

 **Town of Whitingham**

 **Office of the Selectboard**

 **MINUTES OF MARCH 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, March 14, 2018 at 7:30pm in the Selectboard Office of the Municipal Center, 2948 VT Route 100, Jacksonville, VT.

Selectboard members present: Allan Twitchell, Karl Twitchell, and Robin Kingsley. Keith Bronson attended via Skype.

Others present: Gig Zboray, Selectboard Office Administrator; Almira Aekus, Town Clerk; Stanley Janovsky, Road Commissioner;

Almira Aekus swore in Allan Twitchell and Robin Kingsley.

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

Keith Bronson called the meeting to order at 7:36pm. There were no additions or changes to the agenda.

**Hearing of visitors** none

**Annual Reorganization**:

**A motion was made by Karl Twitchell for the Selectboard to re-organize in the following manner seconded by Robin Kingsley, all in favor** (the *italics* positions were appointed in a prior year)**:**

**SELECTBOARD CHAIR**

Keith Bronson 2019

**SELECTBOARD VICE CHAIR**

 Greg Brown 2019

**FIRE WARDEN**

Allan L. Twitchell 2019

**TREE WARDEN**

Adam Buursma 2019

**TOWN HILL COMMITTEE**

 Keith Bronson, Steven P. Betit, Seth Boyd

 Alan K. Hadley and Aysha Peltz 2019

**MEMORIAL DAY COMMITTEE**

 Dana Dix 2019

***EMERGENCY MANAGEMENT DIRECTOR***

*Wayne Wood (appointed 02/14/18) 2020*

**E-911 COORDINATOR**

Marylee Putnam 2019

**WINDHAM REGIONAL COMMISSION REPRESENTATIVES**

Jenepher Burnell and Kristine Sweeter 2019

***HEALTH OFFICER*** *(State appointed)*

*Gig Zboray Term expires 10/31 2019*

***DEPUTY HEALTH OFFICER*** *(State appointed)*

*Jenepher Burnell Term expires 10/31 2019*

**DOG WARDEN / ANIMAL CONTROL OFFICER**

Daniel Hollister 2019

**ZONING AND FLOOD PLAIN ADMINISTRATOR**

Gig Zboray 2021

**LEGAL COUNSEL**

 Fisher & Fisher Law Offices 2019

**LEGAL NEWSPAPER**

Deerfield Valley News 2019

 Brattleboro Reformer (alternate)

**PLANNING COMMISSION**

 *Bradford Lackey 2020*

 Peter Barus 2021

*Phil Edelstein 2020*

*Kristen Breeden 2019*

*Linda Donaghue 2019*

**ZONING BOARD OF ADJUSTMENT**

 Scott Reed 2021

 Lyman Tefft 2021

 *Troy Felisko 2020*

 *Craig Aekus 2020*

 *Dana Dix 2019*

 *Marshall Dix 2019*

 *David Dumaine 2019*

**WINDHAM SOLID WASTE MANAGEMENT DISTRICT**

Gig Zboray Membership will terminate 06/30 2018

**HOUSING REHABILITATION COMMITTEE**

 Linda A. Donaghue and Donald McKinley 2019

**SEWER COMMISSION**

Marshall Dix, David Dumaine and Lyman Tefft 2019

**ECONOMIC DEVELOPMENT GROUP**

Gretchen Havreluk 2019

Jenepher Burnell 2019

Phil Edelstein 2019

Kyle Frey 2019

**LIBRARY TRUSTEE**

Helen Krzeminski 2019

 (to fill the term vacated by Lucas Earle)

**FIRE CHIEF**

 Stanley Janovsky, Jr. 2019

**FIRST ASSISTANT CHIEF**

 Michael Stevens 2019

**CAPTAINS**

 Dennis Pike, 1st and David Briggs, 2nd 2019

**LIEUTENANTS**

 Sheldon Dix, 1st and Marshall Dix, 2nd 2019

**CHAPLAIN**

 Seth Boyd 2019

**TRAINING OFFICER**

 Jeff Silverman 2019

Robin Kingsley will ask Craig Hammer if he would like to serve on the Memorial Day Committee.

**RULES OF PROCEDURE:**

**A motion was made by Karl Twitchell, to adopt the Guide for Rules of Procedure as a guideline for meeting procedure, seconded by Robin Kingsley, all in favor.** (See attached.)

