<b>55,912.00</b>	<b>49,210.00</b>
<b>Previous Year's Surplus to be Used</b>			
<b>Expenses</b>			
Imprinted Trash Bags	11,390.87	5,000.00	0.00
Imprinted Windshield Stickers	361.20		0.00
Hauling Fees			
Trash (Compactor) Hauling	4,490.00	5,000.00	5,000.00
Open-Top (Demolition) Hauling	3,065.00	4,000.00	4,000.00
Recycling Pickup Fees	1,410.00	1,400.00	1,450.00
Bulky Hauling	1,205.00	800.00	1,250.00
Total Hauling Fees	10,170.00	11,200.00	11,700.00
Disposal (Tipping) Fees			
Trash (Compactor) Disposal	15,578.97	16,000.00	16,000.00
Open Top (Demolition) Disposal	6,287.68	7,000.00	7,000.00
Compost Recycling Tote Fees	1,480.00	1,200.00	1,500.00
Bulky Disposal	771.60	200.00	800.00
Total Disposal (Tipping) Fees	24,118.25	24,400.00	25,300.00
NEKWMD Per Capita Fees			1,350.00
NEKWMD Waste Surcharge	7,126.77	12,000.00	8,000.00
Operations			
Electric	1,201.41	1,200.00	1,200.00
Heating Fuel	637.43	1,000.00	1,000.00
Porta Toilet	55.00	100.00	100.00
Postage and Shipping	7.90		
Repairs and Maintenance	203.42	1,000.00	500.00
Total Operations	2,105.16	3,300.00	2,800.00
<b>Total Expenses</b>	<b>55,272.25</b>	<b>55,900.00</b>	<b>49,150.00</b>
<b>Net Income</b>	<b>1,166.23</b>	<b>12.00</b>	<b>60.00</b>



\* We Still Make House Calls \*  
2009 Vermont Ambulance Service of the Year  
114 Vail Drive, PO Box 401 Lyndonville, VT 05851

January 4, 2019.

To the Citizens We Serve:

This year was once again a year of change for Lyndon Rescue. We retired two ambulances from our fleet and purchased a new ambulance. The new ambulance has increased safety features not present in any of our previous trucks. Among them are a 5 point harness system to secure the crewmembers in the back of the ambulance during transport and a performance load stretcher that allows for more secure loading in to the ambulance. Through donations and fundraising we were able to put \$11,300 towards the cost of the new ambulance and will continue our efforts in 2019. We are grateful to the Town of Lyndon and the Lyndonville Fire Department for working with us to house the new ambulance.

We have new leadership in the organization. Our Director of Operations moved on to another full time job opportunity in August but continues to work as a per diem paramedic. We appreciate all of his hard work last year evaluating the organization and budget so that we are in a much better place financially going in to the new year.

We continue to offer CPR and First Aid classes to the community and in 2018 have had over 300 people take classes with us. Our Nationally Certified Child Passenger Safety Technicians continue to inspect child car seats by appointment. One of our CPS Technicians participated in an additional Special Needs training this year to be an increased resource for car seat information for children of all needs.

As in past years we also provided EMT coverage for special events and continued our ambulance billing services.

After 10 years of operating out of a second station in Island Pond we discontinued the operation in August this year. We welcome the employees that have decided to continue to work with us at our Lyndonville station.

Calls for service from Lyndonville station were up this year by 134. In 2017 we had 1,208 calls and in 2018 we had 1,342.

On behalf of the crewmembers of Lyndon Rescue we thank you for your continued support of our organization and allowing us to serve the community.

Sincerely,

A handwritten signature in black ink, appearing to read "J.M. 2".

Jillian McLaughlin, AEMT, CAC, I/C

Director of Operations

# WARNING

## NEK WASTE MANAGEMENT DISTRICT BUDGET VOTE

### MARCH 5, 2019

The legal voters of the Northeast Kingdom Waste Management District are hereby notified and warned to vote, by Australian Ballot, at the polling place and between the hours specified by their municipality on Tuesday, March 5, 2019 to act on the following article.

**ARTICLE 1:** Shall the voters authorize the Northeast Kingdom Waste Management District to appropriate and expend a budget of \$825,073?

<i>[Signature]</i> Newbury	<i>[Signature]</i>
<i>[Signature]</i> Dutton	<i>[Signature]</i>
<i>[Signature]</i>	<i>[Signature]</i>
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## Executive Committee Report

The NEKWMD finished 2018 by processing slightly less recycling compared to 2017 – approximately 2750 tons in 2018 compared to approximately 2975 tons in 2017. Significant drops in organics and cardboard were responsible for most of the decline. A few items, including mixed paper, batteries, and tires saw increases in tonnage, while most other items saw tonnages that were flat or lower than last year. Recycling markets remained steady throughout most of 2018 and were generally average or slightly lower than average.

The District ended 2018 with a deficit of \$41,069.02. The District ended 2017 with a surplus of \$55,755.82. Revenues in 2018 were 11% above projections. While budgeted expenses were 16.3% above projections. The catastrophic failure of our baler on September 24, 2018 was the largest reason for the deficit. Not only did we have to pay to ship materials off-site, we lost revenue from the sale of those materials. We anticipate having a new baler by the end of February, 2019.

There were no additions or subtractions to the District membership in 2018. We continue to serve the largest geographical area and largest number of towns (49) in the State. Our population served is 3<sup>rd</sup> in the state behind only Chittenden Solid Waste District and the Central Vermont Solid Waste Management District.

The NEKWMD is entering 2019 with a proposed budget of \$825,073 – an increase of 8.5% compared to 2018. The vast majority of the increase is due to the addition of a \$41,000 baler payment over the next 5 years. The surcharge rate of \$24.25 will increase by \$0.50 for 2019. Our surcharge on trash remains below the State average of \$26.59.

The NEKWMD was staffed by nine full-time and four part-time employees in 2018. Each of the member Towns is entitled to representation by at least one Supervisor. The Board of Supervisors is the principal authority over the NEKWMD and the primary means of contact with the member towns. The Board of Supervisors meets monthly with the District's Executive Director to set the direction of NEKWMD policy. The member Towns are also represented through their ability to vote on the NEKWMD budget at their Town Meeting in March.

Since the surcharge on trash is based on the amount of waste produced, members have a clear opportunity to control their waste management costs. Costs can decrease as waste generation rates decrease and recycling rates increase.

We would like to express our appreciation to our able staff for their continuing commitment to our mission. The nearly 50,000 residents of 49 Towns throughout the Northeast Kingdom can be assured that the NEKWMD will continue to address their waste management concerns in a timely and environmentally sound fashion.

***NEKWMD Executive Committee***

## 2019 PROPOSED BUDGET

## NEKWMD

BUDGET ITEM	2018 BUDGET	2018 ACTUAL as of 12/31/18	2019 PROPOSED BUDGET
<b>ADMINISTRATION EXPENSES</b>			
Advertising	\$400.00	\$576.25	\$400.00
Audit -- Financial	\$7,595.00	\$7,595.00	\$7,595.00
Audit -- Waste Haulers	\$2,500.00	\$500.00	\$2,000.00
Bank Charges	\$0.00	\$35.00	\$0.00
Books & Subscriptions	\$100.00	\$0.00	\$100.00
Cleaning	\$1,600.00	\$1,880.00	\$1,920.00
Copier	\$2,000.00	\$1,947.43	\$2,000.00
Dues/Permits/Fees/Penalties	\$5,000.00	\$5,985.58	\$5,000.00
Heating Fuel	\$1,500.00	\$1,798.10	\$1,500.00
Interest Expense	\$0.00	\$0.00	\$0.00
Liability & Casualty & Emp. Prac.	\$16,000.00	\$12,134.00	\$15,000.00
Planning	\$1,000.00	\$0.00	\$1,000.00
Legal Fees	\$2,000.00	\$1,312.50	\$1,500.00
Postage	\$3,000.00	\$2,634.67	\$2,000.00
Office Supplies	\$3,600.00	\$13,897.22	\$3,600.00
Telephone - Office	\$3,200.00	\$3,190.17	\$3,000.00
Water/Sewer	\$1,100.00	\$967.68	\$1,100.00
<b>TOTAL ADMINISTRATION</b>	<b>\$50,595.00</b>	<b>\$54,453.60</b>	<b>\$47,715.00</b>
Gross Wages	\$379,193.00	\$377,731.57	\$394,610.00
Overtime Wages-- Warehouse	\$5,000.00	\$6,401.25	\$5,000.00
Fica (Employer Match)	\$23,820.00	\$23,847.39	\$24,466.00
Medi (Employer Match)	\$5,571.00	\$5,577.19	\$5,722.00
State Unemployment Insurance	\$13,500.00	\$3,451.29	\$5,000.00
VMERS (Retirement)	\$19,990.00	\$20,201.46	\$21,010.00
Workman's Compensation Insurance	\$34,000.00	\$58,466.00	\$55,000.00
Mileage - Employee	\$7,000.00	\$7,867.01	\$7,000.00
Mileage- Supervisor's	\$5,000.00	\$1,603.85	\$4,000.00
Supervisor Secretary Payments	\$500.00	\$500.00	\$500.00
Personnel Equipment	\$1,000.00	\$160.49	\$500.00
Training	\$1,500.00	\$866.31	\$1,500.00
Travel	\$100.00	\$49.43	\$100.00
<b>TOTAL PERSONNEL</b>	<b>\$496,174.00</b>	<b>\$506,723.24</b>	<b>\$524,408.00</b>
<b>BUILDING EXPENSES</b>			
Improvements	\$1,000.00	\$8,450.00	\$1,000.00
Electricity	\$9,800.00	\$7,864.08	\$9,000.00
Maintenance	\$1,000.00	\$1,277.01	\$1,000.00
Misc. Supplies	\$1,000.00	\$43,801.25	\$1,000.00
Trash Removal	\$3,000.00	\$3,069.86	\$3,000.00
<b>TOTAL BUILDING</b>	<b>\$15,800.00</b>	<b>\$64,462.20</b>	<b>\$15,000.00</b>

