



**Town of Whitingham
Office of the Selectboard**

MINUTES OF MARCH 25, 2020

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 25, 2020 at 6:30pm in the Selectboard Office of the Municipal Center, 2948 VT Route 100, Jacksonville, VT.

Selectboard members present: Wayne Wood, Scott Reed, Craig Hammer in person. Wayne Corse and Phil Edelstein via conference call.

Others present: Gig Zboray, Selectboard Office Administrator; Almira Aekus, Town Clerk; Stanley Janovsky, Road Commissioner; Seth Boyd, resident, via conference call.

Call to Order. Additions or Changes to Agenda

Wayne Wood called the meeting to order at 6:37pm.

Hearing of visitors for concerns not on the agenda no comments

Annual reorganization:

The board welcomed Phil Edelstein as a new member.

- **Appointment of positions**

SELECTBOARD CHAIR 2021

Craig Hammer made a motion to appoint Wayne Wood to serve as Chair, no second is required. Phil Edelstein, Scott Reed and Craig Hammer in favor, Wayne Corse and Wayne Wood abstained.

SELECTBOARD VICE CHAIR 2021

Wayne Wood made a motion to appoint Scott Reed as Vice Chair, no second is required. Four in favor, Scott Reed abstained.

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

ANIMAL CONTROL OFFICER

Daniel Hollister

2021

BROADBAND COMMITTEE

Doug Amidon	2021
Rod Bemis	2021
Wayne Corse	2021
Phil Edelstein	2021
Michael Edwards	2021
Doug Fruge'	2021
Olivia Kennett	2021
Michael Mandracchia	2021
Michael Patton	2021

E-911 COORDINATOR

Marylee Putnam	2021
----------------	------

ECONOMIC DEVELOPMENT GROUP

Gretchen Havreluk	2021
Jenepher Burnell	2021
Phil Edelstein	2021
Seth Boyd	2021
Carrie Northrup	2021

EMERGENCY MANAGEMENT COORDINATOR

Gig Zboray	2021
------------	------

EMERGENCY MANAGEMENT DIRECTOR

Wayne Wood	2022
------------	------

FIRE DEPARTMENT:

Chief – Stanley Janovsky, Jr.	2021
First Assistant Chief – Michael Stevens	2021
Captains – 1 st – Dennis Pike, 2 nd – David Briggs	2021
Lieutenants – 1 st – Sheldon Dix, 2 nd – Marshall Dix	2021
Chaplain – Seth Boyd	2021
Training Officer - vacant	

FIRE WARDEN

<i>Allan L. Twitchell (appointed 7/1/18)</i>	<i>Term expires 6/30</i>	2023
--	--------------------------	------

HEALTH OFFICER (State appointed)

<i>Gig Zboray</i>	<i>Term expires 10/31</i>	2022
-------------------	---------------------------	------

DEPUTY HEALTH OFFICER (State appointed)

<i>Jenepher Burnell</i>	<i>Term expires 10/31</i>	2022
-------------------------	---------------------------	------

HIGHWAY GARAGE COMMITTEE

Richard Lemaire	2021
Allan Twitchell	2021
Scott Reed	2021
Marshall Dix	2021
Richard Tefft	2021
Donald Boyd	2021

HOUSING REHABILITATION COMMITTEE

Linda A. Donaghue 2021
Donald McKinley 2021

LEGAL COUNSEL

Fisher & Fisher Law Offices 2021

LEGAL NEWSPAPER

Deerfield Valley News 2021
Brattleboro Reformer (alternate)

MEMORIAL DAY COMMITTEE

Dana Dix 2021
David Farrington 2021
Craig Hammer 2021

PARKS COMMITTEE (previously known as Town Hill Committee)

Seth Boyd 2021
Aysha Peltz 2021
Erin Lackey 2021
Heather Woods 2021
Carol Millett 2021

PLANNING COMMISSION

Bradford Lackey 2023
Peter Barus 2021
Linda Donaghue 2022
Keith Thompson 2022
Vacant 2023