**Education Funding Litigation, if any**

Greg Brown had mentioned that he is very concerned about the legislature’s proposed education funding method. He already asked Gig to reach out to our local representatives and he sent a message directly. Greg wanted to know if the Board would consider sending a joint letter. He mentioned that the letter should include the figures that Karl Twitchell had researched regarding the population that actually pays full house value on their property taxes (receive no income sensitivity). Keith Bronson noted that school spending is too high. Karl says the problem is the exemption (income sensitivity). Rather than write a letter from the board Karl would prefer a meeting with John Gannon and Laura Sibilia to get a full explanation of the proposed education funding changes. Keith returns in mid-May and Gig will try to schedule a meeting after he returns.

No Selectboard members responded to an email request to be interviewed by Vox for a podcast to be produced about our lawsuit with the state. Gig spoke with Byrd Pinkerton, Producer, and explained that the town hired attorneys and would prefer these attorneys to speak about the case.

**Transfer Station/WSWMD**

The WSWMD Finance Committee agenda for March 15th mentions Winhall’s exit fee. (WSWMD didn’t make Winhall sign a termination agreement.) Gig is very curious why that has not been paid yet and is planning to attend that meeting as well as the full board of supervisors meeting on the 15th.

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

**A motion was made by Karl Twitchell to approve Payables Warrant W1838 dated March 15, 2018, seconded by Robin Kingsley, all in favor.**

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

**A motion was made by Robin Kingsley to approve Payroll Warrant W1837 dated March 15, 2018, seconded by Allan Twitchell, all in favor.**

**Approval of Minutes of February 28, 2018**

**A motion was made by Robin Kingsley to approve the Minutes of February 28, 2018 as written, seconded by Karl Twitchell, all in favor.**

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

Grant Award We received an “award notification” for the Sadawga Lake Plant Survey grant application. We applied for a $3,000 grant with “in-kind” of an additional $2,170. The grant award is only $1,463 and requires a match of $487.67 but the plant survey is to cost $3,000. No money has been budgeted, the Selectboard is not interested in finding money. Sadawga Lake is owned by the state.

Purchasing Policy In order to accept grants from now on the town must have a purchasing policy. Gig provided a draft policy as recommended by VLCT. The Board reviewed the policy, filled in some dollar amounts and will be prepared to adopt this policy on March 28th.

Conflict of Interest Policy The auditors recommend a conflict of interest policy. Gig has provided a draft as recommended by VLCT. The Board will read it and be ready for adoption of this policy on March 28th.

At the next meeting the board will also be adopting the new Waste Ordinance.

**Adjourn**

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

Keith Bronson adjourned the meeting at 8:42pm.

Respectfully submitted,

~Gig Zboray

**GUIDE FOR RULES OF PROCEDURE**

**FOR THE WHITINGHAM SELECTBOARD**

**A. PURPOSE**.

 The Selectboard of the Town of Whitinghamis required by law to conduct its meetings in accordance with the Vermont Open Meeting Law. 1 V.S.A. §§ 310-314. Meetings of the Selectboard of the Town of Whitinghammust be open to the public at all times, except as provided in 1 V.S.A. § 313.

**B. APPLICATION**.

 This policy setting forth rules of procedure shall apply to the Selectboard of the Town of Whitingham which is referred to below as “the body.” These rules shall apply to all regular, special, and emergency meetings of the body.

**C. ORGANIZATION**.

 1. The body shall annually elect a chair and a vice-chair. The chair of the body or, in the chair’s absence, the vice-chair shall preside over all meetings. If both the chair and the vice-chair are absent, a member selected by the body shall act as chair for that meeting.

 2. The chair shall preserve order in the meeting and shall regulate its proceedings by applying these rules and making determinations about all questions of order or procedure.

 3. A majority of the members of the body shall constitute a quorum. If a quorum of the members of the body is not present at a meeting, no meeting shall take place.

 4. No single member of the body shall have authority to represent or act on behalf of the body unless, by majority vote, the body has delegated such authority for a specific matter at a duly-noticed meeting and such delegation is recorded in the meeting minutes.

 5. Motions made by members of the body do require a second. The chair of the body may make motions and may vote on all questions before the body. A motion will only pass if it receives the votes of a majority of the total membership of the body.

 6. There is no limit to the number of times a member of the body may speak to a question. A member may speak or make a motion without being recognized by the chair. Motions to close or limit debate will be entertained.