2019 PROPOSED BUDGET

BUDGET ITEM	2018 BUDGET	2018 ACTUAL as of 12/31/2018	2019 PROPOSED BUDGET
<b>EQUIPMENT EXPENSES</b>			
Purchases	\$500.00	\$121.14	\$500.00
Baler Loan Payment	\$0.00	\$0.00	\$40,000.00
Baler Repairs	\$6,000.00	\$4,720.52	\$1,000.00
Baler Supplies	\$6,000.00	\$10,928.71	\$8,000.00
Forklift Fuel	\$2,200.00	\$2,623.14	\$2,200.00
Forklift Repairs	\$4,000.00	\$5,561.68	\$4,000.00
Misc. Equipment Repairs	\$2,000.00	\$2,362.17	\$1,500.00
Skidsteer Fuel	\$500.00	\$0.00	\$500.00
Skidsteer Repairs	\$3,000.00	\$6,931.69	\$5,000.00
Warehouse Supplies	\$1,500.00	\$2,258.38	\$2,000.00
Trucks--Diesel	\$18,000.00	\$23,637.43	\$21,000.00
Trucks--Repairs	\$10,000.00	\$18,803.99	\$12,000.00
<b>TOTAL EQUIPMENT</b>	<b>\$53,700.00</b>	<b>\$77,948.85</b>	<b>\$97,700.00</b>
<b>PROGRAMS EXPENSES</b>			
Advertising	\$1,000.00	\$1,150.85	\$1,000.00
Permits & Fees	\$450.00	\$333.60	\$450.00
Composting	\$22,000.00	\$21,567.00	\$20,000.00
Composter/Bin	\$3,000.00	\$8,852.83	\$3,000.00
Dues & Subscription	\$0.00	\$0.00	\$0.00
Education Outreach	\$15,000.00	\$13,254.71	\$10,000.00
Hazmat Disposal	\$24,000.00	\$34,907.64	\$24,000.00
Hazmat Supplies	\$4,000.00	\$3,295.29	\$3,000.00
Sale of Recyclables-Processing	\$30,000.00	\$49,133.87	\$25,000.00
Special Collections	\$300.00	\$27.99	\$300.00
Supplies	\$500.00	\$464.31	\$500.00
Tire Disposal	\$9,000.00	\$14,506.80	\$9,000.00
<b>TOTAL PROGRAMS</b>	<b>\$109,250.00</b>	<b>\$147,494.89</b>	<b>\$96,250.00</b>
<b>SUB-TOTAL</b>	<b>\$725,519.00</b>	<b>\$851,082.78</b>	<b>\$781,073.00</b>
<b>DEBT REDUCTION PAYMENTS</b>			
Interest			
Principal			
<b>TOTAL DEBT REDUCTION</b>			
<b>CAPITAL FUND</b>			
Capital Improvement Fund	\$35,000.00	\$33,450.00	\$44,000.00
<b>TOTAL CAPITAL FUND</b>	<b>\$35,000.00</b>	<b>\$33,450.00</b>	<b>\$44,000.00</b>
<b>TOTAL NEK EXPENSES</b>	<b>\$760,519.00</b>	<b>\$884,532.78</b>	<b>\$825,073.00</b>
Grants--St of VT	\$59,000.00	\$77,972.35	\$59,000.00
Hauling--Recycling Pick-ups	\$35,000.00	\$39,585.00	\$41,000.00
Haz Mat/Paint Care (CEG Fees)	\$3,200.00	\$6,375.20	\$3,500.00
Interest Income	\$25.00	\$11.20	\$25.00
Miscellaneous Income	\$500.00	\$46,632.08	\$500.00
Program Sales--Composter/Bins	\$500.00	\$4,359.82	\$1,000.00
Programs- Oil Filter Program	\$150.00	\$75.00	\$150.00
Sale of Recyclables	\$179,394.00	\$97,363.33	\$130,000.00
Compost Income	\$13,000.00	\$20,899.02	\$18,000.00
Electronics Income	\$22,000.00	\$24,222.42	\$15,000.00
Scrap Metal Income	\$10,000.00	\$31,017.45	\$25,000.00
Battery Income	\$3,750.00	\$6,432.00	\$8,000.00
Tire Income	\$9,000.00	\$12,756.70	\$12,000.00
Per Capita Assessment	\$0.00	\$0.00	\$41,500.00
Surcharge--Waste Haulers	\$425,000.00	\$475,762.19	\$470,398.00
<b>TOTAL NEK REVENUES</b>	<b>\$760,519.00</b>	<b>\$843,463.76</b>	<b>\$825,073.00</b>

## Board Report

2018 was a challenging and interesting year for Wheelock. A few personnel changes, as well as a general lack of institutional memory led to intense and busy select board meetings.

As the year started, we had difficulty finding qualified candidates for the road foreperson position. Despite advertising and interviewing by the last board, and re-advertising and interviewing by the current board, the pool of candidates was limited. We tried a foreperson, but found it not a good match for our community. The board, after consideration, promoted our road crew worker to road foreperson, and opened a search for a road crew worker. We were able to find a good candidate and hired a crew member late in the fall.

As a result, much of the year was spent with one permanent worker and a rotating crew of temporary help. The first part of a grant funded culvert/ mitigation project on Mathewson Hill Road was completed. A grant funded ditching, culvert replacement and resurfacing project was completed on Stannard Mountain Road. The current job market, as well as the pools of candidates we encountered during the last year of search-after-search, necessitates that we examine our pay and benefits structure. While we are a small town, comparative data between Wheelock and towns our size seem to indicate that we have room to improve working conditions for town employees.

Last year, at Town Meeting, voters asked for a feasibility study to determine if privatizing our road crew would lead to savings or a more efficient operation. That question is a complex one. There seem to be a small number of towns who have done so and the results appear mixed. Much like school consolidation, the savings and efficiencies are not often easy to identify. Some towns have privatized and see some savings, while losing responsiveness and control, while others have seen costs rise over time. In order to properly 'bid' the work, as the new Municipal Roads General Permit (MRGP) is implemented in Vermont, we will need to carefully study the costs of the new road requirements. The MRGP is intended to achieve significant reductions in stormwater-related erosion from municipal roads, both paved and unpaved. Wheelock is required to implement a customized, multi-year plan to stabilize our road drainage system. The plan needs to include bringing road drainage systems up to basic maintenance standards, and additional corrective measures to reduce erosion as required by state law. We plan to complete a road study this spring to help us build a multi-year road maintenance and repair plan., With this plan, we can more accurately forecast expenses for the next 5 years.

The Town Hall and the Town Garage continue to have maintenance issues. Small improvements were made to the Town Hall but it still does not meet safety and access standards for a public building. There are two items for public vote placed on the Warning for Town Meeting by citizen petitions. The Town Garage still needs to be addressed.

We would like to thank Marina Cole for her service to the community as a member of the Selectboard and as the Assistant Clerk responsible for recording the land records.

It's been an interesting year, and we look forward to making 2019 a good one.

ONLINE  
COPY

## CLERK'S OFFICE

### NEW VITAL RECORD'S LAW – BIRTH CERTIFICATES, DEATH CERTIFICATES Implementation now scheduled for 2019

- Written application required.
- Only a family member or authorized person may apply. Proof of identity is required.
- Birth and death record information will be kept at the State level and available to Town Clerk's online.
- A certified copy can be obtained from any Town Clerk in the State.

### ELECTIONS - VOTER REGISTRATION - EARLY VOTING

- Polling Place – Wheelock Town Hall
- Polls Open - 10:00am – 7:00pm
- **Voter Registration**
  - Register online at [olvr.sec.state.vt.gov](http://olvr.sec.state.vt.gov)
  - Register at Town Clerk's Office
  - Identification required – driver's license, social security card, ..
- **Absentee /Early Voting**
  - Any registered voter can vote early or receive an absentee ballot.
  - Early voting is available beginning 20 days prior to a municipal Australian Ballot vote and beginning 45 days prior to a Primary or General Election (if we have received the ballots).
  - A voter may request a ballot from the Town Clerk or online at My Voter Page.
  - A voter may vote in the office, take the ballot from the office or request to have the ballot mailed to their address.
  - A ballot mail also be requested by a family member, campaign Employee, health care provider but it must to mailed.
  - The last day to request an absentee ballot or vote early is the last day the Town Clerk's Office is open before the election which is Thursday in Wheelock.
  - All ballots must be returned on or before the day of the election.

## **DOG LICENSES - EVERY DOG - EVERY YEAR**

- On or before April 1
- Valid certificate of rabies vaccination required
- \$9.00 if spayed or neutered
- \$13.00 if intact
- \$2.00 from every license goes to state rabies program
- \$3.00 from every license goes to state spay and neuter program
- Pet Dealer's License replaced Kennel License
  - o Required for dealers selling more than 3 litters per year
- Pet Breeders License – for those who breed dogs for sale

## **DOG LICENSE BY MAIL**

- Send copy of rabies vaccination certificate and payment to  
**Town Clerk, PO Box 1328, Lyndonville, VT 05851**

## **TREASURER'S OFFICE**

### **HS 122 – HOMESTEAD APPLICATION - EVERY RESIDENT - EVERY YEAR**

- Deadline April 15
- Penalty for late filing or failure to file
- 177 of Wheelock's 249 households are eligible for income sensitivity
- Wheelock tax payments were adjusted by \$166,164 in 2017
  - o That means 177 of Wheelock's households did not have to pay \$166,164 in property taxes – those taxes were paid by the State income sensitivity program
- The average income sensitivity payment in Wheelock is \$939.
- Some online income tax software programs did not provide enough information for the 2018 tax year and eligible families did not receive the income sensitivity they were owed. If you think you should have received an income sensitivity adjustment in 2018 and you didn't, please contact the Vermont Tax Department. To the best of my knowledge, the Tax Department did not notify anyone of this problem but they were very willing to help everyone that contacted them.

