



**Town of Whitingham  
Office of the Selectboard**

**MINUTES OF AUGUST 28, 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, August 28, 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; Wayne Corse, Craig Hammer, and Scott Reed.

Others present: Michael Smith, engineer for Weston & Sampson; Dave DiCantio, Sewer Plant Chief Operator; Stanley Janovsky, Road Commissioner; Lynnette Claudon, VT ANR, Butch Jillson, Rodney Bemis, Phil Edelstein, Richard Tefft, John and Johanna Robohm, residents.

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

Wayne Wood called the meeting to order at 6:30pm. There was one minor change to the agenda-review and approve four access permits rather than two.

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

Phil Edelstein spoke to the Selectboard about high-speed internet and requested that they sign a letter to Heath, MA on the topic. Mr. Edelstein will prepare the letter for the next meeting.

**Highway Department, review and approve four access permits**

**A motion was made, seconded and carried to approve four access permits as follows:**

Joe Corriston, 1123 Merrifield Road  
Craig and Almira Aekus, 408 Poverty Row  
Bradford Hammond, 166 Stimpson Hill Road  
Trevor Stannus, 27 North Ryder Pond Road

**Transfer Station, consider posting position for backup TS attendant**

Stanley Janovsky, Jr. requested approval to post a position for a backup Transfer Station attendant. Having such a person on staff available as needed will save money because if the highway crew needs to fill in at the Transfer Station, they are doing it as overtime. **A motion was made, seconded and carried to post a position of Transfer Station backup attendant.**

**Sewer Department – meeting with engineers to review 20-year evaluation report**

The following is a brief summary of the discussions between Weston & Sampson and the Selectboard:

1. Weston & Sampson reviewed the report development, recommendations, costs, and basis for these planning costs.

2. Weston & Sampson discussed how all work identified in the Preliminary Engineering Report (PER) is eligible for SRF Loan funding, now and in the future, once the ANR approves the report. The Town does have the option of not undertaking all recommended work at this time. Recommended work can be broken up into discrete projects.
3. The Selectboard asked that Weston & Sampson include a discussion of using water meters on private wells for more equitable sewer billing. Lynnette Claudon, from the ANR, said that water meters for sewer billing would be eligible for SRF Loan funding as long as it is noted in the PER. Mr. Smith noted that he would add it in, along with costs.
4. The Selectboard asked that Weston & Sampson prepare a separate proposal for another PER to evaluate extending the wastewater collection systems to pick up former vacation homes near the lake. Lynnette Claudon noted that if this evaluation was undertaken as a separate project, it could receive the same levels of loan forgiveness as the current PER. Weston & Sampson will prepare a proposal for this evaluation but suggested that the current PER proceed to the next phase so that wastewater plant issues can be addressed as soon as possible. The Selectboard agreed.
5. The Selectboard asked that Weston & Sampson prepare a separate proposal for evaluating the existing Whitingham sewer ordinance and drafting an update. Weston & Sampson will prepare a proposal for this work.
6. The ANR has not yet concurred with our recommendation to provide redundancy for the RBCs by purchasing critical spare parts and equipment, which could be stored on site in case of an emergency. Weston & Sampson will attempt to resolve this with the ANR by setting up a meeting to present rationale for this approach.
7. Lynnette Claudon suggested that the USDA Rural Development may have additional grant funding which could be applied to this project for construction. The Town would need to apply for this, which requires some engineering administrative effort, before the amount of available grant could be determined. Lynnette added that this effort is considered a planning effort and is fundable through the SRF Loan program, if the Town would like Weston & Sampson to pursue this option.
8. The Selectboard noted that Gig Zboray had additional review comments that should be incorporated into the final PER. Weston & Sampson will obtain her comments for the final submission.
9. Weston & Sampson will finalize the PER and seek ANR approval, then will discuss a project construction scope with the Selectboard. Once a scope of work has been agreed upon, Weston & Sampson will prepare a draft engineering services agreement (Step II Services) for the ANR and Whitingham to review. The agreement, once executed, will allow design to proceed for a construction project, which would take place a year from now.
10. Weston & Sampson was at the meeting from 6:30 until 9:10 PM.

**Appoint delegate to vote at VLCT annual meeting**

A motion was made, seconded and carried to appoint Gig Zboray as delegate to vote at the 2019 VLCT annual meeting.

**Recommend candidate for Justice of the Peace to Governor**

A motion was made, seconded and carried to recommend Seth Boyd for the position of Justice of the Peace. Gig will write a letter to notify the Governor.

**Schedule a strategic planning session**

The Selectboard scheduled a special meeting to conduct a strategic planning session on Thursday, September 5, 2019 at 6:30pm. Gig will confirm that Seth Boyd is available that night. (post meeting note: Mr. Boyd is NOT available)

**Transfer Station, if any** none

**Approval of Payables Warrant – August 29, 2019**

A motion was made, seconded and carried to approve Payables Warrant W2010 dated August 29, 2019.

**Approval of Payroll Warrant – August 29, 2019**

A motion was made, seconded and carried to approve Payroll Warrant W2009 dated August 29, 2019.

**Approval of Minutes of August 14, 2019**

A motion was made, seconded and carried to approve the Minutes of August 14, 2019 as written.

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

Review and approval of September newsletter The Selectboard reviewed and noted one change needed for the September newsletter.

**Adjourn**

A motion to adjourn was made, seconded, and carried.

Wayne Wood adjourned the meeting.

Respectfully submitted,  
~Gig Zboray