**Minutes of regular meeting of the Whitingham Selectboard**

**March 30, 2016**

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, March 30, 2016 at 7:30pm in the Selectboard Office of the Municipal Center, 2948 VT Route 100, Jacksonville, VT.

Selectboard members present: Vice Chair, Allan Twitchell; Members, Greg Brown, Karl Twitchell and Robin Kingsley. Keith Bronson attended via Skype.

Others present: Gig Zboray, Selectboard Administrative Assistant; Almira Aekus, Town Clerk/Treasurer; Heidi Taylor, Steve Adams, Topper Van Backen, Dennis and Stephanie Pike of Deerfield Valley Rescue; Stanley Janovsky, Supervisor of Public Works; James Dassatti, Deerfield Valley News; Cara Cheyette, The Commons.

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

Vice Chair, Allan Twitchell, called the meeting to order at 7:31pm. Almira Aekus asked the board to go into executive session.

**A motion was made by Greg Brown and seconded by Robin Kingsley to find that premature general public knowledge would clearly place the public body or a person involved at a substantial disadvantage under the provisions of Title 1 §313(a)(1)(E)], all in favor with Keith Bronson casting his vote.**

**A motion was made by Greg Brown and seconded by Robin Kingsley to enter executive session to discuss pending or probable civil litigation to include Gig Zboray and Almira Aekus, all in favor with Keith casting his vote.**

**With no decisions made a motion was made by Greg Brown, seconded by Karl Twitchell to exit executive session at 7:37pm, all in favor with Keith Bronson casting his vote.**

**Hearing of Visitors**

No comments from visitors.

**Review and approve Liquor Licenses**

Almira presented four liquor licenses for renewal (First Stop Convenience, Honora Winery, Spoonwood Cabin Creamery and Jacksonville General Store). **A** **motion was made by Karl Twitchell to renew all four liquor licenses, seconded by Robin Kingsley, all in favor with Keith Bronson casting his vote.**

**NEMRC cash receipts software**

The annual professional audit recommends that the Town Clerk obtain a cash register. Almira would prefer to purchase NEMRC cash receipts program and a small printer for a cost $1,795 for the program and $200+/- for the printer. The program will link directly to the general ledger. Almira feels this would reduce chance of fraud. This program would work from any computer and each user would have a password. There is funding available in software support budget. In the future Almira would like a computer at the counter because she could process many transactions right at the counter. Almira feels this program will save a lot of time. **A motion was made by Karl Twitchell to approve the purchase of the NEMRC cash receipts software and an appropriate printer, seconded by Greg Brown, all in favor with Keith Bronson casting his vote.**

**Deerfield Valley Ambulance-current state of affairs**

Heidi Taylor introduced herself and the other visitors from Deerfield Valley Rescue (DVR). Heidi offered a big thank you to Whitingham Fire and Rescue. 87 calls were responded to in Whitingham in 2015. DVR is disappointed in the response to the subscription drive. With subscriptions and what the Town of Whitingham funds through appropriation the ambulance is “above water”.

Greg Brown offered the idea to provide information on the benefits of subscriptions at Town Meeting. Karl Twitchell offered that the information could be included in a future newsletter. Heidi will send Gig something to upload on the Town website. Stanley offered that DVR might want to have an information table at Old Home Week. Heidi offered that whenever there is an event in town that would benefit from an ambulance on stand-by DVR is happy to provide that, they just need advance notice to get the volunteers lined up.

Heidi is currently involved with the Vermont Ambulance Association Board to address the legislature to increase the rates paid by Medicaid (only pays 43% of what Medicare allows). The state has tentatively agreed to this increase (up to 80% of what Medicare allows) but has instituted a “provider tax” which has a negative impact on the increase they might receive.

DVR is looking into replacing an ambulance. The options are to buy a new one or save the box and mount it on a new chassis. The Health Center is considering moving. DVR would like to move into the Health Center building for office space and sleeping facilities for rescue workers that are on call.

