



**Town of Whitingham
Office of the Selectboard**

MINUTES OF JUNE 17, 2020

These Minutes are considered a DRAFT until accepted into the public record (with any corrections noted) at a future meeting of the Whitingham Selectboard.

The Whitingham Selectboard held a regular meeting in the dining hall of the Whitingham Municipal Center on Wednesday, June 17, 2020 at 6:30pm.

Selectboard members present: Wayne Wood, Scott Reed, and Craig Hammer. Wayne Corse and Phil Edelstein attended remotely.

Others present: Gig Zboray, Selectboard Office Administrator; Stanley Janovsky, Road Commissioner; Almira Aekus, Town Clerk; Richard Lemaire and Ed Metcalf, residents. Allan Twitchell, resident and Jennifer Herzig, business owner, attended remotely.

Call to Order. Additions or Changes to Agenda

Wayne Wood called the meeting to order at 6:35pm reading the remote meeting script. Changes to the agenda included: the Sewer Department was moved up; there are actually 4 sewer letters not 3; added: approve letter to VTrans regarding condition of state roads.

Hearing of visitors for concerns not on the agenda

A concern was expressed that if the grass isn't cut in front of the welcome signs that the expense for filling the flower planters is futile. It was determined that the town crew will maintain the areas in front of the welcome signs.

A resident questioned the possibility of extending the sewer lines around Sadawga Lake. The resident was informed that we are in phase 2 of the project to upgrade the sewer plants. To extend the lines we would need to start an entirely new process.

Sewer Department:

Review and sign letters to or from 4 sewer users

A motion was made by Phil Edelstein to approve the letter to Ann Coleman-Specht as written and appoint Wayne Wood to sign it, seconded by Scott Reed, 4 in favor, Mr. Corse abstained.

A motion was made by Scott Reed to approve the letter in response to Mr. and Mrs. DeStefano as written and to appoint Wayne Wood to sign the letter, seconded by Phil Edelstein, all in favor.

A motion was made by Scott Reed to approve the letter to David Ranslow as written and to appoint Wayne Wood to sign it, seconded by Wayne Wood, 4 in favor, Mr. Corse abstained.

A motion was made by Phil Edelstein to approve James Weber's request to waive the penalty and interest on his sewer bill, seconded by Wayne Wood, all in favor.

Review and sign Engineering Services Agreement for phase 2 (design)

A motion was made by Phil Edelstein to approve and sign the Engineering Services Agreement with Weston & Sampson for phase 2 (design) of the sewer project, seconded by Scott Reed, all in favor. Gig noted that Attorney Fisher had reviewed the agreement.

Review and sign funding application for phase 2

A motion was made by Phil Edelstein to appoint Wayne Wood as authorized representative and Gig Zboray as alternate authorized representative to handle administrative responsibilities for funding, design and construction of improvements at both sewer plants and to approve and sign the Funding Application for phase 2 (design) of the sewer project in the amount of \$214,200, seconded by Craig Hammer, all in favor.

Highway Department: Road Commissioner available to answer any questions

Several questions were asked and answered. Mr. Janovsky noted that the Highway Department will have a fund balance at the end of the fiscal year.

Junk: review photos and draft letter

There was lots of discussion about the letter and the properties on the list which was updated by Gig today. **A motion was made by Wayne Corse to put the thing on hold indefinitely. There was no second.**

A motion was made by Craig Hammer to edit the draft letter to change "30 days" to "three months" and remove the paragraph saying "If we have not heard from you...", seconded by Phil Edelstein, four in favor, Wayne Corse opposed.

A motion was made by Scott Reed noting that a lot of work has been put into this list, he would like to send the amended friendly letter to everyone on the list (as edited today), there are not fines or penalties associated with the letter, seconded by Phil Edelstein, four in favor, Wayne Corse opposed.

