



**Town of Whitingham  
Office of the Selectboard**

**MINUTES OF MAY 9, 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, May 9, 2018 at 7:30PM in the Selectboard Office of the Municipal Center, 2948 VT Route 100, Jacksonville, VT.

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

Others present: Gig Zboray, Selectboard Office Administrator; Jennifer Herzig, Transfer Station Attendant/Sewer Plant Assistant; Linda Donaghue, Deerfield Valley News.

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

Greg Brown called the meeting to order at 7:30PM. There was one addition to the agenda (sewer plant job descriptions).

**Hearing of visitors** none

**Public comment on the Whitingham Solid Waste Implementation Plan (SWIP)**

None

**Education Funding Litigation, if any**

VLCT will provide us with a list of contact information for other towns if we want to write a letter requesting they contact their state representatives about education funding. The attorneys will meet with us on May 23<sup>rd</sup> to discuss the states response.

**Sewer Department**

- a. **Assistant's Hours:** Set as 10 hours per week, which seems to be working well so far. A training course for beginners covering sampling and daily labs is available in Brattleboro on two Thursdays in June from 9am-3pm. Gig left a note for Stan asking if his crew can provide coverage at the Transfer Station. Dave and Jen will attend the training.
- b. **Emergency Pollution Permit – A motion was made by Karl Twitchell for Greg Brown to sign the EPP, seconded by Robin Kingsley, all in favor.**
- c. **Review and sign Whitingham Plant Discharge Permit Renewal – A motion was made by Karl Twitchell for Greg Brown to sign the renewal application, seconded by Allan Twitchell, all in favor.**
- d. **Meter reading discrepancies** - An inventory of the meters should be prepared including information if the actual meter is broken or if the reading mechanism is broken by performing a site test. Double check a residence on Gates Pond Road to make sure he is still not using the sewer. Karl Twitchell suggested a

deadline of when the meter inventory must be completed, it should begin immediately and be done by July 18<sup>th</sup>. Jen and Dave should work on the inventory together.

- e. **Maintenance logs for each plant** - Greg Brown would like a Maintenance Log for each plant created and maintained to contain such information as visual condition of equipment (list the various equipment – pump 1, pump 2, motor 1, motor 2, etc), lubrication – what and how much, condition of ultraviolet units, etc. The Selectboard is willing to help with preparing the inventory, if necessary.

A detailed report of the condition of each manhole should be prepared and updated annually. Karl suggested running a camera through the sewer lines at so many feet per year (to be determined). He mentioned Brian Tyler does such work or perhaps Dover or Wilmington has a camera we can borrow.

Dave is going to Bennington tomorrow to look at their RBC units. This board feels strongly that if the units are the same as ours that we should seriously consider rehabilitating one to be able to switch out our old unit for their rehabilitated one, resulting in less down time and trucking expense.

- f. **Job Descriptions** Dave looked these over today and made some good suggestions. Job Descriptions should be finalized and approved at next meeting.
- g. **Executive Session to discuss employee work assignments – Greg Brown made a motion to enter into Executive Session to include Gig Zboray and Jennifer Herzig to discuss employee work assignments under the provisions of Title 1, Section 312(g) of the Vermont Statutes, seconded by Robin Kingsley, all in favor.**

With no decisions made executive session was exited at 8:18pm

Greg Brown noted that the cost of trucking during the media repair was transferred out of the trucking budget line and into Capital Improvements, so the sewer is not running at a deficit at this time.

#### **Animal Control Officer – outstanding fines**

Gig spoke to Attorney Fisher, he thinks it would take only a half hour or so to send out letters regarding the outstanding Animal Control fines that were not collected through the Judicial Bureau. If no response from the letter, then the town can pursue payment through small claims court. If they own property in town a lien can be filed in the land records, if we know where they work their wages can be attached. Mr. Fisher would need names, addresses and a copy of the Judicial Bureau judgement for each one. **A motion was made by Karl Twitchell to engage to town attorney to send a letter to each delinquent fine holder, seconded by Robin Kingsley, all in favor.**

#### **Transfer Station/WSWMD, if any** none

#### **Approval of Payables Warrant – May 10, 2018**

**A motion was made by Karl Twitchell to approve Payables Warrant W1846 dated May 10, 2018, seconded by Allan Twitchell, four in favor, one abstained.**

**Approval of Payroll Warrant – May 10, 2018**

**A motion was made by Robin Kingsley to approve Payroll Warrant W1845 dated May 10, 2018, seconded by Greg Brown, all in favor.**

**Approval of Minutes of April 25, 2018**

**A motion was made by Allan Twitchell to approve the Minutes of April 25, 2018 as written, seconded by Karl Twitchell, all in favor.**

**Other business / Office Administrator – as needed** The Sadawga Lake grant application was submitted to the Grass Roots Organization. The Association is the applicant and the Town is the fiscal agent. We received a draft grant agreement from the State that Gig has reviewed and asked several questions about. **A motion was made by Greg Brown to authorize Gig Zboray to sign the Vermont Aquatic Nuisance Control Grants in Aid-2018 documents, seconded by Allan Twitchell, all in favor.**

Mutual Aid is installing a new antenna at Town Hill, this was approved at an emergency meeting on March 18, 2018.

**Tee Shirts with logos** Gig was given permission to buy t-shirts with logos on them soon after the town logo was adopted. The office girls would like polo shirts- 6 polos at a cost of \$172.70. For the highway, sewer and transfer station we will order 18 tees (2 for each employee) at a cost of \$335.66. For the Selectboard and Lister men black fleece jackets, 7 for \$259.58. Total of \$767.94 plus shipping. There is money in the general fund to cover this cost.

Karl Twitchell questioned if the board would like to support a measure offered by Representative Mitzi Johnson to use the excess funds in the state budget to payback what was “stolen” from retirement funds. Gig will reach out to Laura Sibilgia to find out what she knows about it.

**Adjourn**

**A motion to adjourn was made by Greg Brown, seconded by Allan Twitchell, all in favor.**

Greg Brown adjourned the meeting at 8:35pm.

Respectfully submitted,  
~Gig Zboray