## **CURRENT USE PROGRAM**

- State program to assist in maintenance of agricultural and forest land
- Program encourages and assists with preservation and enhancement of Vermont's scenic resources
- Program aims to achieve more equitable taxation for underdeveloped land
- Required for enrollment – 25 acres of undeveloped land
- The land owner is the beneficiary of tax savings
- The State makes a payment to the Town equal to the reductions to the landowners so there is no loss of town municipal tax
- Wheelock has 76 parcels enrolled in the Current Use Program
- 11,352 acres of forest land and 514 acres of agricultural land are enrolled
- The property owners saved \$116,971 in taxes for the 2017 tax year.
- Applications are made through the State Website- just google VT Current Use Program for more information and a link to the application

## **FOUR ASPECTS OF WHEELOCK'S FINANCIAL PICTURE**

### **LONG RANGE PLANNING**

- Town officials are now working on developing a long range planning style of financial planning

### **TAX RATE**

- Wheelock's municipal tax rate for 2017 was 0.6476 , the State average was 0.5455 Wheelock's municipal tax rate for 2018 was 0.7156 .Wheelock's municipal tax could be described as high average for the State.
- Municipal taxes go towards:
  - Road Department
  - Office of Clerk and Treasurer
  - Fire Department
  - Transfer Station
  - Lyndon Rescue Ambulance Service
  - Cemeteries
  - Listers Office
  - General Government – officers, facilities, utilities, maintenance, etc.

- Wheelock's education tax rate for 2018, set by the State, was 1.5537 for homestead properties and 1.5524 for non-residential properties. Wheelock's education tax rate is average for the State.
- Education taxes go towards:
  - UVM
  - Vermont State Colleges
  - Vermont Community Colleges
  - Every public pre-school, elementary school, middle school and high school in the state
  - VT Corrections Department educational programming
  - College tuition payments for high school students enrolled in eligible programs
  - Current – Use Program (Education Fund Tax Portion)
  - Annual Reappraisal Payments and Equalization Study Payments to ALL Vermont towns ( Wheelock received \$5448 in 2018)
  - Annual payments to ALL Vermont towns for the services provided by their treasurer (Wheelock received \$1,700 in 2018)
  - Taxes are raised through this program to pay for the income-sensitivity payments that about 70% of Wheelock resident taxpayers receive.

### **GRAND LIST**

- One of two factors that drives the tax rate.
- Wheelock's grand list for 2018 was

### **SPENDING**

- The second factor that drives the municipal tax rate.
- Town officers are developing long range planning goals, developing tools such as a capital improvement schedule and an equipment replacement schedule and attempting to find the best way to manage the impact on taxes while providing necessary services.

## LISTER'S PAGE

### COMMON LEVEL OF APPRAISAL

Wheelock's CLA (common level of appraisal) for 2018 was 100.44%.

The CLA is a 3 year rolling average of actual property sales compared with appraised values in Wheelock. This means that, on average, Wheelock properties are assessed at 100.44 % of fair market value. The CA is used to adjust and equalize the state education tax rate for each Vermont town.

### CURRENT USE APPRAISAL PROGRAM

This is a state program available to property owners with 25 acres or more of land. Over 40% of the land in Vermont is now enrolled in this program. Wheelock has 11,352 acres of forest land and 514 acres of agricultural land enrolled in current use. There are 76 parcels in Wheelock enrolled in the program and they received tax reductions totaling \$116,971 in 2018. The State makes a payment to the town to cover the reduction in taxes. Financial records record this payment as the Hold Harmless Payment or the Current Use Payment. There is no cost to the municipal government related to the current use program.

### REAPPRAISAL - STATISTICAL UPDATE - UNDOING THE GRAND LIST

Wheelock's last town wide reappraisal was in 2008.

Wheelock's last statistical update was in 2014.

The Wheelock listers have been busy for the past five years conducting site visits and updating the grand list. The best practice related to updating the grand list would be for the listers to update 1/4 of the parcels in town each year. Keeping the grand list up to date increases the equity, the fairness of the grand list.

### RIGHT TO GRIEVANCE

Property owners who question the accuracy of the assessed value of their property have the right to file a grievance. The property owner must submit a written statement that they are grieving the assessed value of their property by the deadline which changes annually but is usually around June 1. The taxpayer can submit information in writing or schedule a hearing with the listers to share their information and reason for grieving.

Please contact your listers any time you have any questions or would like a copy of your listers card. Messages can be left with the Town Clerk (626-9094) or [wheelocktown@gmail.com](mailto:wheelocktown@gmail.com).

## WHEELOCK TOWN PLAN EXPIRES IN 2019

Everyone is welcome and encouraged to contribute. Please come to Planning Commission meetings when you can. The Planning Commission hopes to get a survey out to residents soon. Please take the time to complete and return your survey. Your input is important.

### WHY PLAN?

The following is an excerpt from the manual ‘The Municipal Plan’ developed by the State of Vermont Agency of Commerce and Community Development.

Why plan?

Planning for economic development, housing needs, infrastructure, and environmental health are fundamental responsibilities of Vermont’s municipalities. In many ways, local planning is like retirement planning – many of us avoid charting a roadmap for our retirement future because it’s overwhelming and easy to postpone. However, shelving important decisions that radically influence our future doesn’t solve the problem, it makes it worse.

Developing a picture for the future and setting clear goals helps communities and individuals connect many smaller actions and measure achievement toward the larger goal. A guiding plan allows decisions to be made by considering the future of the community as a whole. Without it, short-term, shortsighted decisions can erode a community’s quality of life, reduce its property values, and lead to higher taxes or wasteful spending.

*“Among material resources, the greatest, unquestionably, is the land. Study how a society uses its land, and you can come to pretty reliable conclusions as to what its future will be.”* E.F.Schumacher, Economist

While often not recognized, Town Plans play a significant role in whether or not communities are able to continue maintaining infrastructure, attract residents and businesses, or support vital institutions. In most communities, volunteer planning commissioners are tasked with the work that professional staff planners provide in larger communities. Developing a town plan is a daunting task for volunteers...

**Also – a Town Plan is required for consideration for any state or federal grant.**

# **WHEELOCK TOWN HALL**

## **COMPLETED WORK**

### **3 ORIGINAL INTERIOR TRUSSES REBUILT AND REINFORCED**



### **STRUCTURAL UPGRADES MADE TO CUPOLA SUPPORT SYSTEM**

### **REINSTALLED ORIGINAL KING RODS**

### **REBUILT PURLIN SYSTEM AND REINFORCED RAFTERS**



### **NEW CEILING INSTALLED AT HEIGHT OF ORIGINAL CEILING**



### **COVE DESIGN ELEMENT ADDED TO CONNECT WALL TO RAISED CEILING**

### **STAGE WALL STRUCTURAL SUPPORTS ADDED, WALL COMPLETED TO NEW HEIGHT**

### **NEW INSULATION INSTALLED IN ATTIC AND IN TOP 18" OF WALL**

### **HANGING HALL LIGHTS REWIRED, RESTORED AND INSTALLED**

### **TWO NEW LIGHTS INSTALLED ON STAGE**

### **ALL ELECTRICAL WIRING IN ATTIC AND FOR HALL REPLACED**

**EMERGENCY LIGHTING INSTALLED  
IN HALL AND AT BASE OF ONE  
STAIRWAY IN BASEMENT**

**ILLUMINATED EXIT SIGNS INSTALLED  
IN HALL AND AT BASE OF ONE  
STAIRWAY IN BASEMENT**

**NEW 200 AMP SERVICE INSTALLED**

**NEW CIRCUITS INSTALLED FOR  
CLERK COMPUTER AND COPIER**

**NEW CIRCUIT INSTALLED FOR  
WATER SYSTEM ALARM**



**CUPOLA SEALED AND FLASHING  
REPLACED**

**INSTALLED FIREBOARD IN VAULT**

**INSTALLED FIREBOARD UNDER  
STAIRS**

**INSTALLED DOOR/FRAME  
ASSEMBLY RATED FOR 60 MINUTES  
AT BOTTOM OF SOUTH STAIRWELL**

**INSTALLED 3' LANDING AT BOTTOM  
OF SOUTH STAIRWELL**

**ADJUSTMENTS TO HANDRAIL ON  
SOUTH STAIRS TO APPROACH CODE  
REQUIREMENTS**

**REMOVED HOT WATER HEATER**

**REMOVED HEATER IN VAULT**

**CORRECTED LIGHTING FOR VAULT  
PER FIRE MARSHALL'S REQUEST**

**INSTALLED ONE HANDRAIL TO CODE  
ON HANDICAP ACCESS RAMP**

**INSTALLED GRAB BAR OUTSIDE ONE  
BATHROOM DOOR**

**DISCONNECTED AND REMOVED  
STOVES PER REQUEST OF FIRE  
MARSHALL**

**PAINTED HALL CEILING, MOST OF  
HALL WALLS, CLERK'S OFFICE  
WALLS**

**INSTALLED NEW WINDOWS IN  
CLERK'S OFFICE**



**NEW EXTERIOR LIGHTS FOR RAMP  
AND FRONT ENTRANCES**

# **WHEELOCK TOWN HALL PROJECT STRUCTURAL REPAIRS – PHASE ONE FINAL ACCOUNTING**

## **EXPENDITURES**

Structural Engineer	\$ 3,800
Timber Framar Contract	\$169,415
Wall Repair, Stage Wall Support	\$ 7,208
Insulation Removal	\$ 6,512
Insulation Installation-Attic	\$ 3,904
Permit	\$ 1,503
Electrical – removal old wiring	donated
Electrical – replacement of wiring, upgrades	\$ 7,825
Lights – refurbishment of old lights	\$ 871
Lights – new (stage, exterior entryways)	\$ 876
Painting of Ceiling	\$ 1,585
Waste Removal	\$ 604
TOTAL	\$204,103

## **GRANTS RECEIVED**

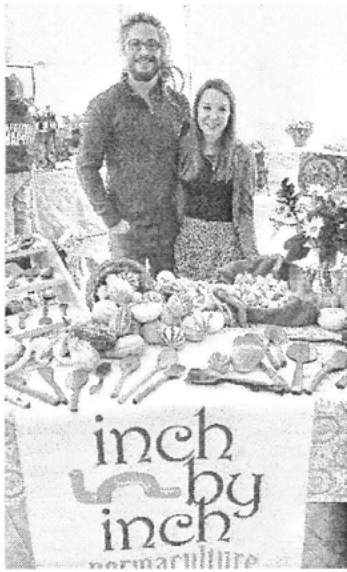
Vermont Historic Preservation Grant	\$ 20,000
Preservation Trust of Vermont	\$ 50,000
In partnership with the Freeman Foundation	

## **DONATIONS**

Thank you to all the professionals, residents and tax payers who have donated time, advice, materials and financial support. Your contributions are appreciated and are making a difference.