Flood resiliency: review and sign contract with WRC for scoping project

At the last meeting, the board signed paperwork to appoint the Windham Regional Commission as Municipal Project Manager for the scoping study. The contract from WRC for them to serve in that position was reviewed by the board. **A motion was made by Scott Reed to approve the contract and appoint Wayne Wood to sign it, seconded by Phil Edelstein, all in favor.**

Corona/COVID-19 discuss proposed minor renovations to Clerk's office:

Almira Aekus asked the board for approval to install a business window in the hallway that opens into the Clerk's office in order to conduct business with the public without allowing the public into the Clerk's office. This renovation would help with social distancing requirements and would also be a safety measure to protect staff. She thinks the entire project would be about \$2,000. She is also planning to build a closet behind her desk in the future. **A motion was made by Wayne Wood to go ahead and install a cashier's window in the Clerk's office, seconded by Scott Reed, all in favor.**

Animal Control:

Review and sign annual contract with Humane Society

The town enters into a holding contract with the Windham County Humane Society each year, the annual cost remains at \$350 and the check is included in the payables warrant. **A motion was made by Craig Hammer to approve the contract and appoint Wayne Wood to sign it, seconded by Scott Reed, all in favor.**

Approval of Payables Warrant – June 18, 2020

A motion was made by Craig Hammer to approve the Payables Warrant #W2052 dated June 18, 2020, seconded by Phil Edelstein, all in favor.

Approval of Payroll Warrant – June 18, 2020

A motion was made by Scott Reed to approve Payroll Warrant #W2051 dated June 18, 2020, seconded by Phil Edelstein, all in favor.

Approval of Minutes of June 3, 2020

Two questions about the Minutes were answered. More discussion ensued.

A motion was made by Phil Edelstein that he will rewrite the paragraph regarding Broadband to be approved at the next meeting, seconded by Wayne Wood, all in favor.

A motion was made by Wayne Corse to table the Minutes of June 3, 2020 until the next meeting, seconded by Craig Hammer, all in favor.

Other business / Office Administrator – as needed

Discuss Selectboard pay for next payroll warrant At the January 29, 2020 Selectboard meeting a motion was made and passed to change the way Selectboard members are paid an annual stipend. The motion was to pay per meeting, up to 26 meetings per year and to pay for attendance at Town Meeting. Gig provided a spreadsheet with 3 different ways that motion could be interpreted. **A motion was made by Wayne Corse to pay based on attendance at regular meetings until the end of the year when any missed meetings can be made up by special meetings attended, seconded by Wayne Wood, all in favor.** Wayne Corse would like his first quarter pay deferred until a later date.

Appoint member to sign special end of fiscal year warrant if needed

The fiscal year ends June 30th, we occasionally need a special warrant to get payments posted in the appropriate fiscal year. **A motion was made by Craig Hammer to appoint any one Selectboard member to sign a special payables warrant before the end of the fiscal year, seconded by Scott Reed, all in favor.**

Discuss Office Administrator vacation schedule, possibly cancel July 29th meeting

Gig is planning to take vacation from approximately July 17-25. A decision of whether or not to cancel the July 29th meeting will likely be made at the July 15th meeting.

Red truck in Municipal Center lot

Gig noted that the owner of the red truck that had been abandoned on the Municipal Center lot has responded to our letter by removing the vehicle. The new parking signs indicating "24-hour parking only" have been delivered and will be installed soon.

Review and approve letter to VTrans regarding state roads

A motion was made by Craig Hammer to approve and send the letter to VTrans as written, seconded by Phil Edelstein, all in favor.

Fire Truck update

Chief Janovsky informed the board that the exhaust has been installed, LED lighting is being installed, new brakes installed, updating brake hardware, brake shoes are really good, rims have been painted, new tires will be installed. Truck will go to builder shortly after the 4th of July and is scheduled for improvements (paint, foam system, air primer, cabinet work, portable pump, etc.) through the month of July.

Highway

Mr. Janovsky was questioned about the status of back-hoe bids, he replied that he is making progress.

Adjourn

A motion to adjourn was made by Phil Edelstein, seconded by Craig Hammer, all in favor.

Wayne Wood adjourned the meeting at 9:03pm.