**Minutes of regular meeting of the Whitingham Selectboard**

**November 11, 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 regular meeting on Wednesday, November 11, 2015 at 7:30pm in the Selectboard Office of the Municipal Center, 2948 VT Route 100, Jacksonville, VT.

Selectboard members present: Chair, Keith Bronson; Vice Chair, Allan Twitchell; Member, Karl Twitchell; Member, Robin Kingsley; Member, Greg Brown.

Others present: Gig Zboray, Selectboard Administrative Assistant; Town Clerk/Treasurer, Almira Aekus; Economic Development Group members: Todd Wahlstrom, Jen Burnell, Phil Edelstein. Resident: Johanna Robohm. Deerfield Valley News reporter Cara Cheyette

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

Chair, Keith Bronson called the meeting to order at 7:31pm. Additions to the Agenda: Greg Brown would like to add 9h “Discuss School Consolidation Tax Credits”, Karl Twitchell would like to add 9i “Discuss uniforms”. 10 Board will need to go into Executive Session to discuss TransCanada. 11 Adjourn

1. **Status of EDG now and in the future with EDG members**

Todd Wahlstrom mentioned that Bonnie Jo Radasch was very active in EDG as the liason to the Selectboard. Keith responded that the Board would like to see EDG “take the bull by the horns and create your own entity”. EDG recently elected officers. EDG must make up their own budget for appropriation at Town Meeting. EDG would like the Farmers Market to move forward as their own entity and not fall so heavily on EDG. Jen Burnell asked if EDG needs assistance with grants or dealing with WRC, etc. if there would be help from the Selectboard. Karl Twitchell stated that it would be on a case by case basis. Almira Aekus stated that grants would probably need to be administered by the Town. Phil Edelsten commented that Farmers Market was basically 100% of what EDG did; he wants it to be on it’s own so EDG has more time to look for grants and work on other projects.

EDG members exit.

1. **Approval of Payables Warrant**

**A motion was made by Karl Twitchell, to pay W-1620 Payables Warrant dated November 12, 2015, seconded by Allan Twitchell .** Discussion: Education tax of $169,000 is the state tax for 6 months. $3.5 million sent to the school. Keith questioned if we are giving more than we are getting back. Almira will ask WSSU to give us a break down of the school taxes. Greg Brown asked if the school responded to the reduction of the school user fee of $55,000, Almira says “no”. Many tax rebates are included in this warrant. **All in favor.**

1. **Approval of Payroll Warrant**

**A motion was made by Robin Kingsley, to pay W-1619 Payroll Warrant dated November 12, 2015, seconded by Greg Brown, no discussion, all in favor.**

1. **Approval of Minutes of October 14, 2015 as corrected**

**A motion was made by Allan Twitchell to approve the Minutes of October 14, 2015, as corrected at the October 28, 2015 meeting, seconded by Greg Brown, all in favor**.

1. **Approval of Minutes of October 28, 2015**

**A motion was made by Allan Twitchell to approve the Minutes of October 28, 2015, seconded by Greg Brown, all in favor.**

1. **VLCT Pacif Insurance**

Building values: Green Mountain Hall currently insured for $449,944 (building contents insurance for $262,500 as established by the Historical Society). Greg Brown questioned value – no basement, no septic, no water. Town appraisal of dwelling is $137,300. Board questioned if that building would be replaced if it was destroyed, that question would have to go before the voters at a Town Meeting.

Town garage is only insured for $441,142, board feels this is very low. Greg suggested taking away some value from Green Mountain Hall and adding it to the garage value thinking it should not increase the premiums. To rebuild the garage is estimated to be about $1.2 million.

Whitingham fire house is insured at $238,000 – Almira asked if that building is similar in size and wouldn’t that be more of an accurate value for Green Mountain Hall. There is very little electrical, no heat. In talking with Stanley last meeting it was determined that the Fire House and Town Garage numbers might be a little low.

Robin Kingsley questioned about the old school house building, would that be rebuilt? Should that be insured only enough to clean up the debris. School House $50,000 clean up coverage. Board feels this building would not be replaced at all because the point of that building was that it was the actually school, so how do you replace it.

Keith suggests putting a value on the buildings.

Municipal Center $1.255 million up to 1.7 million guaranteed replacement value.

Sewer Dept plant is Jacksonville in not Guaranteed Replacement Value, but is for Whitingham. Route 112 Sewer UIS sheet is valued at $336,000. Greg says to increase 10% to 15% on building and contents for replacement value.

Jacksonville Fire Department is at $459,000 in actual cash value should be guaranteed replacement value.

Compactor is $30,000 for a replacement value

After much discussion about replacement values and actual values it was decided to have Gig get quotes on all the buildings using Actual Cash Value and Guaranteed Replacement Value. The quote should show a reduction in the value of Green Mountain Hall to $150,000 and the Old School House to $50,000 Functional Replacement Cost. There was talk of increasing the values of all buildings by 10 or 15%. Gig will create a spreadsheet and ask for quotes on all options.