## WHELOCK COMMUNITY INITIATIVE



### Business Fair

The Wheelock Community Initiative (WCI) formed in September 2018, inspired by the spring yard sale that raised funds for the volunteer painting party at Town Hall. The group's mission is to build community in Wheelock, to encourage neighbors to get to know and trust one another, and to create economic and social opportunities for all residents including elders, families, working people, and non-residents to develop a vibrant town. (Adopted 10/24/2018) The group is committed to developing and promoting its activities through calendar listings, social media and media releases.

So far, two successful events have taken place. Seven local businesses participated in the Wheelock Business Fair on October 6 at Town Hall. The Snowflake Gala was held on December 8 at the Lodge at the Wheelock Way on Stannard Mountain Road. A crowd of 30, including many pre-schoolers, braved cold temperatures to enjoy sledding and a bonfire outside and activities for kids and a potluck supper inside. Sheffield families were welcomed too.

In November, the group attended the Wheelock Selectboard meeting. The Board agreed to consider WCI a partner organization, somewhat similar to a recreation committee. The Board thus enabled WCI to use the Wheelock Town Hall without paying the use fee. WCI funds are to be maintained in a Town reserve fund. WCI will be able to raise grant funds under the Town's umbrella without having to go through the lengthy and costly process of setting up a 501 (c) 3 organization to accept charitable gifts. The Board stipulated a maximum of \$1,000 for grant requests, but was open to meet again should there be a plan to seek larger requests that would benefit the town.

The Initiative has developed a survey form to gather community input. All are welcome to join and help develop more activities. Ideas include collaborating with the Town on a website, community gatherings, a town-wide yard sale, art and history displays, outdoor activities and a learning series where those with expertise can share their knowledge. For more information and to find out how you can get involved, please contact Tenisa Turnbaugh or Ann Lawless.



### Snowflake Gala

## KENISTON AND DANE EDUCATIONAL FUND

The Keniston and Dane Educational Fund was established by Marion K. Dane and Harry A. Keniston to benefit qualified college students as well as qualified endeavors at Miller's Run School.

### Annual Report Year 2018

	Basis	Market Value
Invested assets as of January 1, 2018	\$1,137,052.73	\$1,357,973.28
Invested assets as of December 31, 2018	1,096,415.71	1,266,793.65
Distributions to beneficiaries in 2018		\$54,982.00

The following college students received distributions from the Fund during 2018.

From Sheffield: Nicholas F. Aiken, Samuel L. Blodgett, Brandon W. Brunell, Kira M. Cogger, Katherine H. Ham, Amelia J. Hill, Jada S. Rosemark, Emma E. Tucker and Bryana M. Williams. From Wheelock: Christian V. DeKett, Jamie E. DeKett, Rossen B. Goodwin, Kathleen J. Hunter, Rebekah J. Kadamus, Nicolas J. Lasseigne, Autumn D. Lee, Alyssa K. Leonard, Margaret R. Martin, Terra R. Plocic, Rachael L. Savoie, Devon J. Switser, Bryanna S. Trottier and Angelina M. Zola

Students in the eighth grade at Miller's Run School received matching funds during 2018.



## Kingdom East School District

PO Box 107, 119 Park Avenue

Lyndonville, Vermont 05851

Phone: 802-626-6100

Email: [info@kingdomeast.org](mailto:info@kingdomeast.org)

Fax: 802-626-3423

Burke Concord Lyndon Lunenburg/Gilman Miller's Run Newark Sutton

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Dear Residents of Wheelock,

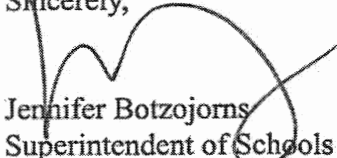
It is a considerable honor to serve as the Superintendent of Schools for Kingdom East School District. The citizens of our towns care deeply about public education and our children. This support is essential in continuing the strength of our schools and community. Our District includes seven preK-8 school programs, covering eight towns (Burke, Concord, Lunenburg, Lyndon, Newark, Sheffield, Sutton, and Wheelock), and choice for high school.

As the superintendent I have the opportunity to visit classrooms and see our young people in action. This past week, kindergarteners at Burke were learning to write about small moments; Sutton 5th graders were determining the relationship with fractions between part and whole, numerators and denominators. At Miller's Run the 7th grade mathematicians were learning the distributive property. In Lunenburg young scientists were describing plate tectonics and geology. Newark 4th grade citizens were learning the 50 states and their capitals. The Lyndon third graders were reading books about mammals and reptiles. Strolling into a PE class in Concord, I watched our young athletes playing an amazing run, grab, throw, chase and do burpees game. They all understood the intricate rules and were moving, sweating, learning and laughing!

The District annual report summarizes our programs, provides a glimpse into our individual schools, outlines the structure and work of our Board of School Directors, and details our budget and facilities needs. The highlights include details for our fiscal outlook along with our facilities plan for an expansion at Burke Town School and urgent replacement and repairs at Concord. I invite all residents of Wheelock to explore the Kingdom East Annual Report, attend the annual meeting and budget information sessions, ask questions and continue to visit your local school.

I look forward to: continuing our academic programs; increasing personalization and authentic, place based learning; expanding co-curricular, civic, service and after school programs; and creatively working across all schools to share resources and maximize potential. Thank you for allowing me the opportunity to serve you!

Sincerely,

  
Jennifer Botzjorns  
Superintendent of Schools



## Kingdom East School District

PO Box 107, 119 Park Avenue

Lyndonville, Vermont 05851

Phone: 802-626-6100 Email: [info@kingdomeast.org](mailto:info@kingdomeast.org) Fax: 802-626-3423

Burke Concord Lyndon Lunenburg/Gilman Miller's Run Newark Sutton

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Dear Residents of the Kingdom East School District,

This first year of growing the Kingdom East into one, operational, and steady School District has been as rewarding as it has been challenging!

Our fifteen Board members from across our new District have remained focused on what unites us: our commitment to our students. Student learning, health, and safety are our primary concern. The work of creating equitable, sustainable, educational opportunities for all students keeps us looking forward to what we can accomplish together.

The Facilities Committee focused this year on the current conditions of our buildings and the work that needs to be done to maintain safe, healthy, and learning-friendly environments for our students and staff. The Finance Committee worked diligently to prepare and monitor our overall budget to expand opportunities and support improved educational outcomes for our students. Keeping our focus on student's needs and success, while maintaining a realistic budget for taxpayers, guides the Board's decision making.

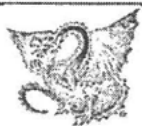
We are most fortunate to have an energized, committed Superintendent and School and Central Office staff who professionally keep our schools and students moving forward. Keeping up with new requirements, the challenges of poverty, and the needs of our children demand trained professionals with a commitment to our communities and schools. The Board is kept informed of the trends and realities of public education and we strive to maintain our focus on the success of each of our students.

Please consider serving our schools and communities by joining the Principal's Advisory Groups in your local school, joining the PTO, volunteering at the school or even running for the District Board. Supporting public education is important and rewarding!

It continues to be an honor to serve our communities,

Celeste Marie Girrell, Board Chair

Cynthia Stuart, Board Vice Chair



## Miller's Run School

Patrick Ham, Principal



The school year 2018-2019 is well underway with several programs and opportunities added this year.

First, due to class sizes and student needs, we have shifted our teaching resources to the Kindergarten to third grade classrooms. This allowed us to place a greater emphasis on our primary grades, building a foundation for success in middle school. In the new configuration there are teaming opportunities for the 4<sup>th</sup>/5<sup>th</sup> grade teacher and students! Academically, we continue to pursue excellence in all our core subjects. In literacy, our teachers are using the Teachers College Units of Writing. In math, grades K-5, we are in our second year of implementation with the Bridges Math program.

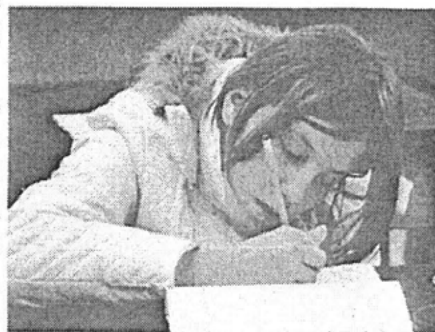


Second, with our Performing Arts fund, we have been able to continue our violin program for 3<sup>rd</sup>-5<sup>th</sup> grade students. We had a 6-week session of dance for the second grade students. We hosted the first annual sixth grade choral music festival on February 1<sup>st</sup>, followed by 6<sup>th</sup> grade band lessons for the rest of the school year. We look forward to more opportunities to attend fine arts performances and to have visiting artists perform on site. This is all possible due to the support of the UD#37 board and the communities of Sheffield and Wheelock as UD#37 closed after 44 years. Thank you, community!

