



**Town of Whitingham  
Office of the Selectboard**

**MINUTES OF FEBRUARY 5, 2025**

*These Minutes are considered a DRAFT until accepted into the public record (with any corrections noted) at a future meeting of the Whitingham Selectboard.*

The Whitingham Selectboard held a regular meeting at 6:30pm in the Selectboard office of the Whitingham Municipal Center on Wednesday, February 5, 2025.

Selectboard members present: Scott M. Reed, Chair; James Weber, Vice Chair; Lyman (Skip) Tefft, Jr., and Travis Wheeler

Others present: Gig Zboray, Selectboard Administrator; Rick Gramlin, resident.

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

Scott M. Reed called the meeting to order at 6:30pm. Changes noted on the meeting copy.

**Hearing of Visitors for concerns not on the agenda** None.

**Highway** Nothing.

**Flood Hazard Mitigation:**

**Buyout of 568 Route 112 status** The closing on this property is scheduled for February 14<sup>th</sup>. The Request for Proposals for demolition and site stabilization was reviewed and approved by the Board. Gig will advertise the RFP by the 19<sup>th</sup>. A required site visit will be held on Monday March 3 at 10am, bids will be due Friday, March 14<sup>th</sup> and recommendation to award will be made to the board during the March 19<sup>th</sup> meeting. Gig, Alyssa and hopefully Stan will be on the bid review committee. **A motion was made by James Weber to approve RFP, seconded by Scott M. Reed**

**Sign two letters of support for projects listed in the River Corridor Plan** Cory Ross of Windham County Natural Resources Conservation District attended our November 13, 2024 meeting to discuss several flood hazard mitigation projects listed in the River Corridor Plan. We are now ready to move forward with implementation. One project is "NR-16" which is the removal of Town Bridge #44 and associated abutment on the east side of the channel, lowering the bank and removing a berm as well as installation of natural plantings and re-routing of the driveway of 63 VT Route 112 to the south to connect with Town Bridge #45. Both property owners would have to show project support for this to move forward. The Selectboard reviewed a letter of support. **A motion was made by James Weber to approve the letter of support for project NR-16 and to appoint Scott M. Reed to sign it, seconded by Skip Tefft, all in favor.** At the end of Bridge #45 there is a sewer manhole that sticks up out of the ground and may be in the way of the new proposed driveway. If the sewer crosses the bridge to be removed that will need to be addressed also.

The second project combines NR-12 and NR-15 which are described as removal of invasive species management along the riverbank on VT Route 112 along the municipal lot and near the Jacksonville sewer plant. Invasive species management will be completed by a qualified, licensed applicator. An operations and maintenance agreement will be required before implementation of the project can occur. **A motion was made by Scott M. Reed to approve the letter of support for projects NR-12 and NR-15 and to appoint Scott M. Reed to sign it, seconded by Skip Tefft, all in favor.**

Funding for these projects will come from VT ANR in conjunction with our sewer construction project (WISPr funds). The state gives credit for a percentage of the cost of our sewer project towards natural resources projects.

**Review and sign “Certificate-No Appeal or Suit Pending**

NEMRC acting as property tax assessor has requested that the board review and sign the annual document. **A motion was made by Scott M. Reed to approve the “Certificate-No Appeal or Suit Pending” and sign it, seconded by James Weber, all in favor.**

**Review and approve job description for Treasurer**

The hiring committee worked on the job description, the version for the board to review tonight is almost complete. Once the committee has given final approval Gig will advertise the job opening. The board approved of the draft and getting the job opening posted.

**Approval of Payables Warrant – February 6, 2025**

**A motion was made by James Weber to approve Payables Warrant #W2532, dated February 6, 2025, seconded by Travis Wheeler, all in favor.**

**Approval of Payroll Warrant – February 6, 2025**

**A motion was made by James Weber to approve Payroll Warrant #W2531, dated February 6, 2025, seconded by Skip Tefft, all in favor.**

**Review and approve Minutes of January 22, 2025**

**A motion was made by Scott M. Reed to accept the Minutes of January 22, 2025, as written, seconded by James Weber, all in favor.**

**Other business**

Health Order today was the last day of the agreed upon delay in the court stipulation. We have not received any information from Gamache/Rice that they have contracted to have a septic system installed. Attorney Fisher was instructed to move forward with the case.

Windham Regional Commission invitation to participate in a collaborative flood resilience and adaptation design and planning process This is a free program that WRC designed for collaboration with UMass-Amherst and professional volunteers. The town would not be obligated to adopt anything that comes out of the effort. The board agreed we should join.

**Adjourn**

**A motion was made by James Weber to adjourn, seconded by Skip Tefft, all in favor.**

Scott Reed adjourned the meeting at 6:47pm. Respectfully submitted, ~Gig Zboray