



**Town of Whitingham  
Office of the Selectboard**

**MINUTES OF MARCH 10, 2021**

*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 at 6:30pm in the dining hall of the Whitingham Municipal Center on Wednesday, March 10, 2021.

Selectboard members present: Scott Reed, Chair; Craig Hammer, Vice Chair; Chris Walling, and Wayne W. Wood. Phil Edelstein attended remotely.

Others present: Gig Zboray, Selectboard Office Administrator; Stanley Janovsky, Jr., Road Commissioner; Kristine Sweeter, Librarian; Almira Aekus, Clerk/Treasurer

Others attending remotely: none

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

Wayne W. Wood called the meeting to order at 6:30pm reading the remote meeting script. Items 2 and 3 were reversed so that Annual Reorganization came before Hearing of Visitors.

**Annual reorganization:**

**Term Expires**

• **Nominations for Chair and Vice Chair for year:**

**SELECTBOARD CHAIR**

2022

**Wayne W. Wood nominated Scott Reed to serve as Chair, no second is required.**

**Four in favor, Scott Reed abstained.** Mr. Wood immediately turned the seat over to Mr. Reed.

**SELECTBOARD VICE CHAIR**

2022

**Scott Reed nominated Craig Hammer as Vice Chair, no second is required. All in favor.**

• **Annual Appointments of boards, committees, etc.**

**BROADBAND COMMITTEE** after discussion the board decided to dissolve this committee. **A motion was made by Chris Walling to disband the Broadband Committee, seconded by Craig Hammer, all in favor.**

**HIGHWAY GARAGE COMMITTEE**

The board feels that the Selectboard should be more involved. **A motion was made by Wayne W. Wood to disband the Highway Garage Committee, seconded by Craig Hammer, all in favor.**

After review, **a motion was made by Craig Hammer for the Selectboard to appoint the following positions for the term indicated, seconded by Wayne W. Wood, all in favor** (the gray *italics* positions were appointed in a prior year).

**ANIMAL CONTROL OFFICER**

Daniel Hollister Three year term 2025

**DEERFIELD VALLEY COMMUNICATIONS UNION DISTRICT REPRESENTATIVES**

Phil Edelstein 2022

Michael Mandracchia 2022

Chris Walling 2022

**E-911 COORDINATOR**

Marylee Putnam 2022

**ECONOMIC DEVELOPMENT GROUP**

Craig Hammer questioned exactly what the EDG does, he doesn't feel that anything is being produced. EDG meets on March 25<sup>th</sup> and should decide if they want to continue and should provide a status report to the Selectboard.