Thirdly, our Principal Advisory Committee and the Friends of Miller's Run School meet regularly on the second Monday of each month, at 5 PM. This group advises the principal and provides communication between the Kingdom East board and the local school community. They organize

community events, share school volunteer opportunities and fundraising, and hear from students, teachers, and other school personnel.

Our minutes are posted on our school website, and always feel free to join us, once or regularly!



Fourth, with our Facilities and Maintenance Fund, we have been able to repair and upgrade equipment, add needed lunch tables; we look forward to other facility upgrades.

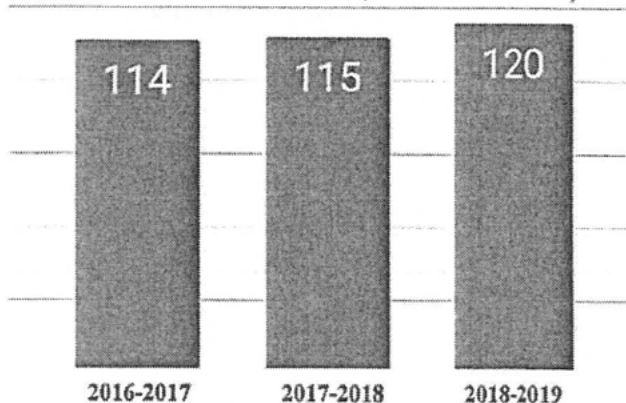
Finally, in community service, our students wrote a grant last year to purchase chickens and a coop which we have established in our community garden. Our students plant, weed, harvest and generally maintain the garden with support from the community. This year, we have a group of students working on a grant for a greenhouse. This would be in addition to the hoop house we already have on site. Stop by in good weather for a tour!

As 2018 wrapped up, Miller's Run was also recognized as a VT Positive Behavior Intervention and Supports Exemplar school, for the 6<sup>th</sup> consecutive year!

As a school committed to the whole child, we look forward to continued growth in academics, positive behavior, sustainable living, and culture at Miller's Run School!

Grades: PreK-8  
Classroom Teachers: 8  
Special Educators: 2  
Support Staff: 12  
# Students PreK-8: 120

### Enrollment Trends (As of 10/1/18)



## RESOLUTION

### A RESOLUTION OF THE MILLER'S RUN SCHOOL DISTRICT BOARD OF DIRECTORS RATIFYING AND CONFIRMING THE TRANSFER OF ALL ASSETS, OBLIGATIONS AND LIABILITIES TO THE KINGDOM EAST UNIFIED UNION SCHOOL DISTRICT

1. WHEREAS, on March 7, 2017 the voters of the Miller's Run School District (the "District") approved the following actions, pursuant to 16 V.S.A. §706d-706f: (i) the formation of the KINGDOM EAST UNIFIED UNION SCHOOL DISTRICT ("KEUUSD") in accordance with the KEUUSD Articles of Agreement, dated October 27, 2016 and approved by the State Board of Education on December 20, 2016; and (ii) the merger of the District into the newly formed KEUUSD; and

2. WHEREAS, by Certification issued pursuant to 16 V.S.A. §706g, dated April 25, 2017 (the "Effective Date") and recorded in Book 61 at Page 345-351 of the Town of Sheffield and Book 70 at Pages 492-498 of the Town Wheelock Land Records, the Vermont Secretary of Education designated and certified the establishment of KEUUSD as a Unified Union School District, a body politic with the powers incident to a municipal corporation, which may sue and be sued in the name of the Kingdom East Unified Union School District, may hold and convey real and personal estate for the use of the Unified Union School District, and which shall exercise all the powers and responsibilities of a unified union school district in accordance with Chapter 11 of Title 16 of the Vermont Statutes Annotated; and

3. WHEREAS, pursuant to 16 V.S.A. §722, KEUUSD constitutes a unified union school district as it is organized to operate grades pre-kindergarten through 8<sup>th</sup> grade; and

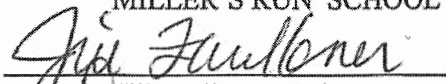
4. WHEREAS, pursuant to 16 V.S.A. §722, KEUUSD constitutes a unified union school district as it is organized to tuition grades 9th -12th grade; and

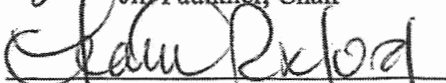
5. WHEREAS, pursuant to 16 V.S.A. §723 and the KEUUSD Articles of Agreement, on the Effective July 1, 2018 KEUUSD obtained title to the assets and assumed all of the existing contractual obligations and other liabilities of the member school districts, including the District; and

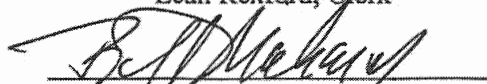
6. WHEREAS, the District Board of Directors intends to formally dissolve the District due to the aforementioned merger and desires to ratify and confirm the transfer of assets and liabilities of the District to KEUUSD.

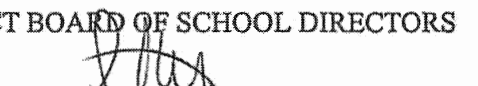
7. NOW, THEREFORE, BE IT RESOLVED that the District Board of Directors hereby ratifies, approves and confirms, pursuant to 16 V.S.A. §723 that, as of July 1, 2018, all right, title and interest in or to District assets including, but not limited to, all real and personal property, was transferred to KEUUSD, along with all contractual rights, obligations and other liabilities of the District.

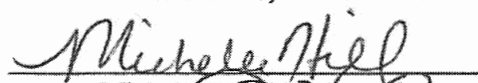
MILLER'S RUN SCHOOL DISTRICT BOARD OF SCHOOL DIRECTORS


  
Jill Faulkner, Chair

  
Leah Rexford, Clerk

  
Biff Mahoney, board member

  
Peter Emerson, board member

  
Michelle Hill, board member

  
Erica Lavalley, board member

Dated: December 6, 2018

UNIFIED SCHOOL DISTRICT #37  
ANNUAL MEETING  
February 27, 2018

The Annual Meeting of Unified School District #37, held at Miller's Run School, Sheffield, Vermont, was called to order at 6:00 PM by Moderator Peter Miller.

Present for the meeting were School Directors Peter Emerson, Jill Faulkner, Erika Lavalley, Biff Mahoney and Leah Rexford; principal Patrick Ham; Sheffield Clerk William St. Peter; Moderator Peter Miller; citizens Carlene Brill, Martin Holladay, Barbara Miller, Audrey Richardson, Ed Richardson, Frances Hersey; Wheelock Clerk and UD#37 Clerk Carol Rossi.

Peter Miller read the warning.

**Article 1: To elect a Moderator**

Peter Miller was nominated by Ed Richardson, seconded by William St. Peter. There were no other nominations. Martin Holladay made the motion that nominations cease and the clerk cast one ballot for Peter Miller for Moderator, seconded by William St. Peter; so voted.

**Article 2: To elect a Clerk**

Carol Rossi was nominated by Audrey Richardson, seconded by Barb Miller. There were no other nominations. Ed Richardson made the motion that nominations cease and the moderator cast one ballot for Carol Rossi for clerk; so voted.

**Article 3: To elect a Treasurer**

Carol Rossi was nominated by Martin Holladay, seconded by William St. Peter. There were no other nominations. Ed Richardson made the motion that nominations cease and the clerk cast one ballot for Carol Rossi, seconded by William St. Peter; so voted.

**Article 4: To fill all other offices which may be vacant.**

Audrey Richardson made the motion to pass over Article 4, seconded by William St. Peter; so voted.

**Article 5: To hear and act upon the reports of the District Officers and School Directors**

Jill Faulkner, School Board Chair, explained that this is a transition year. No budget is being presented for Unified School District #37. The proposed budget for the Kingdom East District will be voted on in April. The informational meeting for that budget will be held April 5, 2018 at Miller's Run School.

The current year's Miller's Run budget is projected to end in a surplus. The district also has additional funds in four designated accounts. The School Board is proposing that the voters establish reserve accounts and shift the money from the surplus and the current designated accounts to the two proposed designated accounts. It was explained that if we do not take action to place these funds in designated accounts, the money will roll into Kingdom East accounts.

The two designated accounts proposed to receive the funds are the Miller's Run Educational Performing Arts Reserve Fund and the Miller's Run Educational Facility Reserve Fund. The School Directors explained that this was a legal way to keep UD#37 funds for use at Miller's Run School. The money in designated reserve accounts should be used within five years.

Patrick Ham spoke about some ideas for use of the money designated for facility improvements. He listed as possible projects to be considered the installation of solar panels, replacement of the oil burner with a wood pellet boiler, replacement of the gym floor, and installation of a generator. Martin Holladay suggested consideration be given to replacing the ventilation system.

Patrick Ham described the proposal to develop a performing arts program that would not only benefit students from our towns but might attract students from other towns to enroll at Miller's Run.

An error in the date stated in paragraph five of the warning was noted. It should read February 27, 2018 not February 27, 2017.

The motion was made to accept the reports of the District Officers and School Directors by Martin Holladay, seconded by William St. Peter; so voted.

**Article 6:** Shall the voters of the Unified School District #37 authorize the school board to borrow money in anticipation of revenues and to give a note or notes in the name of the district to secure payment thereof?

The motion was made to authorize the school board to borrow money in anticipation of revenues and to give a note or notes in the name of the district to secure payment thereof by Martin Holladay, seconded by William St. Peter; so voted.

