



**Town of Whitingham  
Office of the Selectboard**

**MINUTES OF MAY 30, 2019**

*These Minutes shall be accepted into the public record (with any corrections noted) at a future meeting of the Whitingham Selectboard.*

The Whitingham Selectboard held a special meeting on Thursday, May 30, 2019 at 6:30pm in the Selectboard Office of the Municipal Center, 2948 VT Route 100, Jacksonville, VT.

Selectboard members present: Robin Kingsley, Chair; Wayne Wood, Vice Chair; and members Wayne Corse, Craig Hammer, and Scott Reed.

Others present: Gig Zboray, Selectboard Office Administrator; Almira Aekus, Town Clerk; Dave DiCantio, Sewer Plant Chief Operator. Resident Phil Edelstein.

**Call to Order. Additions or Changes to Agenda**

Robin Kingsley called the meeting to order at 6:30pm.

**Work session to update the Purchasing Policy**

Gig provided the Selectboard with a “working draft” of the VLCT model Purchasing Policy which included segments copied from other town’s policies.

- The “purpose” was approved.
- The “affirmative action and local preference” section was approved.
- “Code of Conduct” was reviewed paragraph by paragraph and approved.
- “Documentation” was approved.
- “Purchasing Authority” – purchasing agents were reviewed and approved. It was decided to add “members of the Town Hill Committee” to the list of purchasing agents.
- It was noted that the Library, Cemetery Commission and Economic Development Group are different in the budgeting and have their own authority to spend their budgets.
- Incidental, Minor and Major Purchases sections removed and replaced with “Competitive Pricing”
- Paragraphs that refer to federal requirements stay.
- “Competitive Pricing” reviewed, discussed and minor changes made. Decided that bids up to \$24,999 can be opened by department heads. Bids over \$25,000 to be opened at a Selectboard meeting.
- “Bid Opening” edited slightly to reflect that bids will be opened at a Selectboard meeting, not necessarily by the Selectboard.
- “Criteria for Bid Selection” deleted #10 (construction projects over \$2,000...) and added “recommendation by the department head”.
- “Recurring Purchases” amount determined to be \$12,000.
- “Emergency Purchases” can also be made the by Fire Chief and Sewer Plant Chief Operator.

- “Professional Services” amount to be determined by the Selectboard at the time of need.
- “Repair Parts” discussed and approved.
- “Departmental Specific Exemptions” discussed. Gravel, sand and salt approved. Culverts reworded to say, “the State provides an annual Culvert price, the Town has the option to accept that price”. Sewer Department sludge exemption removed – sludge removal should go out to bid each year.
- “Selectboard Waiver” reviewed, discussed and note added that waivers shall be documented “in the Selectboard Minutes”.

**Other business / Office Administrator – as needed**

**Robin Kingsley made a motion to formally accept Nido’s prices as Selectboard members agreed to in telephone calls yesterday, seconded by Wayne Wood, all in favor but Mr. Corse abstained.** The prices as locked in for fiscal year ending June 30, 2020 were:

Heating Oil \$2.41 per gallon  
 Winter Diesel \$2.63 per gallon  
 Summer Diesel \$2.45 per gallon.

Craig Hammer mentioned that he felt the negotiation with Mitchell Sand & Gravel at the last Selectboard meeting feels a bit unethical to him, being new to the board he questioned if the rest of the board was comfortable. Even though it is clear in the current Purchasing Policy that the Selectboard can negotiate with bidders he feels the ethical thing to do would be to pay Mitchell’s original bid price for milling. **Craig Hammer made a motion to award Mitchell the contract for milling at the original bid price (95 cents per square yard/21,000 square yards needed = \$19,995) which is a difference of \$983, seconded by Robin Kingsley,** discussion ensued, **three in favor,** Mr. Reed abstained and Mr. Corse voted no, **motion passed.**

**Adjourn**

**A motion to adjourn was made by Wayne Wood, seconded by Craig Hammer, all in favor.**

Robin Kingsley adjourned the meeting at 8:46pm.

Respectfully submitted,  
 ~Gig Zboray