TREE WARDEN

Adam Buursma 2021

WINDHAM REGIONAL COMMISSION REPRESENTATIVES

Jenepher Burnell 2021
Kristine Sweeter 2021

ZONING BOARD OF ADJUSTMENT

Lyman Tefft 2021
Troy Felisko 2023
Craig Aekus 2023
Dana Dix 2022
Marshall Dix 2022
David Dumaine 2022
Vacant 2021

ZONING AND FLOOD PLAIN ADMINISTRATOR

Gig Zboray (three-year term) 2021

- Review and sign “Delegation of Authority” letter for Emergency Management Director The board reviewed the Delegation of Authority letter giving authority to Wayne Wood to act as Emergency Management Director for the Town of Whitingham during emergency situations until March 16, 2022. **A motion was made by Craig Hammer to sign the letter as written, seconded by Scott Reed, all in favor.**
- Meeting day and time
Wayne Wood made a motion to continue regular meetings at 6:30pm every other week, seconded by Scott Reed, 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 Craig Hammer to set the bond amount at zero, noting that \$500,000 is covered by the VLCT policy, seconded by Scott Reed, all in favor.**
- Annual review and adoption of Guide for Meeting Procedure
A motion was made by Wayne Wood to adopt the Guideline for Meeting Procedure for the Whitingham Selectboard as written, seconded by Craig Hammer, all in favor.

Appoint Selectboard member to sign Warrants in case of meeting cancellations during the COVID-19 pandemic, other discussion as needed

A motion was made by Craig Hammer to appoint any single Selectboard member to sign the payroll and payables warrants in the event of a meeting cancellation during the state of emergency related to the COVID-19 pandemic, seconded by Scott Reed, all in favor.

Employee hours and pay during the Governor’s ordered “stay home/stay healthy”

The Transfer Station fees have been forgiven during the pandemic. The Municipal Center and all town owned buildings have been closed to the public.

Almira Aekus would like to have payroll done automatically and ready to go in case she or Marylee Putnam become ill.

The Library Trustees have voted to close and pay their employees regular wages during the pandemic.

Almira Aekus would like to pay her Assistant 10 hours per week even though she will not be working during to the pandemic. Ms. Aekus thinks Marylee Putnam will be working 10 hours per week and would like to pay her normal working hours of 15 hours per week.

Scott Reed said that every town employee should get their standard pay during the pandemic. The entire board agreed.

A motion was made by Craig Hammer to pay all town employees their regular pay regardless of hours worked during the pandemic, and that the payroll can be prepared and ready in advance, seconded by Scott Reed, all in favor.

Discussion around changing Transfer Station hours during the pandemic. Tuesday 9-2 and 12-4 on Sunday was suggested by Mr. Janovsky. **A motion was made by Wayne Wood to adjust the Transfer Station hours to 9-2 on Tuesday and 12-4 on Sunday, to be reviewed and adjusted as needed, to begin on Tuesday, March 31st, seconded by Craig Hammer, all in favor.**

Almira Aekus questioned if she should continue to allow attorneys into the Clerk's office to do title searches by appointment. The board felt it was OK for her to do that, it was up to her.

Resolution to support the 2nd Amendment

A motion was made by Craig Hammer to adopt the following nonbinding Resolution, seconded by Scott Reed, all in favor.

A Resolution for the defense of the Right to Keep and Bear Arms

The Town of Whitingham hereby declares itself to be a Second Amendment and Article Sixteen, Constitutional Gun Owner Town as defined herein-

The town hereby recognizes the inalienable rights of all persons within its boundaries to keep and bear arms as described by both Article Sixteen of the Vermont Constitution and the Second Amendment of the Constitution of the United States of America, including by not limited to:

The lawful use of firearms in defense of life, liberty and property and in defense of the State, from all enemies, foreign and domestic; the safe and responsible use of firearms for hunting and utilitarian purposes; and the safe and responsible use of firearms for sporting purposes including Olympic sports.

