



**Town of Whitingham  
Office of the Selectboard**

**MINUTES OF MARCH 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, March 5, 2025.

Selectboard members present: Scott Reed, Chair; James Weber, Vice Chair; Lyman (Skip) Tefft; Travis Wheeler; and newly elected Rick Gramlin.

Others present: Gig Zboray, Selectboard Office Administrator; Marylee Putnam attended executive session at 7:15pm.

Almira Aekus, Town Clerk attended early to take the officers oath of Scott M. Reed, Lyman (Skip) Tefft, and Rick Gramlin.

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

Scott M. Reed called the meeting to order at 6:33pm. Changes to the agenda were noted on the meeting copy.

**Annual reorganization:**

**Term Expires**

- Nominations for Chair and Vice Chair for year:

**SELECTBOARD CHAIR AND VICE CHAIR**

2026

**Travis Wheeler made a motion to keep the chair and vice chair as is, no second is required, all in favor.** Mr. Scott M. Reed will serve as Selectboard Chair for the year; Mr. James Weber will serve as Vice Chair.

- Annual Appointments of boards, committees, etc.

After review, **a motion was made by James Weber for the Selectboard to appoint the following positions for the term indicated, seconded by Travis Wheeler, all in favor** (the gray *italics* positions were appointed in a prior year).

**ANIMAL CONTROL OFFICER**

Doug Dix

Three-year term

2028

**DEERFIELD VALLEY COMMUNICATIONS UNION DISTRICT REPRESENTATIVES**

Keith Thompson

Term expires 05/10

2026

Lauren Fitzpatrick

Term expires 05/10

2026

Scott Lewis

Term expires 05/10

2026

<b>E-911 COORDINATOR</b>		
Marylee Putnam		2026
<b>ECONOMIC DEVELOPMENT GROUP</b>		
<i>Was put on "pause" May 5, 2021</i>		
<b>EMERGENCY MANAGEMENT COORDINATOR</b>		
Vacant		2026
<b>EMERGENCY MANAGEMENT DIRECTOR</b>		
Gig Zboray		2026
<b>FIRE DEPARTMENT:</b>		
<b>Chief</b> – Stanley Janovsky, Jr.		2026
<b>First Assistant Chief</b> – Michael Stevens		2026
<b>Captains</b> – 1 <sup>st</sup> – Dennis Pike, 2 <sup>nd</sup> – David Briggs		2026
<b>Lieutenants</b> – 1 <sup>st</sup> – Sheldon Dix, 2 <sup>nd</sup> – Marshall Dix, 3 <sup>rd</sup> – James Weber		2026
<b>Chaplain</b> – James Weber		2026
<b>Training Officers</b> – Blake Janovsky		2026
<b>FIRE WARDEN</b> (State appointed)		
<i>Dennis Pike, Sr.</i>	<i>Term expires 06/30</i>	<i>2028</i>
<b>GRAND JUROR</b>		
Susan Cooke Johnson		2026
<b>GREEN UP DAY COORDINATORS</b>		
Susie Hanna		2026
<b>HEALTH OFFICER</b> (State appointed)		
<i>Gig Zboray</i>	<i>Term expires 10/31</i>	<i>2025</i>
<b>HOUSING REHABILITATION COMMITTEE</b>		
Michael Mandraccia		2026
Julie Muller		2026
<b>LEGAL COUNSEL</b>		
Fisher & Fisher Law Offices		2026
<b>LEGAL NEWSPAPER</b>		
Deerfield Valley News		2026
Brattleboro Reformer (alternate)		
<b>MEMORIAL DAY COMMITTEE</b>		
David Farrington		2026
Doug LaPlante		2026
Rick Gramlin		2026
<b>PARKS COMMITTEE</b>		
Seth Boyd		2026
Aysha Peltz		2026
Erin Lackey		2026
Carol Millett		2026
Lyndsay Bushey-Hasselback		2026
<b>PLANNING COMMISSION</b> (three-year terms)		
<i>Bradford Lackey</i>		<i>2026</i>
<i>Peter Barus</i>		<i>2027</i>
Keith Thompson		2028
<i>Joseph Saladino</i>		<i>2026</i>
Bryan Krastins		2028

