**Minutes of special meeting of the Whitingham Selectboard**

**November 24, 2015**

These Minutes shall be accepted into the public record (with any corrections noted)

at the next meeting of the Whitingham Selectboard.

The Whitingham Selectboard held a special meeting on Tuesday, November 24, 2015 at 7:30pm in the Selectboard Office of the Municipal Center, 2948 VT Route 100, Jacksonville, VT.

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

Others present: Gig Zboray, Selectboard Administrative Assistant; Town Clerk/Treasurer, Almira Aekus; Listers: Jenepher Burnell, Howard Dix

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

Chair, Keith Bronson called the meeting to order at 7:32pm. Additions to the Agenda: There were a number of changes to the posted agenda. #9 Brook Field Contract moved to #5, add “Approval of EDG Payables Warrant” at #6 (thereby moving the other items up one number), add 11b Monuments, add 11c Hurd Lane access permit, add 11d WSWMD assessment, add 11e Thank you not to Kristine Sweeter, add 11f, VT Department of Environment Conservation annual update.

1. **Hearing of Visitors**

There were no visitors that were not on the Agenda.

1. **Listers – Errors and Omissions Report**

Errors and Omissions Report, which is filed in the Grand List, was presented by the Listers.

**Karl Twitchell made a motion to approve the Errors and Omissions Report from the Listers, seconded by Robin Kingsley, all in favor with Keith Bronson casting his vote.**

The Listers asked for more help in the office. Discussion of whether a five member Board of Listers was a viable option. Jen Burnell explained that the Town Warning must include this proposed change, after approval from the voters a special election must be warned to vote for new Listers.

Jen Burnell explained that a lot of time has been spent training Howard Dix and Kristine Sweeter, not leaving much time for getting the work done.

Reading Listers / NEMRC Ed Clodfelter – gave a path for working on updating the record cards (a statistical update). This will start with a Data Quality Study by picking a number of properties and doing an inside inspection to see if the information is correct on the listers card. If the data is good then a statistical analysis can be done. Listers would like to do an update on the Land Schedule and the Cost Schedule. Jen would like the Property Record cards updated in 2016. She thinks hiring someone for office assistance to get the records updated is probably a better, quicker option than voting in more Listers. Jen will be contacting Ed Clodfelter to find the next step forward. She feels using him along with the extra office help is the best option.

Jenepher Burnell and Howard Dix exit.

1. **Treasurer – Financial Reports and other miscellaneous**

Credit card application which was approved at the November 11, 2015 meeting was presented for Keith Bronson to sign. Almira Aekus is not delivering figures yet because the month of November is not complete. Almira presented the Comparative Budget Report to begin discussing/thinking about next years budget. Almira discussed possibility of installing a new phone system for the entire building, she will research the cost of it. Almira brought up the topic of the Christmas cash list, asking if the Selectboard wants to continue this gift of $30. Robin Kingsley suggested that EDG members be removed from the list; Karl Twitchell suggested making the list for hired personnel only (as opposed to elected). The list was paired down to 13 employees at $30 each for a total of $390. The check to cover this will be on the next Payables Warrant. Almira would like to spend $150 on Christmas lights to come out of municipal maintenance budget, the board agreed.

Almira Aekus exited.

1. **School Generator / Brook Field Service Contract**

Karl Twitchell (possibly with Allan Twitchell) would like to attend a school board meeting to discuss the problem with the generator/condensation in the fuel. Gig will call and ask that he be included on a School Board Agenda. Allan Twitchell had found a water separator which is a good fix to the problem versus digging up the underground tank. Discussion of if it is worth signing and paying for the annual contract until this problem is corrected. **A motion was made by Robin Kingsley to not sign the Brook Field Service annual contract and void check # 20928 from payables warrant and only pay the invoice due, seconded by Karl Twitchell, all in favor with Keith Bronson casting his vote.**

1. **Approval of EDG Payables Warrant**

**A motion was made by Robin Kingsley to pay EDG Payables Warrant dated November 25, 2015, seconded by Karl Twitchell, all in favor with Keith Bronson casting his vote.**

1. **Approval of Payables Warrant**

**A motion was made by Karl Twitchell to pay W-1622 Payables Warrant dated November 25, 2015, with the exception of pulling check # 20928 in the amount of $939 seconded by Robin Kingsley,** **all in favor with Keith Bronson casting his vote.**

1. **Approval of Payroll Warrant**

**A motion was made by Robin Kingsley to pay W-1621 Payroll Warrant dated November 25, 2015, seconded by Karl Twitchell, all in favor, with Keith Bronson casting his vote.**

1. **Approval of Minutes of November 11, 2015**

**A motion was made by Karl Twitchell to approve the Minutes of November 11, 2015, as printed with correction at bottom of page 1 seconded by Robin Kingsley, all in favor with Keith Bronson casting his vote**.

1. **VLCT Pacif Insurance – building values**

**A motion was made by Karl Twitchell to reduce the value of the Green Mountain Hall to $150,000 Functional Replacement Cost and the Old School House to $50,000 Functional Replace Cost, seconded by Robin Kingsley, all in favor with Keith Bronson casting his vote.** This will reflect a savings of approximately $1,500.

Discussion followed about the values of other buildings and coverage options. Gig mentioned that Vicky Abare of VLCT offered to come to a Selectboard meeting to discuss the options with the board. **A motion was then made by Robin Kingsley, seconded by Karl Twitchell to strike the motion above and wait for Vicky Abare to meet with the Selectboard to go over the insurance questions, all in favor with Keith Bronson casting his vote.**

1. **Miscellaneous/Other Business**
2. **Improvements to SB office**

Selectboard approved painting of the rear hallway floor and building a wall to quiet the furnace noise.

1. **Monuments**

Troy Felisko has not responded to Gig regarding meeting with the Selectboard to discuss the repairs needed on the Veterans Memorial at Town Hill. Karl Twitchell will talk to Troy.

Joseph Mender of The Church of Jesus Christ of Latter-Day Saints volunteered to clean the Brigham Young Monument on Town Hill and maintain it in the future. Gig to confirm identity and affiliation of Joseph Mender with the main church office in Utah. The Selectboard does not have an issue with concerned citizens cleaning and/or maintaining the monument.

1. **Hurd Lane access permit**

Tabled, land owners in discussion.

1. **WSWMD assessment**

The assessment amount will be used in our budgeting.

1. **Thank you note to Kristine Sweeter**

Keith Bronson signed a thank you note.

1. **F. VT Department of Environmental Conservation annual update**

Keith Bronson and Karl Twitchell believe this document should be reviewed and signed by the Sewer Commission.

**OTHER/Mail**

SCHOOL REPORTS – we received a request from the WSSU to include School Annual Reports & Warning in our Town Report, the board questions if that means that the budget will be voted on at Town Meeting? Selectboard wants the school/WSSU to come to a Selectboard meeting to discuss their budget. Gig will try to schedule them on the Agenda. Gig also to confirm that the School Board and the WSSU knows for certain that the Selectboard plans to decrease the school use payment by $55,000. A decision about inclusion of School Reports in Town Report will be made after meeting with WSSU.

At December 9, 2015 regular meeting we will begin budget work. There will be a Budget Only meeting on December 16th. The school/WSSU and/or Vicky Abare can attend either meeting if they are available.

Discussion of Sheriff’s office and using them for Old Home Week. Add to budget for 16/17 Law Enforcement.

**11. Adjourn**

**A motion was made by Robin Kingsley to adjourn at 10:20 pm, seconded by Karl Twitchell, all in favor.**

**Keith Bronson adjourned the meeting.**

Respectfully submitted,

~Gig Zboray