

 **Town of Whitingham**

 **Office of the Selectboard**

 **MINUTES OF FEBRUARY 14, 2018**

*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, February 14, 2018 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 Robin Kingsley and Karl Twitchell. Keith Bronson attended via Skype.

Others present: Gig Zboray, Selectboard Office Administrator; Dave DiCantio, Sewer Plant Chief Operator.

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

Allan Twitchell called the meeting to order at 7:31pm. There were no additions or changes to the agenda.

**Hearing of visitors** none

**Sewer Equipment Repair**

Dave DiCantio came to the table with a copy of an estimate to repair equipment at the Jacksonville Plant. The repair of a broken bearing and shaft this week was $11,500.

The quote that Dave provided to the Selectboard tonight covered 3 items:

1) gearbox replacement $51,015.50 – this is not broken at the time, but it has never been serviced (other than oil changes) in its 30-year lifespan. There are no parts available for this piece of equipment, if it breaks it would need to be replaced.

2) media replacement $22,637. They found whole sections of this item broken off and/or mangled. It is not critical to fix right now but it will need to be repaired in the future.

3) bearing replacement-idler side $9,270. This is the second bearing is on the other side of the shaft (opposite of the one that just got repaired). The one that broke is on the heavier side of the equipment.

The only quote Dave didn’t get would be to replace all the equipment. Dave was told that if the media and the bearing get replaced/repaired he would basically have new equipment.

The equipment at the Whitingham plant is the same unit but much smaller so Dave feels its life span is longer.

The Sewer Department has a capital improvement fund (current balance is $242,599.54 per Town Treasurer).

The Sewer Commission decided at their meeting earlier tonight that they must repair the media. Karl Twitchell suggested that if they are taking the equipment apart again they might as well replace the second bearing too.

The Commission would like to get a price for a complete replacement but would like to repair the media. The Selectboard suggested getting the complete replacement price now before spending $22,637 on the media (or $31,907 with the bearing).

The Sewer Commission is still waiting for the Asset Management Plan from the engineers before the rate schedule gets updated.

Dave never found any source of the gas odor in the sewer lines over the weekend of February 2, 3 & 4th. There was a very faint smell at the plant. The odor was very strong at the new Riggs Distler office building. The odor seems to have corrected itself.

**Education Funding Litigation, if any**

We received a list of information the state is requesting, most of it would be needed from the Supervisory Union or the School. Gig forwarded the list to both on Tuesday, February 13, 2018. Karl Twitchell suggested that the attorneys should request the information from the school and the supervisory union rather than the Selectboard request it. The Selectboard would like the attorneys to send a registered letter to both the school board and the supervisory union. Allan Twitchell would like the Selectboard office to receive copies of any correspondence the attorneys send to the school and WSSU.

**Transfer Station/WSWMD**

Reviewed, discussed and approved draft fee schedule which required update for the SWIP. **Robin Kingsley made a motion to adopt the new Transfer Station fee schedule as presented, seconded by Karl Twitchell, all in favor.**

**Planning/Zoning**

Discussed fee recommended by Planning Commission for telecommunications facilities ($200). **Motion was made by Karl Twitchell to adopt the Schedule of Zoning Permit Fees as written, seconded by Robin Kingsley, all in favor.**

**Approval of Payables Warrant – February 15, 2018**

**A motion was made by Karl Twitchell to approve Payables Warrant W1834 dated February 15, 2018, seconded by Robin Kingsley, all in favor.**  Gig will work on a breakout to compare Transfer Station current costs versus costs prior to terminating collection of recyclables by WSWMD and ask Almira for a year to date comparison to see if her report would provide the information the board is looking for.

**Approval of Payroll Warrant – February 15, 2018**

**A motion was made by Robin Kingsley to approve Payroll Warrant W1833 dated February 15, 2018, seconded by Karl Twitchell, all in favor.**

**Approval of Minutes of January 31, 2018**

**A motion was made by Robin Kingsley to approve the Minutes of January 31, 2018 as written, seconded by Keith Bronson, all in favor**

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

At the last meeting Wayne Wood was appointed as Emergency Management Coordinator. He already went to a training and found that a “coordinator” is an assistant to the Director in the State’s eyes. If Mr. Wood is to have any authority he needs the title of Emergency Management Director. **A motion was made by Karl Twitchell to appoint Wayne Wood as Emergency Management Director for a term to expire on March 11, 2020, seconded by Robin Kingsley, all in favor.** Mr. Wood requested that the Selectboard issue to him a “Delegation of Authority” letter. The Selectboard reviewed and signed that letter.

Mr. Wood also mentioned that he could take a 3-hour class that would allow him to enter the VT Alert system and post Whitingham/Jacksonville specific emergency information. The Selectboard indicated that Mr. Wood can take any classes he would like to take, especially if there is no cost to the town.

Animal Control: Dan Hollister wrote a letter to the Selectboards of Searsburg and Whitingham requesting shared payment of the cost of “pre-rabies exposure shots”. The series of shots is $385 plus an $85 titer test in the fall. The Selectboard is happy with the job done by the Animal Control Office and feels he should be protected from rabies. **A motion was made by Robin Kingsley to pay $235 toward the pre-rabies exposure shots for the Animal Control Officer, seconded by Karl Twitchell, all in favor.**

**Adjourn**

**A motion to adjourn was made by Karl Twitchell, seconded by Robin Kingsley, all in favor.**

Allan Twitchell adjourned the meeting at 8:32pm.

Respectfully submitted,

~Gig Zboray