 7. Any member of the body may request a roll call vote.

 8. Meetings may be recessed to a time and place certain.

 9. These rules may be amended by majority vote of the body, and must be readopted annually.

**D. AGENDAS**.

 1. Each regular and special meeting of the body shall have an agenda with each item of business to be considered by the body. Those who wish to be added to the meeting agenda shall contact the Selectboard Office to request inclusion on the agenda. The chair shall determine the final content of the agenda.

 2. At least 48 hours prior to a regular meeting, and at least 24 hours prior to a special meeting, a meeting agenda shall be posted in the Town Clerk’s office and at the following designated public places in the municipality: Jacksonville Post Office and municipal center hallway. At least 48 hours prior to a regular meeting, and at least 24 hours prior to a special meeting, a meeting agenda shall be posted on the Town of Whitingham website ([www.whitinghamvt.org](http://www.whitinghamvt.org) or any domain address it may change to).The agenda must also be made available to any person who requests such agenda prior to the meeting.

 3. All business shall be conducted in the same order as it appears on the noticed agenda, except that any addition to, change of order or deletion from the noticed agenda must be made as the first act of business at the meeting. No additions to or deletions from the agenda shall be considered once the first act of business at the meeting has commenced. Any other adjustment to the noticed agenda, for example, postponing or tabling actions, may be made by majority vote of the body.

**E. MEETINGS**.

 1. Regular meetings shall take place every-other Wednesday at 7:30pm at the Whitingham Selectboard Office, 2948 VT Route 100, Jacksonville, VT.

 2. Special meetings shall be publicly announced at least 24 hours in advance by giving notice to all members of the body unless previously waived; to the editor of the Deerfield Valley News; and to any person who has requested notice of such meetings. In addition, notices shall be posted in the municipal clerk’s office and at the following designated places in the municipality: Jacksonville Post Office and municipal center hallway.

 3. Emergency meetings may be held without public announcement, without posting of notices, and without 24-hour notice to members, provided some public notice thereof is given as soon as possible before any such meeting. Emergency meetings may be held only when necessary to respond to an unforeseen occurrence or condition requiring immediate attention by the public body.

 4. A member of the body may attend a regular, special, or emergency meeting by electronic or other means without being physically present at a designated meeting location, so long as the member identifies him or herself when the meeting is convened, and is able to hear and be heard throughout the meeting. If a quorum or more of the body attend a meeting without being physically present at a designated meeting location, the following requirements shall be met:

 a. At least 24 hours prior to the meeting, or as soon as practicable prior to an emergency meeting, the body shall publicly announce the meeting and post notice of the meeting in or near the municipal clerk’s office and the Jacksonville Post Office and municipal center hallway.

 b. The public announcement and posted notice of the meeting shall designate at least one physical location where a member of the public can attend and participate in the meeting. At least one member of the body, or at least one staff or designee of the body, shall be physically present at each designated meeting location.

**F. PUBLIC PARTICIPATION**.

 1. All meetings of the body are meetings in the public, not of the public. Members of the public shall be afforded reasonable opportunity to express opinions about matters considered by the body, so long as order is maintained according to these rules.

 2. At the conclusion of each agenda item, but before any action is taken by the public body at each meeting, there may be a few minutes afforded for open public comment. By majority vote, the body may increase the time for open public comment and its place on the agenda.

 3. Comment by the public or members of the body must be addressed to the chair or to the body as a whole, and not to any individual member of the body or public.

 4. Members of the public must be acknowledged by the chair before speaking.

 5. If a member of the public has already spoken on a topic, he or she may not be recognized again until others have first been given the opportunity to comment.

 6. Order and decorum shall be observed by all persons present at the meeting. Neither members of the body, nor the members of the public, shall delay or interrupt the proceedings or the peace of the meeting or interrupt or disturb any member while speaking. Members of the body and members of the public are prohibited from making personal, impertinent, threatening, or profane remarks.

 7. Members of the body and members of the public shall obey the orders of the chair or other presiding member. The chair should adhere to the following process to restore order and decorum of a meeting, but may bypass any or all steps when he or she determines in his or her sole discretion that deviation from the process is warranted:

 a. Call the meeting to order and remind the members of the applicable rules of procedure.

 b. Declare a recess or table the issue.

 c. Adjourn the meeting until a time and date certain.

 d. Order the removal of the disorderly person(s) from the meeting.

**ADOPTED**: AS A GUIDELINE BY THE WHITINGHAM SELECTBOARD

 on March 14, 2018