Furthermore, per Marbury v Madison 5 US 137 (1803), the town hereby declares all federal and state laws and regulations attempting to restrict these rights to be infringements, hence null and void under this resolution.

Liquor Licenses – review and sign

Almira Aekus has licenses for Honora Winery for outdoor consumption, Jacksonville General Store, First Stop and the Remedy Wine Bar for outdoor consumption and sale.

Wayne Wood made a motion to sign the liquor licenses for those establishments, seconded by Craig Hammer, all in favor.

Sewer Department, if any

None

Highway Department

Review and approve access permit

The board reviewed an access permit for 1103 Streeter Hill Road for the new cell tower. **A motion was made by Scott Reed to approve the access permit, seconded by Phil Edelstein, all in favor.**

Review and appoint Wayne Wood to sign Scoping Study grant agreement

A motion was made by Craig Hammer to appoint Wayne Wood to sign the Scoping Study grant agreement on a digital document, seconded by Phil Edelstein, all in favor.

Review and approve paving bids for distribution

A motion was made by Craig Hammer to approve the paving bids as written, seconded by Scott Reed, all in favor.

Transfer Station, review and appoint Wayne Wood to sign SWIP grant documents

A motion was made by Craig Hammer to appoint Wayne Wood to sign the SWIP grant documents, seconded by Scott Reed, four in favor, Wayne Corse abstained.

Broadband – review and sign CUD Resolution

A motion was made by Phil Edelstein to sign the CUD Resolution and to include the names of Phil Edelstein as representative, Wayne Corse and Mike Mandracchia as alternates, seconded by Wayne Corse, all in favor.

Discuss Municipal Center water test results

The only thing that is off is the pH. Gig will send copy of test results to Phil Edelstein. It was suggested to have the test run again because it could be a false result. Phil Edelstein will research it further.

Approval of Payables Warrant dated March 26, 2020

A motion was made by Scott Reed to approve the Payables Warrant #W2040 dated March 26, 2020, seconded by Craig Hammer, all in favor.

Approval of Payroll Warrant dated March 26, 2020

A motion was made by Craig Hammer to approve Payroll Warrant #W2039 dated March 26, 2020, seconded by Scott Reed; Wayne Wood, Craig Hammer and Scott Reed in favor. Wayne Corse and Phil Edelstein abstained because they did not receive the document electronically.

Ratify Payroll and Payables Warrants of March 12, 2020

Due to extenuating circumstances the March 11, 2020 Selectboard meeting was cancelled. The payroll and payables were paid. Wayne Wood reviewed and signed the

warrants at the time. **A motion was made by Scott Reed to ratify the payment of Payroll Warrant W2037 and Payables Warrant W2038 dated March 12, 2020 seconded by Wayne Wood, all in favor.**

Approval of Minutes of February 26, 2020 and March 13, 2020

A motion was made by Wayne Wood to approve the Minutes of February 26 and March 13, 2020 as written, seconded by Craig Hammer, all in favor.

Other business / Office Administrator – as needed

Scott Reed asked Phil Edelstein about the proposal from Matrix for fiber optic internet connections because there is so much internet use now during the “stay home/stay safe” order of the COVID-19 pandemic. Mr. Edelstein responded that he will prepare a report for the Selectboard to get up to date, to be discussed again at the next meeting. Mr. Hammer noted that due to the pandemic there will probably be grant funding available in the near future.

Seth Boyd cautioned the board that he could not access the meeting via the GoTo Meeting website nor through the phone number that was noted on the agenda. Ms. Aekus noted that we could ask our tech guy to help us out. Phil Edelstein volunteered to set up the next meeting. Mr. Wood noted that we had a test meeting on Saturday morning, and it worked fine. All town employees and officials that are here working are doing the best we can during these rapidly changing times.

Adjourn

A motion to adjourn was made by Craig Hammer, seconded by Scott Reed, all in favor.

Wayne Wood adjourned the meeting at 7:58pm.

Respectfully submitted,
~Gig Zboray