



**Town of Whitingham
Office of the Selectboard**

MINUTES OF JUNE 5, 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 regular meeting on Wednesday, June 5, 2019 at 6:30pm in the Selectboard Office of the Municipal Center, 2948 VT Route 100, Jacksonville, VT.

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

Others present: Gig Zboray, Selectboard Office Administrator; Almira Aekus, Town Clerk; Sherry Adams, and Seth Boyd, residents.

Call to Order. Additions or Changes to Agenda.

Wayne Wood called the meeting to order at 6:30pm. Since the agenda was publicly posted there were two additions: review and sign MRGP letter and review outdoor consumption liquor permit. Glen Tool had a conflicting meeting at the school and apologized for not being here tonight. Gig has rescheduled him for the June 19th meeting, so that agenda item was deleted.

Hearing of visitors (for concerns not on the agenda)

Sherry Adams questioned if we had heard from the state about our junk vehicle complaint. Gig answered that yes, the state responded, they put it on their list of properties to inspect.

Municipal Center Security and Maintenance

Quotes were received from First Choice Communication Services for installing security cameras outside of several municipal buildings. A quote from JC Electric was received for just the municipal center and Jacksonville fire house (at this time). It was noted that First Choice has excellent support. A pertinent consideration is if the system records and how long the recording is saved. Discussion ensued around whether to have motion activated or constant record. Gig will invite both providers to the next meeting, ask for electronic versions of the quotes to share with Selectboard members and ask First Choice for spec sheets for their equipment/cameras.

At the May 22nd meeting quotes for new windows in the Municipal Center were opened. As an expert on the topic Scott Reed said he would prefer to have more time to look over the quotes in order to provide a recommendation. He has used both products and prefers the Integrity Windows (from WW Building Supply) as a better quality. He noted that either option will require a small amount of interior and exterior trim. **A motion was made by Craig Hammer to accept the WW Building Supply window quote, seconded by Wayne Corse, three in favor, Scott Reed abstained.** Almira Aekus is to ask WW for invoicing to fit the town budget.

Emergency Management Director

Wayne Wood gave a courtesy notice that he is appointing Gig Zboray as Emergency Management Coordinator. His role as Emergency Management Director gives him the authority to make this appointment. The Selectboard did not express any concerns.

Transfer Station, if any

The library is hosting a “composting 101” class on Monday, June 17th at 7pm. They have organized this at Gig’s request to meet a SWIP requirement.

Sewer Department, review budget and set rate

The Selectboard reviewed the proposed budget for the Sewer Department for Fiscal Year 2020 as recorded in the town report. To determine the sewer rate per Equivalent Unit (EU) the revenue requirement of \$190,963 would be divided by assigned EU of 242.65 (equals 786.98 – round up to \$787 per EU) the result is an increase of \$27.06 for the year. This rate would depend on if the sewer department has met or overspent their budget for fiscal year end June 30, 2019. **A motion was made by Scott Reed to table this until after the end of the fiscal year, seconded by Wayne Corse, all in favor.**

Gig noted that the preliminary engineering loan first payment will be due on December 1, 2023. When the final design loan is made, it will be consolidated with the preliminary engineering loan and a new loan repayment start date will be five years from execution, meaning first payment in 2024. A positive bond vote is needed prior to April 30, 2020 so it should be on the Warning for Town Meeting 2020. The 2020 sewer budget has a bond payment of \$8,000 to start a reserve account for that expense.

Highway Department, gravel bid

The gravel bid was tabled at the last meeting so that Stanley Janovsky, Jr. could sample the gravel offered by Zoar and Mitchell. Those bids as opened at the May 22 meeting were:

Gravel:

Fitzpatrick Excavating – 1” crushed gravel delivered \$18.50 per cubic yard / 1.5” stone delivered \$21 per yard

Zaluzny Excavating Corp – 1” crushed gravel delivered \$23.90 per cubic yard / 1.5” crushed stone delivered \$29.50

Cersosimo Industries – 1” crushed gravel delivered \$25 CY / 1.5” quarry stone \$28.50 CY delivered / ¾” quarry stone \$28.50 CY delivered

Bazin Brothers – 1” crushed gravel delivered \$23.35 CY / 1.5” crushed stone \$26.95 CY delivered

Zoar Stone & Gravel – 1” crushed gravel delivered \$16.95 CY / 1.5” crushed stone \$19.95 CY delivered

Mitchell Sand & Gravel – 1” crushed gravel delivered \$17.80 CY / 1.5” crushed stone \$19.85 CY delivered

After sampling the gravel Mr. Janovsky recommended accepting the gravel bid from Mitchell Stone & Gravel. **A motion was made by Scott Reed to accept the gravel bid offered Mitchell Sand & Gravel, seconded by Craig Hammer, all in favor.**

Highway Department, review and sign MRGP letter

The Selectboard reviewed a letter required for participation in the Municipal Road General Permit grants-in-aid program. **A motion was made by Craig Hammer to sign the letter regarding the MRGP, seconded by Wayne Corse, all in favor.**

Listers, if any

Notices of change in value have gone out, grievance hearings have been scheduled June 19th and 20th.

Discuss Auditing Services

Auditing Services have been performed by the firm of Sullivan Powers for many years. Professional services are not required to go out to bid per the Purchasing Policy. **A motion was made by Wayne Corse to engage Sullivan Powers for the audit of the fiscal year end June 30, 2019, seconded by Craig Hammer, all in favor.**

Approval of Payables Warrant – June 6, 2019

A motion was made by Wayne Corse to approve Payables Warrant W1950 dated June 6, 2019, seconded by Scott Reed, all in favor.

Approval of Payroll Warrant – June 6, 2019

A motion was made by Scott Reed to approve Payroll Warrant W1949 dated June 6, 2019, seconded by Craig Hammer, all in favor.

Approval of Minutes of May 22 and May 30, 2019

A motion was made by Craig Hammer to approve the Minutes of May 22 and May 30, 2019 as written, seconded by Wayne Corse, all in favor.

Review and approve a liquor license for outdoor consumption for Remedy Wine Bar

The Selectboard reviewed a liquor license application for outdoor consumption at the Spoonwood Cabin/Remedy Wine Bar, they plan to put a few tables on the porch and lawn for their customers. The Selectboard discussed the application and verbally approved it, the Town Clerk will sign it.

Other business / Office Administrator – as needed

Mr. Corse questioned if deciding on locking in the fuel pricing by group text was legal. Locking fuel pricing was mentioned at several recent Selectboard meetings and the need to make a decision quickly was discussed. The decision was noted in the Minutes of May 30th. Gig will ask VLCT if there is a better way this can be done in the future.

Mr. Corse questioned if motions or decisions can be made during “other business” and if money can be spent if something is not on the agenda but comes up during other business. Gig will contact VLCT.

Gig will attend a zoning forum on June 18th and will be taking vacation days on Friday June 21st and 28th.

Review and discuss July schedule. A regular meeting is scheduled for July 3, 2019, only Scott Reed noted that he will be away. Discussion ensued regarding the July 17th meeting- Gig will be out of town before that meeting (Monday July 15 and possibly Tuesday, July 16) and will be leaving immediately after it to go on vacation (returning to the office on Monday July 29). It was

decided to keep the meeting as scheduled and try to keep the agenda to only reviewing/signing the warrants and setting the tax rates.

Adjourn

A motion to adjourn was made by Wayne Wood, seconded by Scott Reed, all in favor.

Wayne Wood adjourned the meeting at 7:29pm.

Respectfully submitted,
~Gig Zboray