

 **Town of Whitingham**

 **Office of the Selectboard**

 **MINUTES OF SEPTEMBER 12, 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, September 12, 2018 at 7:30PM in the Selectboard Office of the Municipal Center, 2948 VT Route 100, Jacksonville, VT.

Selectboard members present: Keith Bronson, Chair; members Allan Twitchell, Karl Twitchell, and Robin Kingsley.

Others present: Gig Zboray, Selectboard Office Administrator; James Dassati on behalf of the Historical & Recreational Park of the Deerfield Valley; Almira Aekus, Town Clerk; Jenepher Burnell, Lister.

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

Keith Bronson called the meeting to order at 7:32PM. Jim Dassati had not arrived by the beginning of the meeting so the Listers came first.

**Hearing of visitors** none

**Listers Office**

Jen Burnell & Almira Aekus came to the table. Work in the Listers Office is piling up. Jen is finding it very difficult to find time to come and work here and to meet up with the new Lister (Wayne Wood) to train him. She recommends the following options: 1. Jen resigns; 2. Jen stays on as Lister and we post a part-time Listers Clerk position (to make sure all deadlines are made, what needs to be sent to the state is sent, the downloads are made once per week). Advertisement should suggest NEMRC (New England Municipal Resource Center) experience as well as computer aptitude. Jen says it takes approximately 3 years to really get a grasp of being a Lister. Robin asked how many hours per week the new Clerk should be in the office? Jen suggest 15 hours per week either 2 full days or broken up. There might not always be 15 hours of work all year long, but classes will take time. Option 3 – bring it to the town to vote out the Listers and hire an assessor, it will cost a lot of money. Jen can check into how much it would cost. Jen is willing to stay on and be a third vote, she could not attend grievances or a hearing this year but the other two Listers handled those well. Three Listers are required, no one is pounding down the door to take any positions in town. Karl Twitchell suggests getting a price from NEMRC as a first step. Jen will request a proposal from NEMRC.

**Historical & Recreational Park of the Deerfield Valley**

Jim Dassati noted that a new group called Historical & Recreational Park of the Deerfield Valley has created a publication called Celebration Time. They’ve come across sizeable Federal and State grants to do the publications and to put up historic markers. They would like to create a driving trail with a few sites in each town from Readsboro to Dover. Grant funds must be matched. They are thinking of asking the towns for money. The Selectboard noted that in Whitingham they would have to have a petition, someone from the organization should be at Town Meeting to answer any questions.

**VOSHA Inspection Results**

We had a surprise VOSHA Inspection on Friday, August 31st. Only Keith Bronson was available to go through the municipal buildings with the inspector, the inspection lasted 5 hours. The town will be receiving notice of violation and fines for two items: at the Whitingham Sewer Plant – the safety guard was not on the RBC chain drive and in the Highway Garage the safety guard was not on the bench grinder. There was a list of minor infractions that we were not fined for. Gig notified each department of what infractions needed to be corrected. The VOSHA inspection indicated that 6 written programs/safety plans need to be implemented. Gig has prepared drafts of many of these plans and gave them to Stanley Janovsky for review and edits. Gig also notified JC Electric of electrical issues that need to be addressed.

**Review and approve driveway access permit**

**A motion was made by Karl Twitchell to approve and sign the driveway access permit for Douglas Breakstone on Saddada Road, seconded by Robin Kingsley, all in favor.**

**Sewer Department**

We received the Engineering Agreement from Weston & Sampson, they would like us to review it and sign it by the end of the month, so it will be on the agenda for September 26th. Keith and Gig will take a crack at reading and understanding the agreement, if any questions come up we can send the agreement to Bob Fisher.

A draft of the new sewer rate structure was reviewed and approved. Official adoption will take place at the September 26, 2018 meeting after appropriate documents have been prepared by Mark Johnson of RCAP Solutions.

**Transfer Station**

Jennifer Herzig completed battery collection safety training. We received our updated Transfer Station Certification today, so we can officially collect batteries and mercury bulbs.

We also finally received a contract for a Household Hazardous Waste Event on October 6th. By Gig’s calculations the maximum amount that this will be is $9,582.23 but she could not get a return phone call to confirm today. Gig removed from the contract that a police officer will be on site during the event. **A motion was made by Robin Kingsley for Keith Bronson to sign the HHW Collection Agreement with the maximum not to exceed $10,000.00, seconded by Allan Twitchell, all in favor.**

**Education Funding Litigation**

Keith Bronson attended the State’s motion for Judgement on the town’s Education Funding case against the State of Vermont on September 5th. The attorneys will attend the next Selectboard meeting on September 26th.

**Approval of Payables Warrant – September 12, 2018**

**A motion was made by Robin Kingsley to approve Payables Warrant W1912 dated September 13, 2018, seconded by Allan Twitchell, all in favor.**

**Approval of Payroll Warrant – September 12, 2018**

**A motion was made by Robin Kingsley to approve Payroll Warrant W1911 dated September 13, 2018, seconded by Allan Twitchell, all in favor.**

**Approval of Minutes of August 30, 2018**

**A motion was made by Robin Kingsley to approve the Minutes of August 30, 2018 as written, seconded by Karl Twitchell, all in favor.**

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

Almira Aekus noted that she needs help from an assistant Town Clerk, Marylee has been working about 5 hours per week as the assistant. Tammie Woods will be the new assistant clerk for about 10 hours per week. Almira will be out of the office Thursday and Friday next week for a training upstate. The Clerk’s office will be closed one of those days.

**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