**Article 7:** Shall the voters of the Unified School District #37 authorize the School Board to open a Miller's Run Educational Facilities Reserve Fund on or before June 1, 2018? (Australian Ballot)

**Article 8:** Shall the voters of the Unified School District #37 authorize the School Board to open a Miller's Run Educational Performing Arts Reserve Fund on or before June 1, 2018? (Australian Ballot)

**Article 9:** Shall the voters of the Unified School District #37 authorize the School Board to close the Capital Reserve Account, transferring all available funds to the Miller's Run Educational Facility Reserve Fund (Article 7) on or before June 30, 2018? (Australian Ballot)

**Article 10:** Shall the voters of the Unified School District #37 authorize the School Board to close the Equipment Reserve Account, transferring all available funds to the Miller's Run Educational Facilities Reserve Fund (Article 7) on or before June 30, 2018? (Australian Ballot)

**Article 11:** Shall the voters of the Unified School District #37 authorize the School Board to close the Tax Stabilization Account, transferring one-hundred thousand dollars (\$100,000) of said fund to the Miller's Run Educational Performing Arts Fund, (Article 8), all remaining surplus dollars in the Tax Stabilization Account, if any, be transferred to the Miller's Run Educational Facilities Reserve Fund on or before June 30, 2018? (Australian Ballot)

**Article 12:** Shall the voters of the Unified School District #37 authorize the School Board to transfer all surplus funds for the school year ending June 30, 2018, if any, to the Miller's Run Educational Performing Arts Fund (Article8)? (Australian Ballot)

The motion was made to pass over Articles 7,8,9,10,11 and 12 by Patrick Ham, seconded by William St. Peter; so voted.

**Article 13:** To transact any other business appropriate to come before said meeting.

Biff Mahoney suggested a new sign be purchased for the school.

Patrick Ham, principal, shared that he would like to do something to celebrate the 44 years of accomplishments of the Unified School District #37. He noted that this is the last Annual Meeting for UD#37. He suggested an event be held in the spring to recognize what our two towns working together have accomplished.

Mr. Ham also shared information about the violin program that has been started at Miller's Run and about a student community service initiative to construct a chicken coop and compost shed.

The audience expressed appreciation for the efforts of the principal and school directors with a round of applause. Other expressions of appreciation were made in recognition of the work of the superintendent, school board members and principal Patrick Ham .

**Article 14:** To adjourn.

The motion was made to adjourn by Martin Holladay, seconded by William St. Peter; so voted. The meeting adjourned at 7:10 PM.

Respectfully Submitted:  
Carol Rossi, UD#37 Clerk

Unified School District #37 School Directors

Jill Faulkner  
Peter Emerson  
Erika Lavalley  
Biff Mahoney  
Leah Rexford

Miller's Run School 2018 Actual					
Revenues	Budget	Received	Expected	Balance	
Property Taxes	\$3,120,657	\$3,105,066	\$0	(\$15,591)	Revenue \$51,110
PreK Tuition	\$0	\$3,178	\$0	\$3,178	Expenditures \$157,215
Elem Tuition	\$0	\$29,494	\$0	\$29,494	Balance EOY 18 \$208,325
Refunds	\$0	\$749	\$0	\$749	
Interest	\$16,500	\$20,653	\$0	\$4,153	
Sm Sch Grant	\$100,000	\$109,364	\$0	\$9,364	
E Rate	\$3,500	\$11,005	\$0	\$7,505	
Miscellaneous	\$500	\$250	\$0	(\$250)	
Trans. State Aid	\$39,642	\$39,788	\$0	\$146	
State Placed	\$0	\$0	\$0	\$0	
HS Completion	\$0	\$6,782	\$0	\$6,782	
VISBIT Grant	\$0	\$0	\$0	\$0	
Use Of Reserve	\$56,932	\$56,932	\$0	\$0	
Medicaid	\$10,000	\$10,000	\$0	\$0	
Prior Year SpEd	\$0	\$5,580	\$0	\$5,580	
				\$0	
				\$0	
				\$0	
<b>Totals Revenue</b>	<b>\$3,347,731</b>	<b>\$3,398,841</b>	<b>\$0</b>	<b>\$51,110</b>	
Expenditures	Budget	Expended	To Be Spent	Balance	
1100 Elem Instruction	\$799,693	\$764,901	\$0	\$34,792	
1110 Home SchCoord	\$0	\$53,296	\$0	(\$53,296)	
2120 Guidance	\$55,012	\$989	\$0	\$54,023	
2130 Health	\$33,280	\$30,296	\$0	\$2,984	
2140 Psychological	\$29,375	\$33,970	\$0	(\$4,595)	
2150 Speech	\$2,000	\$3,788	\$0	(\$1,788)	
2160 OT	\$0	\$0	\$0	\$0	
2213 Prof Dev	\$13,700	\$19,444	\$0	(\$5,744)	
2220 Library	\$39,663	\$35,326	\$0	\$4,337	
2230 Technology	\$93,032	\$88,337	\$0	\$4,695	
2310 School Board	\$32,615	\$12,990	\$0	\$19,625	
2320 CNSU Office	\$104,843	\$101,115	\$0	\$3,728	
2410 Principal Office	\$187,386	\$156,708	\$0	\$30,678	
2510 Fiscal Services	\$46,900	\$28,535	\$0	\$18,365	
2600 Maintenance	\$221,737	\$217,689	\$0	\$4,048	
2700 Trans	\$99,081	\$96,282	\$0	\$2,799	
3100 Lunch	\$21,000	\$21,000	\$0	\$0	
5100 Long Term Debt	\$99,542	\$99,542	\$0	\$0	
5210 Prior Year deficit	\$0	\$0	\$0	\$0	
5350 Transfer	\$0	\$200,575	(\$200,575)	\$0	
Secondary	\$984,270	\$1,063,799	\$0	(\$79,529)	
Shared Special Ed	\$416,374	\$294,235	\$0	\$122,139	
Special Ed Admin.	\$25,946	\$25,992	\$0	(\$46)	
ECP	\$42,282	\$42,282	\$0	\$0	
EEE	\$0	\$0	\$0	\$0	
<b>Totals</b>	<b>\$3,347,731</b>	<b>\$3,391,091</b>	<b>(\$200,575)</b>	<b>\$157,215</b>	
					<b>General Fund Bal</b>
					Balance FY17 \$200,573
					To Capital Reserve (\$200,573)
					FY 18 Surplus \$208,325
					<b>Balance EOY 18 \$208,325</b>
					<b>Capital Reserve</b>
					Balance FY17 \$199,984
					FY 17 Surplus \$200,575
					Transfer from Tax Stal \$0
					Trans to Fac. Res. (\$400,559)
					<b>Balance EOY 18 \$0</b>
					<b>Tax Stabilization</b>
					Balance FY17 \$77,515
					Use in FY18 (\$56,932)
					Interest Revenue \$1,728
					Trans. To Perf. Arts (\$22,311)
					<b>Balance EOY 18 \$0</b>
					<b>Equipment Reserve</b>
					Balance FY17 \$7,966
					Transfer to Facility Res (\$7,966)
					<b>Balance EOY 18 \$0</b>
					<b>Facility Reserve</b>
					Trans. From Cap Res \$400,559
					Trans. From Equip res \$7,966
					<b>Balance EOY 18 \$408,525</b>
					<b>Performing Arts Res</b>
					Trans. From Tax Stab \$22,311
					<b>Balance EOY 18 \$22,311</b>
					<b>Food Service</b>
					Balance FY17 \$11,029
					Gen Fund Transfer \$21,000
					FY18 Surplus/Deficit (\$7,440)
					<b>Balance EOY 18 \$24,589</b>
					<b>As of November 30, 2018</b>

FY19 Miller's Run Beginning Reserve Balances	
Facilities Reserve	\$387,688.47
Food Service Reserve	\$24,588.46
Performing Arts Reserve	\$230,636.50

**WHEELOCK ANNUAL TOWN MEETING SUMMARY**  
**MARCH 6, 2018**

**ARTICLE 1. To elect a moderator for the ensuing year.**

Peter Miller was elected.

**ARTICLE 2: Will the voters accept the reports of the Town Officers?**

The motion to accept the reports of the Town Officers was accepted by voice vote.

**ARTICLE 3: Will the voters approve expenditures in the amount of \$139,441 for the General Fund to meet the expenses and liabilities of the Town for the ensuing year?**

The motion was made to approve Article 3 in the amount of \$139,441 by Kim Crady-Smith, seconded by Kathy Schmidt; so voted.

**Article 4: Shall the voters of the Town of Wheelock direct the Selectboard to take the steps necessary to contract out the maintenance of its highways, including summer roads, winter roads and State Aid resurfacing?**

The motion was made, by Jason DiGiulio, seconded by Kim Crady-Smith, to amend Article 4 to read: Shall the voters of the Town of Wheelock direct the Selectboard to conduct a feasibility study in order to assess the impact of contracting out the maintenance of its highways, including summer roads, winter roads and State Aid resurfacing. The results of the vote on the motion to amend were 43 in favor, 11 opposed; so voted.

**Article 4 as amended: Shall the voters of the Town of Wheelock direct the Selectboard to conduct a feasibility study in order to assess the impact of contracting out the maintenance of its highways, including summer roads, winter roads and State Aid resurfacing? So voted.**

**Article 5: Will the voters approve expenditures in the amount of \$303,620 for the maintenance of its highways, including summer roads, winter roads, and State Aid resurfacing?**

The motion was made by Steve Amos, seconded by Kathy Schmidt, that the town approve expenditures of \$303,630 for maintenance of its highways; so voted.

**Article 6: To elect all Town and School Officers required by law  
Selectboard (one year term):**

The results of the third paper ballot were:

56 votes cast

Cary Hunter – 22

Marina-Celine Cole – 33

Spoiled – 1

29 votes were required to win; Marina-Celine Cole was elected to a one year term on the Selectboard.