The Selectboard is happy with the transition from Whitingham Ambulance to DVR. No local complaints have been heard.

Karl asked if DVR could take over the position of Town Nurse and the annual stipend that goes with it. Heidi said, no, they are not licensed for that. Keith suggested that there could be a regional nurse to cover many towns. Cara Cheyette asked what a Town Nurse does; Gig provided the information sheet that describes the Town Nurse position.

DVR holds an annual open house at the end of the summer. They use the athletic field in Wilmington, have a helicopter come in, CPR demonstrations, blood pressure checks, etc. The date is not set yet; perhaps information on this event can be listed in a future Whitingham newsletter.

DVR exited at 8:09pm

**Appointment of Fire Department positions**

**A motion was made by Greg Brown for the Selectboard to reappoint the following positions in the Fire Department:**

**Chief Stanley Janovsky, Jr.**

**Assistant Chief Michael Stevens**

**Captain Dennis Pike**

**Captain David Briggs**

**Lieutenant Sheldon Dix**

**Lieutenant Marshall Dix**

**Training Officer Jeff Silverman**

**Chaplain Seth Boyd**

**Motion was seconded by Robin Kingsley, all in favor with Keith Bronson casting his vote.**

**Renaming of North Pond to Zen Lake**

**A motion was made by Greg Brown to table this topic until a letter is received by the Department of Libraries, seconded by Karl Twitchell, all in favor with Keith Bronson casting his vote.**

**Employee Evaluation (executive session)**

**Greg Brown made a motion to enter executive session to evaluate a public employee under the provisions of Title 1, Section 313(a)(3) of the Vermont Statues, to include Gig Zboray and Stanley Janovsky, seconded by Karl Twitchell, all in favor with Keith Bronson casting his vote.**

With no decisions made executive session was exited at 8:53pm.

**A motion was made by Greg Brown to utilize Stanley Janovsky, Public Works Supervisor as the Transfer Station Attendant’s direct supervisor, seconded by Robin Kingsley. Keith Bronson, Greg Brown and Robin Kingsley in favor; Karl Twitchell and Allen Twitchell abstained.**

**Job Descriptions**

Selectboard members reviewed a newly created job description for Transfer Station Attendant. One typo was corrected and Stanley Janovsky suggested two additional duties. Karl Twitchell noted the Job Description should be reviewed by VLCT to verify proper wording. **A motion was made by Greg Brown that the Job Description for the Transfer Station be reviewed by VLCT for their approval, seconded by Robin Kingsley, all in favor with Keith Bronson casting his vote.**

**Approval of Payables Warrant – March 31, 2016.**

**A motion was made by Greg Brown, seconded by Keith Bronson, to approve Payables Warrant W1640 dated March 31, 2016, four in favor with Keith Bronson casting his vote, Robin Kingsley abstained.**

**Approval of Payroll Warrant – March 31, 2016.**

**A motion was made by Karl Twitchell, seconded by Robin Kingsley, to approve Payroll Warrant W1639 dated March 31, 2016, all in favor with Keith Bronson casting his vote.**

**Approval of EDG Warrant for attending conference**

**A motion was made by Karl Twitchell, seconded by Greg Brown to pay the EDG Warrant in the amount of $40, all in favor, with Keith Bronson casting his vote.**

**Approval of Minutes of March 16, 2016**

**A motion was made by Greg Brown, seconded by Karl Twitchell, to approve the Minutes of March 16, 2016 as written, all in favor with Keith Bronson casting his vote.**

**Other business / Administrative Assistant – as needed**

Gig noted that she received one response to the advertisement in the Valley News and posted around town that volunteers are needed to fill positions that are open. The ad will also be in this week’s edition of the Valley News.

**Adjourn**

**A motion was made by Greg Brown to adjourn, seconded by Robin Kingsley, all in favor with Keith Bronson casting his vote.**

Allan Twitchell adjourned the meeting at 9:05pm.

Respectfully submitted,

~Gig Zboray