

 **Town of Whitingham**

 **Office of the Selectboard**

 **MINUTES OF APRIL 25, 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, April 25, 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.

Others present: Gig Zboray, Selectboard Office Administrator; David DiCantio, Sewer Plant Chief Operator; Bill Holveck, Sadawga Lake Association President; Dan Hollister, ACO.

**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 rates).

**Hearing of visitors** none

**Sadawga Lake Association new grant application**

Bill Holveck, President of Sadawga Lake Association (SLA) came to the table. The town applied for a grant through the VT DEC hoping to cover the $3,000 cost of a plant survey of the lake. Only $1,463 was awarded leaving a balance of $1,537 out of pocket. The SLA would like to apply for a $1,000 grant through the Grass Roots Fund Organization. The SLA will then conduct fund-raising efforts to cover the remaining $537. The Selectboard supports the plant study but is not willing to fund it out of taxpayer money because the State owns the lake. The Selectboard would like this grant to be applied for by the Town rather than the association to keep the bookkeeping cleaner. **Greg Brown made a motion to accept the first grant funds and for the town to apply for the Grass Roots Fund grant of $1,000, seconded by Allan Twitchell, all in favor.** The SLA will cover the balance of $537.

**Animal Control Officer – outstanding fines**

ACO Dan Hollister came to the table to discuss outstanding fines that total $1,225. These fines were issued through the Judicial Board, they were unable to collect and now it returns to the town to collect. VLCT has recommended that the Town Attorney assist in collecting these outstanding fines. Other costs incurred in issuing these fines are about $365 in ACO wages and $240.84 in mileage. Gig will contact Attorney Fisher to find out how much sending a letter would cost (we could potentially bill the delinquent offenders for the attorney fees).

**Sewer Department**

Evoqua looked at the Whitingham plant today, they thought it looked good but the biomass was heavy, it can be sloughed off and could perhaps last another 10 years.

Each plant is required to have two working UV units. Jacksonville just installed a new UV unit ($1,800 plus plumber installation). The second unit in Jacksonville is not working 100%. Whitingham currently has 2 older model UV units, a modern replacement for that plant cost $1,300 plus installation. Greg Brown suggested ordering the Whitingham UV unit right now (Lane Plumbing to install) and the funds will come from Capital Improvements. As we work towards the “20 Year Evaluation” with the engineer’s replacement of the older UV units in each plant can be scheduled.

We currently owe Mountain Machine about $52,000. There is $212,000 remaining in the capital improvement fund. So far, the sewer budget has about $12,000 deficit.

Maintenance – grease is cheap. Dave should be greasing the equipment often. Stan will give Dave a box of good grease. Karl suggested changing the oil every quarter and sending out a sample of the oil to be tested (checking for metal flakes and viscosity breakdown). Dave has a maintenance chart, he will keep better records of when he greases and how much.

1. **Quarterly report filing** Every quarter a report must be filed regarding the sludge activity, it must be signed by an authority. Gig signed this most recent quarterly report because it was late. Dave will make sure reports are prepared in time for Selectboard review and signing.
	1. Dave is currently working on renewing the Whitingham Discharge Permit.
2. **Bennington equipment available** Bennington’s equipment is in basically the same condition as our equipment. An idea was mentioned to take one of their whole RBC units to upgrade and then remove our current unit and replace it with theirs. Greg Brown suggested that Dave double check if the Bennington equipment is exactly the same. Even if it cost a truck and a crane it would save in the cost of trucking (sludge removal) during the repairs. A new gearbox estimate was $52,000, rebuilding a Bennington gearbox might be a viable alternative.
3. **Weekly test results** skipped over
4. **How best to handle overloaded media** – Wayne Graham of VT Rural Water Assoc. will slough it off.
5. **Review RFQ for approval** – reviewed and approved. Gig will discuss dates with Tom Brown.
6. **How to handle payables** – Dave was provided with bright pink payable sheets to sign and submit for payment. Marylee will provide a summary of sewer payables for each Selectboard meeting.
7. **Work schedule** Dave has begun keeping track of his hours on a timesheet. It is important that he is able to take a day off or use his vacation time and not have to work 7 days a week. Therefore, **Allan Twitchell made a motion to hire Jennifer Herzig as sewer plant assistant and to begin working towards a Grade 1 license. Seconded by Greg Brown, all in favor.** **Her hours will be figured out.** She can begin shadowing Dave, the Selectboard suggested 2 hours per day, five days per week (10 hours per seven day period).
8. **Other sewer business as needed** – see i.
9. **Addition to agenda: Sewer Rates**

Karl questioned what a “unit” is? One fixed user unit is equivalent to a single-family home (based on the state’s average). There is also a variable unit which is 1,000 gallons per usage. It was suggested to raise the fixed unit price by $47 per unit to wipe out the anticipated $12,000 sewer deficit for this current fiscal year. Almira has more research to do but Greg feels that this could be charged as a one-time Capital Improvement surcharge.

If that charge cannot be added to the bills that go out on Monday Karl suggested sending a notice with the sewer bills telling of the failure and warn for an additional bill for a Capital Improvement surcharge that will be billed in a month or so.

Dave questioned if the bills must go out on Monday. The Selectboard feels that it is important to bill on time because it will make the delinquents difficult to handle.

No decisions were made – awaiting more information from Almira.

**Education Funding Litigation, if any**

On the payables warrant is a payment of $5,000 to ReContex Data Solutions. They are the company that employs David Atler, the statistician who will provide the analysis to put “bang for buck” into context for the lawsuit.

**Transfer Station/WSWMD, if any**

Pre-Approval of the Solid Waste Implementation Plan (SWIP) was received on April 19, 2018. Next step is to submit one newspaper article or op-ed piece and post same on website, introducing SWIP and discussing major components” and hold two public comment periods during a regularly schedule Selectboard meeting. The first will be May 9th and the second May 23rd. Gig will post notices around town, on the website and send a press release to the Valley News. The Selectboard reviewed and approved of the press-release.

**Approval of Payables Warrant – April 26, 2018**

**A motion was made by Karl Twitchell to approve Payables Warrant W1844 dated April 26, 2018, seconded by Robin Kingsley, all in favor.**

**Approval of Payroll Warrant – April 26, 2018**

**A motion was made by Greg Brown to approve Payroll Warrant W1843 dated April 26, 2018, seconded by Allan Twitchell, all in favor.**

**Approval of Minutes of April 11, 2018**

**A motion was made by Robin Kingsley to approve the Minutes of April 11, 2018 as written, seconded by Karl Twitchell, all in favor.**

**Other business / Office Administrator – as needed** For your information Joe Flynn, Vermont Secretary of Transportation, and representatives from VTrans District 1 and 2 will be meeting with interested parties regarding improving summer and winter maintenance of the roads in Southern Vermont on April 30th at 8:30am at the Wilmington Town Hall.

The Jarred Bolognani memorial softball tournament will be the first weekend in August.

**Adjourn**

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

Greg Brown adjourned the meeting at 9:09pm.

Respectfully submitted,

~Gig Zboray