



**Town of Whitingham
Office of the Selectboard**

MINUTES OF OCTOBER 23, 2019 – as corrected

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, October 23, 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: Gig Zboray, Selectboard Office Administrator; Almira Aekus, Treasurer; Stanley Janovsky, Jr., Road Commissioner; Linda Donaghue, Deerfield Valley News; Judy Rosenthal, resident; Dan Hollister, Animal Control Officer; Gretchen Havreluk and Jenepher Burnell, EDG members. *Correction:* Phil Edelstein was also present.

Call to Order. Additions or Changes to Agenda.

Wayne Wood called the meeting to order at 6:31pm. There were several additions to the agenda since it was posted; yellow lines in Jacksonville, town treasurer with update on credit card processing, how to prepare the budget. The order of items was switched around a bit based on who was in attendance at what time.

Hearing of visitors (for concerns not on the agenda)

none

Animal Control issue on Burrington Hill Road

Dan Hollister and Judy Rosenthal came to the table. Ms. Rosenthal had called Mr. Hollister to complain of a dog known as Bosco running at large on Burrington Hill Road. She is a bicycle rider and fearful that the dog will knock her off the bicycle. Mr. Hollister indicated that he spoke to the dog's owner. Ms. Rosenthal felt the Selectboard should know of the situation. Since the topic was put on tonight's agenda Ms. Rosenthal has passed by and the dog had been tethered. The Selectboard informed Mr. Hollister that should there be another incident of the dog running at large that a citation should be issued without coming before the board.

Highway Department, Sand Bids

Sand Bids: Stanley Janovsky, Jr., Road Commissioner came to the table to open sand bids for 9/16th road sand delivered.

Mitchell Sand & Gravel, LLC:	\$19.50 per cubic yard
Bazin Brothers Trucking, Inc.:	\$20.93 per cubic yard
Cersosimo Industries, Inc.:	\$18.75 per cubic yard

A motion was made by Craig Hammer to accept the bid from Cersosimo Industries, Inc. of \$18.75 per cubic yard for 9/16" sand, seconded by Wayne Corse, all in favor.

Review proposal for survey to layout new highway at entrance to Municipal Center
KML Surveying and Design LLC provided a proposal to layout the new highway for a cost of \$2,900 including surveying costs. **A motion was made by Scott Reed to accept the proposal from KML Surveying and Design, LLC, seconded by Craig Hammer, all in favor.**

Discuss how best to address the yellow lines on state highway in Jacksonville Village
Drivers are in constant violation by crossing the yellow lines in Jacksonville Village, but they have no other option with the way the lines were painted. Mr. Janovsky said a contractor did the job, not the state. There are two issues: the line towards Route 112 must be crossed to come down Route 100 and the line in the center is too close to the store/parking spaces forcing drivers to cross the line. Mr. Janovsky suggested speaking with Mark Howout at VTrans. The Selectboard asked Mr. Janovsky to pursue the matter with VTrans to try to get it corrected.

Mr. Corse would like to know what is involved in putting a crosswalk from the store to Mill Hill. Mr. Janovsky will ask when he talks to VTrans about the yellow lines.

Mr. Corse would also like to know if parking could be added between the Consolidated Communications office and Briggs.

The Selectboard was pleased with the work report that Mr. Janovsky submitted.

Transfer Station, hire backup attendant

Stanley Janovsky, Jr. recommended the town hire David Munson to fill the position of as-needed backup Transfer Station Attendant. Starting pay of \$12 per hour. After training pay can be discussed. **A motion was made by Craig Hammer to hire David Munson as back up Transfer Station Attendant starting at \$12 per hour, seconded by Scott Reed, all in favor.**

Sewer Department, set the sewer rate

The fiscal year 19/20 sewer budget calls for revenue requirements on Current User Fees of \$190,963. To determine the sewer rate that amount is divided by the 242.65 Equivalent Units (EU) assigned, the rate for fiscal year 19/20 should be \$786.98 per EU. The Selectboard is aware of one customer who will be tearing down a housing unit and requesting to be removed from the sewer tax rolls. That would make the rate $(190,683/241.65=)$ \$790.25 per EU. **A motion was made by Wayne Corse to set the fiscal year 19/20 sewer rate at \$790.25 per Equivalent Unit and have Marylee check on the variable users noting that adjustments may have to be made for the June billing, seconded by Craig Hammer, all in favor.**

Marylee should call the school, Riggs and Sawyer Bentwood to find out how many students and/or staff are at each location this year.

Broadband Innovative Grant application by Windham Regional Commission

The WRC is looking for a letter of support for a Broadband Innovation Grant application to develop a broadband feasibility study and related business plan for the Windham Region. Jenepher Burnell noted that she and Gretchen Havreluk support the letter. **A motion was made by Scott Reed to sign the support letter, seconded by Craig Hammer, all in favor.**

Laura Sibilia wrote a letter to the Public Utility Commission to support that local telephone companies must continue to serve the copper wire lines if towns start to transition to fiber. Laura Sibilia is coming to the EDG meeting tomorrow night.