**Selectboard (3 year term)**

The results of the paper ballot were:

58 votes cast

Cary Hunter – 18

Tim Hooker – 4

Jason DiGiulio – 36

30 votes were needed to win; Jason DiGiulio was elected to a three year term on the Selectboard

**Lister (3 year term)**

Kathy Schmidt was elected.

**Auditor (3 year term)**

Kim Crady-Smith was elected.

**Delinquent Tax Collector**

Carol Rossi was elected.

**First Constable**

Charles Lacaillade was elected.

**Second Constable**

Atti Seguin was elected.

**Grand Juror**

Martin Holladay was elected.

**Town Agent to Convey Real Estate**

Carol Rossi, Town Clerk, was elected.

**Town Agent to Prosecute and Defend**

The Selectboard was elected.

**Cemetery Commissioner ( 3 year term)**

Matt Martin was elected.

**Cemetery Commissioner (2 year term)**

Bryan Plust was elected.

**UD#37 School Directors**

Leah Rexford was elected.

**Kingdom East Director**

The election of a school director for Kingdom East will be held April 10, 2018

**Article 7:** Shall the voters of the Town of Wheelock appropriate the sum of \$5,000 to be added to the \$55,417.12 already in the Reserve Fund under the control and direction of the Selectboard for bridge repair, replacement and/or major road repair?

The motion was made by Kim Crady-Smith that we approve Article 7 as written, seconded by Steve Amos; so voted.

**Article 8:** Shall the voters of the Town of Wheelock appropriate the sum of \$24,000 to be added to the \$65,314.84 already in the Road Equipment Replacement Fund under the control and direction of the Selectboard?

The motion was made to approve Article 8 as written by Steve Amos, seconded by Kim Crady-Smith; so voted.

**Article 9:** Shall the voters of the town of Wheelock appropriate the sum of \$30,000 to the Town Hall Project Reserve Fund under the control and direction of the Selectboard to be used for major repair and rehabilitation work on the Wheelock Town Hall and reduction of debt for those expenses?

The motion was made to approve Article 9 as worded by Jill Faulkner, seconded by Steve Amos; so voted.

Treasurer Carol Rossi stated that the intent was to use the \$30,000 to pay down the debt.

**Article 10:** Shall the voters of the town of Wheelock appropriate the sum of \$24,000 from the Town Garage Reserve Fund under the control and direction of the Selectboard to be used for repairs to the existing town garage?

The motion was made to approve Article 10 as written by Jill Faulkner, seconded by Kim Crady-Smith; so voted.

Dennis Sawyer stated that the Selectboard intended to replace the leaking roof.

Questions were raised about the long list of repairs needed and the wisdom of putting this much money into an old building.

**Article 11:** Shall the voters of the Town of Wheelock appropriate the sum of \$32,402.49 for the operating expenses of Lyndon Rescue, Inc?

The motion was made by Jason DiGiulio that we appropriate the sum of \$32,402.49 for Lyndon Rescue, Inc. seconded by Kim Crady-Smith; so voted.

Shane Lanpher, town representative to Lyndon Rescue, explained some of the factors that drove the significant increase in the request this year. Their budget includes a 50% increase in the expenses related to employees. He further explained that the request is based on a per person charge for the number of people in the town. All towns are charged the same per person.

**Article 12:** Shall the Town of Wheelock raise \$17,000 for the operating expenses of the Sheffield/Wheelock Fire Department?

The motion was made to approve Article 12 as written by Jill Faulkner, seconded by Jason DiGiulio; so voted.

**Article 7: Shall the voters of the Town of Wheelock appropriate the sum of \$5,000 to be added to the \$55,417.12 already in the Reserve Fund under the control and direction of the Selectboard for bridge repair, replacement and/or major road repair?**

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**Article 12: Shall the Town of Wheelock raise \$17,000 for the operating expenses of the Sheffield/Wheelock Fire Department?**

The motion was made to approve Article 12 as written by Jill Faulkner, seconded by Jason DiGiulio; so voted.

TOWN OF WHEELLOCK  
VITAL RECORDS

NAME

DATE

PARENTS

MARRIAGES

Sandra Ruth Elliott Marcus Fulton Jacobus	August 19, 2018	Earle Elliott Jr. Robert Jacobus	Jacalyn Withers Katherine Potter
Christine A Howland Robert J Gilman	August 20, 2018	Roger Potwin Leon Gilman	Beverly Blood Rosalyn Moore
Summer Raine Catterall Zachary John Rowe	September 9, 2018	Daniel Croteau Tye Rowe	Annie Souza Sandra Sarver
Andrea Lynn Smith Owen Jacob Montgomery	September 15, 2018	Marvin Smith Bryce Montgomery	Elaine Ingalls Cecile Emmons
Kathryn Jean Bruno Lamont O'Neal Anderson	October 20, 2018	Kenneth Blackbird Sr. Willie Anderson	Judith Alexander Ola McClain

BIRTHS

Layla Mirabell Young	March 8, 2018	Laura Young	Eric Young
Evelyn Gracie Louise Rainey	June 2, 2018	Sarah Rainey	Jeremy Rainey
Kyllier Michael Perry	June 2, 2018	Krystal Goss	
Tucker Roy Richardson	August 27, 2018	Erin Steciak	

DEATHS

Randy Ira Tyler	June 10, 2018	Roger Tyler	Roberta Rhodes
Judith Blackbird	June 20, 2018	Mason Alexander, Jr.	Dorothy Doran
Genevieve DeCesare	October 13, 2018	Philip Lupo	Mary Serpa
Kenneth Blay, Sr.	November 21, 2018	Raymond Blay	Mildred Ferris
Dale Charles Hittle	December 25, 2018	Leo Hittle	Elizabeth Miller

## ORDINANCE SUMMARIES

The adoption or amendment of an ordinance must follow the steps set forth in Vermont Statutes Title 24 Section 4442. This requires a period of public notice by the posting of notices and the publication of the proposed ordinance. Three ordinances were adopted this year in accordance with the provisions of this statute. All ordinances listed below have now been properly adopted and are enforceable.

### ALL TERRAIN VEHICLE (ATVs) adopted January 14, 2018

- All ATVs must be registered and operated according to the requirements of 23 V.S.A. Chapter 31.
- All ATVs operated in Wheelock must carry liability insurance.
- Persons operating ATVs must be at least 16 years of age unless accompanied by a parent or guardian.
- All town highways are open to ATVs
- Maximum speed 25 mph on all highways; no person shall drive an ATV on a public right of way at a speed greater than is reasonable and prudent under the conditions
- ATVs may NOT be operated within the Town between 9:00p.m. and 7:00 a.m.
- Travel shall be single file

### ANIMAL BITE ORDINANCE adopted August 13, 2018

- All animal bites must be reported immediately to the Wheelock Town Clerk or the Wheelock Health Officer
- Following an animal bite, the animal must be quarantined for 10 days.
- The owner or custodian is liable for all charges.

### SOLID WASTE MANAGEMENT adopted April 8, 2004

- Illegal disposal - It shall be unlawful to deposit, dump, dispose or allow the disposal of any solid waste on any land or into any water, public or private
- Open Fires and Incineration – The burning of any solid waste is prohibited... unless approved by the Fire Warden and a permit issued.
- The Transfer Station is designed for collection of ordinary household-generated solid waste. Recycling is encouraged.
- Accumulation of Discarded Household Waste – It shall be a violation of this ordinance to accumulate or allow the accumulation of discarded household waste that can be seen from a highway or from adjoining property. This includes but is not limited to bagged or unbagged refuse, debris, scrap metal, tires, appliances, furniture, building materials,...unregistered and inoperable vehicles including campers, snowmobiles and ATVs...

### TRAFFIC ORDINANCE adopted August 13, 2018

- The speed limit of motor vehicles on any street or highway within the limits of the Town of Wheelock shall be not more than 35 miles per hour.

### WINTER PARKING ADOPTED April 8, 1982

- No person shall stop, park or leave standing any vehicle, whether attended or unattended, within the right of way limits of any town road or State Aid road during the period in any year beginning November 1<sup>st</sup> and ending May 1<sup>st</sup>.

## PERMITS REQUIRED

### HIGHWAY ACCESS PERMITS (DRIVEWAY PERMITS)

Prior to construction, the property owner must apply for an access permit. Applications are available at the Town Clerk's Office. Once submitted, the road foreman and road commissioner will inspect the location and jointly approve the application.

Policy Revised: August 9, 2017      Fee: \$20.00

### FIRE PERMIT

Required for all open burning when the ground is not snow covered.

Permits are available from the Fire Warden.

### TRANSFER STATION PERMIT

A vehicle sticker is required for use of the transfer station Applications are available at the Town Clerk's Office and at the Transfer Station. No fee.

### OVERLOAD PERMIT

Required for vehicles with gross loads to operate on local highways and bridges. (V.S.A.23,Section 1400) Available at Town Clerk's Office. Renew annually.

Copy of liability insurance certificate required. Fee: \$5 single vehicle; \$10 fleet

WHEELOCK has no zoning.

### STATE OF VERMONT

Department of Public Safety

Permits required for rental housing, businesses

Department of Environmental Conservation

Septic system permit required

Permit may be required for sub-division

Permit may be required for building other than single family

Permit may be required for second dwelling on a lot, churches, day cares, wetlands, stream alterations ...

