



**Town of Whitingham  
Office of the Selectboard**

**MINUTES OF JULY 1, 2020 as amended**

The Whitingham Selectboard held a regular meeting in the dining hall of the Whitingham Municipal Center on Wednesday, July 1, 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/Treasurer; Richard Lemaire, resident.

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

Wayne Wood called the meeting to order at 6:30pm reading the remote meeting script. There was one addition under other business: consider increasing employee credit card limits.

**Hearing of visitors for concerns not on the agenda** none

**Personnel: carry over of vacation and/or sick leave**

The current Personnel Policy allows employees to carryover a maximum of 30 days (240 hours) of vacation leave and a maximum of 360 hours sick leave. It is difficult for Mr. Janovsky to take vacation time, his crew has a lot of vacation time available, and they are only allowed to take it between May 1<sup>st</sup> and October 31<sup>st</sup>. He currently has 458 hours of vacation time available. He requested to be allowed to bank 400 (or more) hours or cut him a check for \$3,000 (or more) to clear out his banked vacation time. Mr. Janovsky noted that in the past he had 900 hours of comp time taken away because it was discovered that it was illegal to refund comp town, "and with the hours of vacation I'm losing, it adds up to over \$32,000". No decision was made, topic will be on another agenda.

**Junk: responses received in response to letter**

Gig provided the board information regarding the responses heard to date about the junk letter sent out on June 24<sup>th</sup>. There are two or three properties that are cleaning up so far.

**Municipal Center: cleaning**

The board reviewed a cleaning proposal from RSI Premier Cleaning & Restoration Services, LLC. RSI stepped in at the beginning of the Corona pandemic to clean and disinfect when the prior contractor refused to come. RSI's price is \$40 more per week but they provide cleaning supplies (not PT, TP or trash bags). **A motion was made by Scott Reed to continue with RSI at \$200 per week, seconded by Phil Edelstein, all in favor.**

**The board agreed to continue with the special cleaning of door knobs, light switches, and other frequently touched areas twice a week at \$50 per week until the pandemic State of Emergency is lifted.**

**Corona/COVID: Social Service Appropriation Policy – consider suspending petition requirement due to COVID-19**

The Brattleboro Development Credit Corporation questioned if the board was considering suspending the petition requirement due to the Corona/COVID-19 pandemic and the potential to spread the disease through the petitioning process. A decision will be made in November depending on how the pandemic looks at the time.

**Animal Control: Review and sign annual contract with Animal Control Officer**

The board reviewed the contract with Animal Control Officer, Dan Hollister, there were no changes to pay rate. **A motion was made by Craig Hammer to approve and sign the contract with Dan Hollister as Animal Control Officer, seconded by Scott Reed, all in favor.**

Ms. Aekus noted that dog license reminders will go out tomorrow allowing 15 days to renew dog licenses, after 15 days late fees will apply.

**Approval of Payables Warrant – July 2, 2020**

**A motion was made by Craig Hammer to approve the Payables Warrant #W2102 dated July 2, 2020, seconded by Scott Reed, all in favor.**

**Approval of Payroll Warrant – July 2, 2020**

**A motion was made by Phil Edelstein to approve Payroll Warrant #W2101 dated July 2, 2020, seconded by Wayne Wood, four in favor, Scott Reed abstained.**

**Approval of Minutes of June 3 and 17, 2020**

**Minutes of June 3, 2020 A motion was made by Wayne Corse to accept the Minutes of June 3, 2020 as corrected, seconded by Phil Edelstein. Wayne Wood, Wayne Corse and Phil Edelstein approved, Scott Reed abstained, and Craig Hammer voted no. Motion passed.**

**Minutes of June 17, 2020 A motion was made by Wayne Wood to approve the Minutes of June 17, 2020 as written, seconded by Craig Hammer, all in favor.**

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

**Annual audit – review and sign contract The board reviewed a contract from Sullivan Powers & Co, PC to perform the audit for fiscal year ended June 30, 2020. The audit is scheduled for September 2020. **A motion was made by Scott Reed to approve and sign the contract with Sullivan Powers for the 2019/20 audit, seconded by Wayne Corse, all in favor.****

**Consider increasing employee credit card limits**

Current card limits are: Stan \$2,000, Dave \$1,000, Almira \$1,000, Gig \$1,000, Peter \$1,000. A suggestion was made to increase the limits to: Stan \$5,000 and \$2,500 for the rest. **A motion was made by Wayne Wood to increase credit card limits (as follows: Stanley Janovsky, Jr. \$5,000, Gisela Zboray \$2,500, Almira Aekus \$2,500, Peter Bernard \$2,500 and David DiCantio \$2,500), seconded by Scott Reed, all in favor.**

**Adjourn**

**A motion to adjourn was made by Scott Reed, seconded by Phil Edelstein, all in favor.**

Wayne Wood adjourned the meeting at 7:05pm.

Respectfully submitted,  
~Gig Zboray