Discuss creation of a Broadband Committee

Phil Edelstein noted that VTel invested millions of dollars on the cell tower and Matrix Fiber Optics will invest in the town also. He feels there should be a broadband committee. Gretchen Havreluk and Jenepher Burnell feel that it is an Economic Development Group project.

The key component that the town is responsible for is upgrading the polls if a fiber optics project comes to town. Mr. Edelstein would like Rod Bemis to be on the committee. He feels it is an important venture that needs lots of attention.

Mr. Corse suggested tabling the topic until after the EDG meeting tomorrow night and discussions with Laura Sibilia, state representative.

Property Insurance

At the last meeting Vicky Abare of VLCT was here to discuss insurance coverage of municipal buildings. She had thought the town only had a \$1,000 deductible and offered to provide us with pricing for increasing the deductible. She later realized that we already have a \$5,000 deductible. On Monday we received an email that VLCT PACIF is offering reduced rates for 2020 (5.4% decrease in workers comp., 1.7% decrease in property/casualty). **A motion was made by Wayne Corse to continue the VLCT property schedule with no changes, seconded by Craig Hammer, all in favor.**

Marylee Putnam provided a packet of information for Selectboard members to review for the next meeting about medical insurance.

Appoint Green Up Day Coordinator for 2020

Aysha Peltz has been the coordinator for years. Todd Wahlstrom has been co-coordinator with her for a few years. They both agreed to serve in the position again for 2020. **A motion was made by Wayne Corse to appoint Aysha Peltz and Todd Wahlstrom as Green Up Day Coordinators for 2020, seconded by Scott Reed, all in favor.**

Review and sign FEMA buyout documents

One important flood resiliency project listed in the Whitingham Hazard Mitigation Plan is to pursue a FEMA buyout of the Kingsley property located at 2984 VT Route 100 in Jacksonville. The house straddles the river, chocking it during high water events. After removing the structure, the next part of the project will be to widen the river to "bankfull width" and lowering the berm at the back of the property to allow flood waters to enter the floodplain. Signing these documents for the FEMA buyout is the first step. Town Attorney Robert Fisher reviewed the documents. **A motion was made by Wayne Corse to sign all the FEMA buyout documents for the Kingsley property as necessary, seconded by Scott Reed, all in favor.**

The following documents were reviewed and signed:

- Hazard Mitigation Grant Application, signed by the Selectboard
- Maintenance Agreement, signed by the Selectboard
- Summary Sheet for Assurances and Certifications, signed by Wayne Wood
- 25% Match Certification, signed by Selectboard
- FEMA Deed Restrictions, signed by Selectboard
- FEMA Statement of Assurances, signed by Selectboard
- FEMA Statement of Voluntary Participation, signed by Wayne Wood
- Historic Preservation Project Review Cover Form, reviewed only, no signature required
- Application for Federal Assistance, signed by Wayne Wood

Town treasurer with update on credit card processing

Almira Aekus has been negotiating with two companies. She asked for permission to forward the contract with the lowest fees to the town attorney for review, the board agreed.

Approval of Payables Warrant – October 24, 2019

A motion was made by Craig Hammer to approve Payables Warrant W2018 dated October 24, 2019, seconded by Scott Reed, all in favor.

Approval of Payroll Warrant – October 24, 2019

A motion was made by Craig Hammer to approve Payroll Warrant W2017 dated October 24, 2019, seconded by Wayne Corse, all in favor.

Approval of Minutes of October 9, 10 & 22, 2019

A motion was made by Scott Reed to approve the Minutes of October 9, 10 and 22, 2019 as written, seconded by Craig Hammer, all in favor.

Other business / Office Administrator – as needed

Discuss an office procedural issue

Sometimes things come up in the Selectboard Office that require action before a Selectboard meeting can be held. When Gig sends out emails requesting a response, sometimes no response comes back or only one. If no response or not a quorum of response is received the board agreed that Gig can use her common sense/best judgement to act on these issues. It was suggested that she send a text to board members to let them know an important email needs a response.

Discuss how to address preparing the budget

A job description is needed for the Listers Clerk position. The Selectboard would like the VLCT wage comparison book to get an idea of what other towns are paying their employees. The problem is that book doesn't provide job descriptions so the title might be the same, but the job duties could be vastly different. Town Departments should submit their budgets by December 1st. Ms. Aekus should then prepare a draft budget allowing the Selectboard plenty of time to review it.

A motion to adjourn was made by Wayne Corse, seconded by Scott Reed, all in favor.

Mr. Wood adjourned the meeting at 8:29pm.

Respectfully submitted,
~Gig Zboray