Phil Edelstein 2022

Seth Boyd 2022

Carrie Northrup 2022

Karen Hein 2022

Vacant 2022

**EMERGENCY MANAGEMENT COORDINATOR**

Gig Zboray 2022

***EMERGENCY MANAGEMENT DIRECTOR***

*Wayne W. Wood Term expires 03/16 2022*

**FIRE DEPARTMENT:**

**Chief** – Stanley Janovsky, Jr. 2022

**First Assistant Chief** – Michael Stevens 2022

**Captains** – 1<sup>st</sup> – Dennis Pike, 2<sup>nd</sup> – David Briggs 2022

**Lieutenants** – 1<sup>st</sup> – Sheldon Dix, 2<sup>nd</sup> – Marshall Dix 2022

**Chaplain** – Seth Boyd 2022

**Training Officer** - vacant

***FIRE WARDEN***

*Allan L. Twitchell (appointed 7/1/18) Term expires 6/30 2023*

<b>GRAND JUROR</b>		
	Susan Cooke Johnson	2022
<b>GREEN UP DAY COORDINATORS</b>		
	Aysha Peltz	2021
	Todd Wahlstrom	2021
<b>HEALTH OFFICER (State appointed)</b>		
	<i>Gig Zboray</i>	<i>Term expires 10/31</i> 2022
<b>DEPUTY HEALTH OFFICER (State appointed)</b>		
	<i>Jenepher Burnell</i>	<i>Term expires 10/31</i> 2022
<b>HOUSING REHABILITATION COMMITTEE</b>		
	Linda A. Donaghue	2022
	Donald McKinley	2022
<b>LEGAL COUNSEL</b>		
	Fisher & Fisher Law Offices	2022
<b>LEGAL NEWSPAPER</b>		
	Deerfield Valley News	2022
	Brattleboro Reformer (alternate)	
<b>MEMORIAL DAY COMMITTEE</b>		
	Dana Dix	2022
	David Farrington	2022
	Craig Hammer	2022
<b>PARKS COMMITTEE</b>		
	Seth Boyd	2022
	Aysha Peltz	2022
	Erin Lackey	2022
	Carol Millett	2022
	Vacant	2022
<b>PLANNING COMMISSION</b>		
	<i>Bradford Lackey</i>	2023
	Peter Barus	2024
	<i>Linda Donaghue</i>	2022
	<i>Keith Thompson</i>	2022
	Vacant	2023
<b>TREE WARDEN</b>		
	Adam Buursma	2022
<b>WINDHAM REGIONAL COMMISSION REPRESENTATIVES</b>		
	Jenepher Burnell	2022
	Kristine Sweeter	2022

**ZONING BOARD OF ADJUSTMENT**

<i>Lyman Tefft</i>	2024
<i>Troy Felisko</i>	2023
<i>Craig Aekus</i>	2023
<i>Dana Dix</i>	2022
<i>Marshall Dix</i>	2022
Vacant	2022
Vacant	2024

**ZONING AND FLOOD PLAIN ADMINISTRATOR**

Gig Zboray (three-year term)	2024
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- Set regular meeting day and time  
**Craig Hammer made a motion to continue regular meetings at 6:30pm every other Wednesday, seconded by Chris Walling, all in favor.**
- Set the bond amount  
 Certain officers and employees must provide a bond conditioned on the faithful performance of their duties. These include road commissioners, collectors of taxes, treasurers, clerks, assistant treasurers when appointed by the Selectboard, and any other officer or employee of the town authorized to receive or disburse town funds. 24. V.S.A. § 832. VLCT PACIF provides coverage to its member municipalities that meets the statutory requirement for bonding but is technically not a bond. **A motion was made by Wayne W. Wood to set the bond amount at zero, noting that \$500,000.00 is covered by the VLCT policy, seconded by Craig Hammer, all in favor.**
- Annual review and adoption of Guide for Meeting Procedure  
**A motion was made by Chris Walling to make the annual adoption of the Guideline for Meeting Procedure for the Whitingham Selectboard as written, seconded by Wayne W. Wood, all in favor.**

**Hearing of visitors (for concerns not on the agenda)**

Kristine Sweeter noted that the library was awarded a \$1,500 grant to keep communities connected, they purchased some Chromebooks to loan out; they would like to install outdoor outlet(s) so that patrons can charge their equipment if there is a power failure. It would also benefit the library when conducting outdoor events. Two outlets would be \$400 and be completely paid for by the grant. The board approved the idea and recommended installing outlets where the professional electrician suggests.

**Appoint Selectboard member to sign Warrants in case of meeting cancellations for any reason in the next year**

**A motion was made by Craig Hammer to appoint any one Selectboard member to sign the payroll and payables warrants in the event of a meeting cancellation for any reason during the next year until annual reorganization in 2022, seconded by Chris Walling, all in favor.**

**Adopt resolution to ratify and approve the vote on Article 1 of the Special Town Meeting held on March 2, 2021 regarding the sewer bond vote**