1. **Employee Health Plan Renew**

There is an increase to premiums, if we leave as is, with no changes, and an employee maxed out their plan they may be on the hook for $1,200. At that point the Town would have already shelled out $11,000. Right now the employee is not on the hook for anything. Options: increase the percentage of employee contribution. Almira Aekus says she doesn’t think anyone has ever hit their deductible. Therefore Greg Brown feels the Town should not increase their cost factor any more than it is. **Motion by Greg Brown, seconded by Karl Twitchell to continue with same health plan for 2016 that is currently in place for 2015, all in favor.**

1. **Miscellaneous/Other Business**
2. **Select coordinator for Green Up Day and discuss funding**

**Greg nominated Todd Wahlstrom and Aysha Peltz as coordinators for 2016 Green Up Day, seconded by Allan Twitchell, all in favor.** Gig to confirm with Todd that he will accept the position.

**A motion was made by Allan Twitchell to budget $100 for state and $100 for local Green Up** (if that amount is enough, Gig to check with Todd)**, seconded by Greg Brown, all in favor**.

1. **Brookfield Service Contract decision**

The town is on the hook for a contract for maintenance of the generator that the school is not doing proper maintenance on. Greg suggested getting a double wall above ground tank if the underground tank is in bad shape. There are many small cures available but we have a big issue. **Greg Brown made a motion that we sign the contract for one year only and write a letter to the school board about their fuel issues and the need to correct the problem, seconded by Karl Twitchell, 4 in favor, Robin Kingley abstained.** Gig should call to find out if they can put a 250 gallon double wall above ground tank in and how long would that last? Gig to make a note on the contract that we would like to know if there is any water in the fuel system and if so we would like it documented on the service notes. Gig to draft a letter to the school.

1. **Location of Town Meeting**

The Town Meeting will be at the school. Gig will call the school and request that the custodian set it up.

1. **Selectboard meeting schedule through the end of the year**

Special meeting Tuesday, November 24th at 7:30pm (Allan Twitchell will be away for the week). Regular meeting Wednesday, December 9th, at 7:30pm. Special meeting Tuesday, December 22nd at 7:30. Budget work will start on December 9th, if we need another meeting before the 22nd we will schedule it then. Office will be closed on Friday, December 18th – Gig will use Veterans Day holiday on the 18th. Office will also be closed on Monday, December 21; Friday, December 25, 2015 and Friday, January 1, 2016.

1. **Approval of issuing a credit card to Administrative Assistant**

Almira Aekus suggested that the amount be $1,000. **Allan Twitchell made a motion to authorize $1,000 credit card to Administrative Assistant to the Selectboard, seconded by Greg Brown, all in favor.**

1. **VLCT Municipal Policy approval letter**

Board all agreed with the letter written and every board member signed the letter.

1. **Against Carbon Tax Letter**

Each board member read the letter and signed.

1. **School Consolidation Tax Credits**

What kind of deal is the State proposing for the consolidation? If these new consolidations are getting a tax credit Greg Brown would like to know where is ours? Gig should talk to Laura Sibilia. Cara Cheyette explains that the State is re-characterizing the small school grant as a consolidation grant. Gig to confirm this with the WSSU.

**Hearing of visitor:** Johanna Robohm questioned why Gig, Almira and Marylee would be going to the Auditors Workshop when they are putting the numbers together and the Town does not have auditors. Keith Bronson explained that some knowledge is always gained from attending seminars. Greg Brown explained that changes have been made in the way things are being handled and asked Mrs. Robohm for patience. Personnel issues will not be addressed at Town Meeting. Mrs. Robhom asked if there was a job description for the Administrative Assistant, Greg Brown answered yes there is but it will be changed to break up some of those responsibilities to others. Cara Cheyette asked for clarification on the oversight and if the Selectboard will take any steps to correct. Greg Brown clarified that changes have already been made.

Cara Cheyette and Mrs. Robohm exit.

1. **Uniforms**

Karl Twitchell personally backed out from current uniform company. Stanley made a comment that cost went up 8 cents per uniform. Karl Twitchell mentioned that we buy a lot of clothes, some get sweatshirts, some get tee-shirts, he feels it might be better to provide a clothing allowance. Karl concerned about a 5 year contract. Gig to check in with Stan about status of contract. Selectboard has concerns and are willing to back out if necessary.

1. **Executive Session**

**Greg Brown made a motion to go into Executive Session to discuss Trans Canada and include Gig Zboray and Almira Aekus, seconded by Allan Twitchell, all in favor.**

**With no decisions made a motion was made to exit Executive Session by Greg Brown, seconded by Allan Twitchell, all in favor.**

**Tax Sale Information by Almira Aekus**

Four properties will go up for tax sale on December 17th , 2015 at 2pm. Almira Aekus will give us the official notice.

County check that was on last period warrant was voided. The county taxes were paid in June and not due until next June.

Almira transferred the money to the school.

Almira rented the main hall to VTel on December 9th for $50 to have a public meeting.

Financial reports will be presented at the next meeting.

**A motion was made by Greg Brown, to adjourn at 10:07 pm, seconded by Karl Twitchell, all in favor.**

**Keith Bronson adjourned the meeting.** Respectfully submitted, ~Gig Zboray