### POSTED LAND

Vermont State Statutes Title 10, Section 5201 establishes property owners right to prohibit hunting and fishing on their land. The following owners have registered their land as posted:

DiGiulio, Jason	Vertical Mile Road
Donovan, Phyllis	Peak Road
Hurley, Philip	Minister Hill
Nelson, Ricky	Cold Hill Rd
Pendleton, Nelson	Bean Pond Road
Perreault, David	Sutton Road
Sabatino, James	Bean Pond Road
Twombly, Norma	Bean Pond Road

## VERMONT TOWN OFFICERS ELECTED AT TOWN MEETING

AGENT TO PROSECUTE AND DEFEND	1 year term	no real duties
AGENT TO SELL REAL ESTATE	1 year term	executes deeds on behalf of town
AUDITORS (3)	3 year term	review accounts of local officials, report findings to taxpayers, present picture of town's finances to voters
CEMETERY COMMISSIONERS (3)	3 year term	care and management of Town cemeteries
CLERK	3 year term	duties assigned by Selectboard include: human resources management, responsibility for all federal, state, insurance, Department of Labor, Department of Health requirements including calculations, data input, record keeping, preparing reports; preparation of warnings, ordinances, policies, contracts, requests for bids in collaboration with the Selectboard and in compliance with all federal and state regulations; duties of small town clerk include preparation of Town Report, development of procedures and policies for the running of all aspects of the clerk's office, maintaining the computer system, trouble shooting and resolving all problems with technology in the office; duties defined by statute include: record land and vital records, preserve records ( develop record restoration schedule, clean out old records in accordance with the Secretary of State record retention schedules, monitor and maintain recommended temperature and humidity in vault) , certify town records, manage all aspects of elections, issue marriage and dog licenses, comply with public information requests, administer oaths of office. The work of the town clerk is now almost all done on the computer online. The Secretary of State's Office is making changes to create a paperless office. VLCT is in the process of revising the Town Clerk Handbook.
CONSTABLE	1 year term	duties defined in Town Policy
2 <sup>nd</sup> CONSTABLE	1 year term	
GRAND JUROR	1 year term	office obsolete
LISTER (3) Google VT Dept Taxes Click on Municipal Officials Click on Listers & Assessors Look at "What a Lister Does...Handout"	3 year term	determine value of property in town, assist state with annual equalization study, maintain Current Use accounts for state, assist state with Homestead Declarations, maintain, update Grand List
MODERATOR	1 year term	presiding officer at Town Meeting insures business proceeds in a fair and efficient manner.

SELECTBOARD (3)	3 year term	legislative duties: enact ordinances, regulations and policies, administrative duties: supervise personnel, prepare town budget, set tax rate oversee town expenditures manage town buildings and properties
google VT Selectboard Handbook		
SELECTBOARD continued		quasi-judicial duties: determine rights in such areas as laying out, discontinuing and reclassifying roads

TREASURER	3 year term	maintains town accounts, invests town money, maintains financial records, collects current taxes, pays orders, informs Selectboard of town finances, performs all duties related to state, federal tax withholdings and filings, in conjunction with other officials and employees: prepares financial reports for Annual Report, prepares/works on insurance claims, prepares/works on workman's comp claims, prepares/works on grant application, management and reporting
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#### VERMONT TOWN OFFICERS ELECTED DURING GENERAL ELECTION

JUSTICE OF THE PEACE	2 year term	administer oaths of office, assist in conducting elections, count ballots for all elections and votes, solemnize marriages
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#### VERMONT TOWN POSITIONS APPOINTED

EMERGENCY MANAGEMENT	1 year term	appointed by Selectboard responsible for organization, administration and operation of the local group that is formed for emergency management in the town; coordinates efforts with State Division; works with local emergency personnel
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FIRE WARDEN	5 year term	appointed by Selectboard issues permits for open burning
HEALTH OFFICER	multi-year position	appointed by Commissioner of Health Investigates complaints of unsafe conditions, Investigates complaints of septic failures, Investigates incidents of animal bites
911 COORDINATOR		appointed by Selectboard assign and report new 911 numbers, work with Selectboard on maintenance of road and house signs

PLANNING COMMISSION (6)	3 year term	appointed by Selectboard write and maintain Town Plan
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**TOWN CLERK'S OFFICE**  
**TOWN TREASURER'S OFFICE**

**Office Location:**

Wheelock Town Hall  
1192 Route 122

**Office Hours:**

Tuesdays 10:00 am – 6:00 pm  
Wednesdays 9:00 am – 3:30 pm  
Thursdays 9:00 am – 3:30 pm

**Contact:**

Phone: 802-626-9094

Fax: 802-626-8894

Email: wheelocktown@gmail.com

**Mailing Address:**

P O Box 1328  
Lyndonville, VT 05851

**Access Permit**

-required for all new driveways and  
access roads

-Fee \$20.00

**Sulphur Spring Cemetery Lot Sales**

- Half lot with endowment \$200
  - o Non-resident \$350
- Full lot with endowment \$300
  - o Non-resident \$500

**Dog Licenses**

-must license annually  
-proof of rabies shot required  
-neutered/spayed - \$9.00  
-not neutered/spayed - \$13.00  
-late fees applied after April 1  
-annual rabies clinic in March

**Land Records**

- Card Index – back to Book 11
- Books for Deeds, Mortgages and all land record documents
- Copies in paper format only
- Survey map file with card index
- Copies at costs set by Policy
- Research service **not** offered

**Marriage License**

- application must be signed by both parties
- \$50 fee

**Notary Public** – due to changes in law,  
not available at this time

**Posting Land**

- Annually
- Fee \$5.00

**Public Records**

- Access during regular hours
- Copies at cost set by Board or statute

**Elections**

Register to Vote

- Town Clerk's Office
- Same day registration allowed
- Identification required
- Online – through VT Sec. of State's website

Voter Information

- *My Voter Page*
- Information on your registration, apply for absentee ballot, change name, election information
- <http://mvp.sec.state.vt.us/>

Wheelock Polling Place

- Wheelock Town Hall
- Poll Hours: 10 am – 7 pm

Early Voting

- allowed for all registered voters, no reason necessary
- apply online, in office, by phone
- ballot must be returned by day of election

**Tax Collection**

- rate set in July
- bills mailed in August
- check, money order, cash made out to Town of Wheelock
- unable to accept credit card payment at this time
- Abatement – in accordance with Title 24 Section 1535

## **Transfer Station Permit**

- written application, no fee
- display sticker on windshield
- Regular Hours – Wed & Sat  
8:00 am – 5:00 pm
- Bulky Days – 2<sup>nd</sup> week April, July, October

## **Transfer Station Bags**

- small \$1 each or roll of 10=\$10
- large \$2 each or roll of 10=\$20
- Clerk's Office in Wheelock or Sheffield and at Transfer Station

## **Vital Records**

Wheelock records prior to 1857 lost in fire  
Certified Copy – law changes in 2019

- Written request with proof of id
- State database for death and birth certificates
- Only available to individuals authorized by State statute

## **Zoning**

- No municipal zoning
- Access Permit required for driveways...
- State – Act 250 Subdivision Regulation
- State – Septic Regulations

## **EDUCATION**

### **Kingdom East School District**

Jennifer Botzjorns,  
Superintendent

### **Miller's Run School (K-8)**

Patrick Ham, Principal

### **Dartmouth Scholarship**

Upon acceptance to Dartmouth

### **Keniston-Dane Scholarship**

All eligible college students

Apply through Town Clerk's Office

Kingdom East School Director

Leah Rexford term expires 2021

## **JUSTICE OF THE PEACE**

Steve Amos, Eileen Boland, Kim Crady-Smith,  
Peter Miller, Carol Rossi

- Officiate wedding ceremonies
- Count ballots for all elections
- Serve on Board of Abatement

## **CONTACT INFORMATION**

Fire, Rescue 911  
State Police 748-3111  
Social Service Info 511  
Animal Control Officer

Cindy Cady 274-1296  
Health Officer 626-9094

Peter Miller  
Listers/Assessors 626-9094  
Keniston-Dane 626-9001

Sally Wood-Simon  
Miller's Run School 626-9755

Patrick Ham, Principal  
All Road Business 626-1060

Malcolm Bisson, Foreman  
Selectboard/ All Board Business

wheelocktown@gmail.com  
PO Box 1328, Lyndonville,  
VT 05851

Town Forest Fire Warden  
Charles Rice 626-4139

Sheffield/Wheelock Fire Dept.  
Shane Lanpher, Chief  
SheffieldWheelockFire@gmail.com

Wheelock Community Initiative  
Volunteer sponsored Facebook page

## **OTHER**

Fish & Wildlife 751-0100  
Cody Jackman, Game Warden

Game Warden 748-3111

Kingdom Animal Shelter 741-7387

NEK Waste District 626-3532

Veteran's Affairs 888-666-9844

VLCT Resource Center

[www.vlct.org/mac](http://www.vlct.org/mac)

## **LEGISLATIVE DIRECTORY**

### **SENATE – CALEDONIA COUNTY**

Joe Benning

Jane Kitchel

### **GENERAL ASSEMBLY -ORLEANS-CALEDONIA**

Vicki Strong

Sam Young

## APPOINTED OFFICIALS

### POSITION

### OFFICIAL

*Appointed by Town Clerk, Town Treasurer*

Assistant Clerk Kathy Schmidt

Assistant Treasurer Kathy Schmidt

*Appointed by Selectboard*

Administrative Assistant Lucia Dente

Animal Care Officer Cindy Cady

Emergency Management Marc Brown

Fence Viewer Selectboard

Fire Warden Charles Rice (term expires April 1, 2019)

Green Up Day Coordinator David Lee

Health Officer Peter Miller

Inspector of Coal & Lumber Selectboard

Lyndon Rescue Rep. Shane Lanpher

N.V.D.A. Reps vacant

vacant

NKEMD Rep. Preston Smith

Tree Warden Selectboard

Town Service Officer vacant

911 Coordinator Robert Smith

Planning Commission Tenisa Turnbaugh, Chair

Glenn Cole

William Ellis

Peter Emery

Chad Hudson

Carol Rossi

Kathy Schmidt

# THANK YOU

**to all who have served our community.**