

 **Town of Whitingham**

 **Office of the Selectboard**

 **MINUTES OF OCTOBER 10, 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, October 10, 2018 at 7:30PM in the Selectboard Office of the Municipal Center, 2948 VT Route 100, Jacksonville, VT.

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

Others present: Gig Zboray, Selectboard Office Administrator.

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

Keith Bronson called the meeting to order at 7:33PM. There were several additions to the agenda (highway grant, MRGP and fill roadcrew position).

**Hearing of visitors** none

**Review and approve Access Permit for Butterfield/Crosier**

**A motion was made by Robin Kingsley to approve and sign the access permit for 232 Hilltop Drive as submitted, seconded by Greg Brown, all in favor.**

**Sewer Department, review and sign loan application**

Gig Zboray noted that as soon as the signed engineering agreement was submitted to the state we were asked if the Clean Water Fund loan application was complete. Gig started working on that immediately. **A motion was made by Robin Kingsley to approve and sign the loan application in the amount of $69,436 for engineering fees for step one of the 20 year evaluation of the two sewer plants, seconded by Allan Twitchell, all in favor.**

The Sewer Department currently has a fund labeled “sewer hookup fees” that has a balance of $26,585.36 in it. Almira Aekus, Treasurer, would like to transfer that fund balance into the Sewer Department Capital Improvements fund. She would like to leave the sewer hookup fee that was paid by Riggs Distler in the amount of $10,800.00 in sewer operations under sewer hookup fees as a revenue instead of putting that in the capital improvements. **A motion was made by Greg Brown to transfer the balance of the sewer hookup fees ($26,585.36) into sewer Capital Improvements fund, seconded by Robin Kingsley, all in favor. A motion was made by Greg Brown to leave the hookup fee paid ($10,800.00) in the sewer revenues account, seconded by Robin Kingsley, all in favor.**

**Transfer Station**

Our first Household Hazardous Waste event was held Saturday, October 6th. According to Jennifer Herzig, Transfer Station Attendant, the event went smoothly, about 25 residents participated, Peter Bernard helped Jen that day.

**Education Funding Litigation** none

**Highway Grant** The Windham Regional Commission contacted Gig about possible grants to remove the cement bridge in front of the Municipal Center and replace the metal culvert. They say our best option right now is a Transportation Alternatives Program (TAP) grant which has 20% local match. The cost of the project was estimated at $330,000 with a local cost of $66,000. Stanley Janovsky, Road Commissioner, reviewed the application and recommends the Selectboard sign and submit it. **A motion was made by Robin Kingsley for Keith Bronson to sign the TAP grant application, seconded by Greg Brown, all in favor.**

**Municipal Road General Permit (MRGP)** This permit was discussed at the June 20th Selectboard meeting. At that time Gig was directed to send a letter to Jim Ryan to question the purpose of the permit and ask for an explanation in detail of how the fees will be used. Jim Ryan responded by email which was forwarded to Selectboard members, but nothing further was decided. The town received an email reminder on August 22nd and a courtesy phone call on October 2nd that the permit is required and is overdue. The board is disappointed that this is required. **A motion was made by Greg Brown to pay the $240 application fee to join the program, seconded by Robin Kingsley, all in favor with regret.**

**Fill open Road Crew position**

Only one applicant responded to the job opening that was posted in the Deerfield Valley News and on the town website. Stanley Janovsky, Jr. recommended that the town hire the applicant, Joshua Lemaire starting at $18 per hour. **Greg Brown made a motion to hire Joshua Lemaire with a starting hourly pay of $18 per hour, seconded by Robin Kingsley, all in favor.**

**Review and adopt Safety Programs**

The Selectboard reviewed the following safety programs: Lockout/Tagout, Confined Spaces, Bloodborne Pathogen Exposure, Hazardous Communications and Emergency Action Plan. **A motion was made by Greg Brown to adopt the Lockout/Tagout, Confined Spaces, Bloodborne Pathogen Exposure, Hazardous Communications and Emergency Action Plans effective immediately, seconded by Robin Kingsley, all in favor.** Gig still needs to create a written plan for Fire Extinguisher Training and then we will have all the safety plans required by VOSHA.

**Review draft Town Plan and set hearing date**

The updated Town Plan was submitted to the Selectboard from the Planning Commission on October 5, 2018. Board members will review the new plan. A public hearing has been scheduled for December 5th at 7:30pm with an inclement weather date of December 19th.

**Approval of Payables Warrant – October 11, 2018**

**A motion was made by Greg Brown to approve Payables Warrant W1916 dated October 11, 2018, seconded by Robin Kingsley, all in favor.**

**Approval of Payroll Warrant – October 11, 2018**

**A motion was made by Robin Kingsley to approve Payroll Warrant W1915 dated October 11, 2018, seconded by Greg Brown all in favor.**

**Approval of Minutes of September 26, 2018**

**A motion was made by Robin Kingsley to approve the Minutes of September 26, 2018 as written, seconded by Greg Brown, all in favor.**

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

Emergency situation training the Selectboard discussed the Library’s request to host an Active Shooter training. Several libraries throughout the state have been holding this type of training and the librarian is interested. The board would like to know more information about cost, scheduling and what would be covered in the training.

Property Insurance Review The board reviewed the cost of coverage for all municipal properties and contents. No changes were made.

Keith Bronson noted that he and Gig attended the Great River Hydro Emergency Action Plan informational meeting in Readsboro last night. It was very informative; their disaster forecasting indicates a breach in the Harriman or Somerset dams won’t have a great impact on Jacksonville and will only effect the portion of Whitingham along the Deerfield River where the power house is on the Readsboro border.

**Adjourn**

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

Keith Bronson adjourned the meeting at 8:31pm.

Respectfully submitted,

~Gig Zboray