There was a minor mistake in the Warning and ballot for the sewer bond vote held on March 2, 2021. The words “be issued” were mistakenly omitted on the third line of the ballot article. According to state statutes 17 V.S.A. § 2662 and § 1757 the error can be corrected with a resolution. **A motion was made by Chris Walling that the Board adopt the following resolution: Resolved that the Town ratify and approve the vote on Article 1 of the Special Town Meeting held March 2, 2021 approving the issuance of bonds and or notes for the improvements to the Town’s wastewater treatment facility and collection system despite the fact that the ballot mistakenly omitted the words “be issued” in the third line of the ballot article, seconded by Wayne W. Wood, all in favor.**

**Open mowing bids for Town Hill Commons, possibly accept one:**

Three bids were received for a three-year contract to mow and clean up Town Hill Commons:

Back Country Property Services - \$12,000 for three years including spring and fall clean up (no mention of insurance coverage)

Deerfield Valley Property Maintenance - \$4,450 per year includes spring and fall clean up. Extra work billed at \$37.50 per hour.

Saladino Property Maintenance - \$3,960 per year based on 20 events at \$198 per (no mention of insurance coverage)

**A motion was made by Chris Walling to accept the Deerfield Valley Property Maintenance bid of \$4,450 per year for mowing and fall clean-up of Town Hill Commons for the next three years seconded by Scott Reed, all in favor.**

**Discuss request to rent office space April-July:**

Interested party did not attend.

**Highway Department:**

Review and sign grant application(s)

Two grants will be applied for: one for paving of Wilmington Cross Road, Class 2 highway paving grant and the second is a structures grant for redecking bridge #43 in Jacksonville Village. Mr. Janovsky applies for the grants, he is just letting the Selectboard know.

Review and sign annual Report of Expenditures

The board reviewed the “Annual Financial Plan-Town Highways” and “Certificate of Compliance for Town Road and Bridge Standards and Network Inventory”. The state wants to know that the town is spending a certain amount of money per highway mile. **A motion was made by Wayne W. Wood to sign the Annual Financial Plan-Town Highways and the Certificate of Compliance for Town Road and Bridge Standards and Network Inventory, seconded by Craig Hammer, all in favor.**

**Corona/COVID-19** nothing

**Approval of Payables Warrant – March 11, 2021**

A motion was made by Craig Hammer to approve Payables Warrant #W2138 dated March 11, 2021, seconded by Wayne W. Wood, all in favor.

**Approval of Payroll Warrant – March 11, 2021**

A motion was made by Craig Hammer to approve Payroll Warrant #W2137 dated March 11, 2021, seconded by Wayne W. Wood, all in favor.

**Review and approve Minutes of February 24, 2021**

A motion was made by Wayne W. Wood to accept the Minutes of February 24, 2021 as written, seconded by Scott Reed, all in favor.

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

**FEMA buyout status** On March 3<sup>rd</sup> we were notified that FEMA has approved the grant request for funding to buyout 2984 VT Route 100 in Jacksonville as part of our Flood Hazard Mitigation projects. The total grant is \$161,750, our cost-share of the total is \$40,437.50 which will be paid by Two River-Ottauguechee Regional Commission. Next steps in the process include: property appraisal, if owner agrees to the appraisal then a voluntary transaction agreement will be signed, demolition put out to bid, closing, demo. Gig will pursue appraisal proposals, our purchasing policy says we need 2 verbal quotes.

**Transfer Station** The invoice from TAM dated March 1<sup>st</sup> includes a price increase of \$37.50 per month on the rental of the paper compactor and \$9 per month on the rental of the container box for metals collection.

**Executive Session to appoint a public officer in accordance with 1 V.S.A. § 313(a)(3)**

This board found no need to enter executive session.

**Possibly chose an applicant to recommend to Governor to fill the Justice of the Peace position**

After discussion, **Craig Hammer made a motion to recommend Julie Muller to the Governor for appointment to the Justice of the Peace position, seconded by Wayne W. Wood, all in favor.**

**Adjourn**

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

Scott Reed adjourned the meeting at 7:22pm.

Respectfully submitted,  
~Gig Zboray