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

**June 8, 2016**

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, June 8, 2016 at 7:30pm in the Selectboard Office of the Municipal Center, 2948 VT Route 100, Jacksonville, VT.

Selectboard members present: Chair, Keith Bronson; Members, Greg Brown and Robin Kingsley.

Others present: Gig Zboray, Selectboard Administrative Assistant; Almira Aekus, Town Clerk/Treasurer; Cara Cheyette, The Commons; Jim Dassati, Deerfield Valley News; Gracie Russell and Kassidy Walkowiak, members of TVHS Pride Group with leader Shelly Park.

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

Chair, Keith Bronson called the meeting to order at 7:32pm. There were several additions to the agenda: Town Hill monuments and stone wall repair; review and sign E-cycle collection contract; payment of defibrillator for Municipal Center; and review and sign dog warrants.

**Hearing of Visitors**

There were no comments.

**Smoke Free Playground – TVHS Pride Group presentation**

Representatives from the Pride Group presented to the Selectboard their request to place “Smoke Free Zone” signs at Town Hill Park in front of parking spaces, Town Hill Playground on fence, and at the Municipal Center. After consideration the Selectboard approved the request. Gig to contact Shelley Park to let her know.

**Farmer’s Market – Charles Sweethill**

Charles Sweethill was absent from the meeting. The Selectboard reviewed and approved of the contract allowing use of the back basement area of the Municipal Center. Keith Bronson signed the contract on the Selectboard behalf.

**Animal Control Issue (Brit Boyd)**

Selectboard has been informed that the Boyd’s are trying to relocate the dog. They have contacted the agency from which the dog came. Greg Brown suggested instituting the third offense running at large fine of $110 and for Gig and Dan to continue to follow up to make sure things are moving forward with rehoming the dog. **A motion was made by Greg Brown to have Animal Control Officer Dan Hollister issue a ticket in the amount of $110 for third offense Running at Large, seconded by Keith Bronson, all in favor with Keith Bronson casting his vote.**

**Review and approval of Municipal Center Rental Agreements**

Tabled until all Selectboard members are present.

**Town Hill monument and stone wall repair**

John Betit volunteered to repair the monument and stone wall(s) at Town Hill if the Town will pay for the supplies which he estimates at $300 to $400. Greg Brown is familiar with some of John Betit’s work and is comfortable that he will do a good job repairing the stone work. **Greg Brown made a motion to accept John’s offer to voluntarily fix the monuments and stone wall(s), seconded by Robin Kingsley, all in favor with Keith Bronson casting his vote.**  Greg Brown would like the expenses capped at $500.

Keith Bronson questioned if anyone heard of the American Legion Women’s Auxiliary plans to extend the monument. No Selectboard members have heard of any plans.

**Review and sign E-cycle collection contract**

A new fiscal year for the electronics recycling program begins July 1st and a new contract was received. The previous contract, signed in October 2015 paid the Town 1 cent per pound on electronics collected. The new contract will pay the Town 7 cents per pound on electronics collected. The rest of the contract remains the same. **A motion was made by Greg Brown for Keith Bronson to sign the contract, seconded by Robin Kingsley, all in favor with Keith Bronson casting his vote.**

**Payment of Defibrillator for Municipal Center**

Greg Brown feels that this purchase should come out of Municipal Center Equipment Replacement account. **A motion was made by Greg Brown to pay for the AED out of the Municipal Center Equipment Replacement account in this current fiscal year, seconded by Robin Kingsley all in favor with Keith Bronson casting his vote.**

**Dog Warrants**

Almira presented the dog warrants to the Selectboard for review. There are 24 dogs on the warrant. **Greg Brown made a motion to sign the warrant, seconded by Robin Kingsley, all in favor with Keith Bronson casting his vote.**

**Approval of Payables Warrant – June 9, 2016**

**A motion was made by Robin Kingsley, seconded by Greg Brown, to approve Payables Warrant W1650 dated June 9, 2016, all in favor with Keith Bronson casting his vote.**

**Approval of Payroll Warrant – June 9, 2016**

**A motion was made by Robin Kingsley, seconded by Greg Brown, to approve Payroll Warrant W1649 dated June 9, 2016, all in favor with Keith Bronson casting his vote.**

**Approval of Minutes of May 25, 2016**

**A motion was made by Keith Bronson, seconded by Robin Kingsley, to approve the Minutes of May 25, 2016 as written, all in favor with Keith Bronson casting his vote.**

**Other business / Administrative Assistant – as needed**

1. **Next Meeting - designate Selectboard member**

There will be no regularly schedule Selectboard meeting on June 22nd. **Greg Brown made a motion to designate Robin Kingsley to sign the warrants on June 22nd (with Greg Brown as backup), seconded by Robin Kingsley, all in favor with Keith Bronson casting his vote.**

**b. Annual vacation awards and payroll increases for FY 16/17**

Marylee Putnam as payroll clerk is in charge of annual vacation awards and covering all aspects of the payroll. There is no need for Gig to write memos to the staff.

c. Almira asked for approval to purchase 8 whiskey barrels for flowers. Robin Kingsley said he will donate the barrels to the Town. Greg Brown volunteered to make a few log flower planters for Old Home Week.

**A motion to enter executive session to discuss a personnel matter was made by Greg Brown, seconded by Robin Kingsley, to include Gig Zboray, all in favor with Keith Bronson casting his vote.**

With no decisions made, **a motion was made by Greg Brown to exit executive session, seconded by Robin Kingsley, all in favor with Keith Bronson casting his vote.**

As a result of an eight month review of Gig Zboray as Selectboard Administration Assistant, **a motion was made by Greg Brown to pay Gig Zboray an annual salary equivalent to $23 per hour/40 hour per week (including Health Officer and Zoning Administrator) beginning July 1, 2016, seconded by Robin Kingsley, all in favor with Keith Bronson casting his vote.** Future increases are to be in line with other employee pay increases,

Gig was asked to invite Library trustees to a future Selectboard meeting to discuss a municipal payroll issue.

**Adjourn**

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

Keith Bronson adjourned the meeting at 8:52pm.

Respectfully submitted,

~Gig Zboray