**TREE WARDEN**

Adam Buursma 2026

**WINDHAM REGIONAL COMMISSION REPRESENTATIVES**

Jenepher Burnell 2026

Peter Barus 2026

**ZONING BOARD OF ADJUSTMENT (three-year terms)**

*Lyman Tefft* 2027

*Troy Felisko* 2026

Marshall Dix 2028

Rick Gramlin 2028

Vacant 2026

**ZONING AND FLOOD PLAIN ADMINISTRATOR (three-year term)**

*Gig Zboray* 2027

• Deerfield Valley CUD

**A motion was made by James Weber to appoint Keith Thompson as primary town representative on the DV CUD and to sign the DV Fiber Resolution reflecting the DV CUD appointments made above, seconded by Travis Wheeler, all in favor.**

• Set regular meeting day and time

**James Weber made a motion to continue regular meetings at 6:30pm every other Wednesday, seconded by Scott M. Reed, all in favor.**

• Set the bond amount

Certain officers and employees must provide a bond conditioned on the faithful performance of their duties. These include road commissioners, collectors of taxes, treasurers, clerks, assistant treasurers when appointed by the Selectboard, and any other officer or employee of the town authorized to receive or disburse town funds. 24. V.S.A. § 832. VLCT PACIF provides coverage to its member municipalities that meets the statutory requirement for bonding but is technically not a bond. **A motion was made by James Weber to set the bond amount at zero, noting that \$500,000.00 is covered by the VLCT policy, seconded by Skip Tefft, all in favor.**

• Annual review and adoption of Guide for Meeting Procedure

**A motion was made by James Weber to make the annual adoption of the Guideline for Meeting Procedure for the Whitingham Selectboard as written, seconded by Scott M. Reed, all in favor.**

Appoint member to sign Warrants if meeting is cancelled for any reason during the next year

**A motion was made by James Weber to appoint any one Selectboard member to sign the payroll and payables warrants in the event of a meeting cancellation for any reason during the next year until annual reorganization in 2026, seconded by Scott M. Reed, all in favor.**

**Appoint vacancy on Cemetery Commission**

Joseph Saladino was appointed to the Cemetery Commission last year. He didn't get his petition in to run for reelection and no one else petitioned for the position. **A motion was made by Scott M. Reed to appoint Joseph Saladino to the Cemetery Commission until the next town election, seconded by James Weber, all in favor.**

**Hearing of visitors (for concerns not on the agenda)**

Almira Aekus was elected as Town Clerk, she has paper work to do, after that is complete she asked the board when they would like her to resign. The board would prefer she stay on until we are ready to appoint. She agreed.

**Highway:** nothing

**Open Mowing Bids:**

A Request for Proposals was advertised for mowing of the Municipal Center lot and Eames Village Park. We received 1 bid, from Tyson Dix, who has been doing it for many years. His bid was \$950 per year for mowing, weed whacking and any necessary spring/fall clean up, for three years ending autumn of 2027, payments to be made of \$237.50 at the end of May, June, July and August of each year. **A motion was made by James Weber to accept Tyson Dix's bid of \$950 per year for mowing, weed whacking and any necessary spring/fall clean up of the Municipal Center lot and the Eames Village Park, seconded by Skip Tefft, all in favor.**

**Hazard Mitigation:**

review and sign Delegation Agreement to allow WRC to be receiver of WISPr funds for knotweed removal and riparian buffer plantings The Windham Regional Commission has been collaborating with the Windham Country Natural Resources Conservation District and Vermont ANR on several flood hazard mitigation projects proposed in the River Corridor Plan. They are now prepared to start working on knotweed removal and buffer plantings along the riverbank at the town owned parking lot across from Jacksonville Church and on the Jacksonville sewer plant property. They prepared an agreement to allow the state to reimburse them directly for the project up to \$25,942.71, so the town does not have to act as middleman, and also relieves us of the paperwork and financial reporting. The town attorney has reviewed and approved of the document. **A motion was made by James Weber to approve the Delegation Agreement and to appoint Scott M. Reed to sign it, seconded by Skip Tefft, all in favor.**

Do we have a place to put the fill from the 112 property, if so, what is the maximum we can accept? We will take any amount of fill, likely to go on private property, within 5 miles of the site.

**Planning Commission: review and sign Municipal Resolution for Municipal Planning Grant to request funding for Town Plan update**

This resolution is just a procedural document required for Municipal Planning Grants. After review, **a motion was made by James Weber to approve the document as written and sign it, seconded by Rick Gramlin, all in favor.**

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

**A motion was made by Rick Gramlin to approve Payables Warrant #W2536 dated March 6, 2025, seconded by Scott M. Reed, all in favor.**

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

**A motion was made by Scott M. Reed to approve Payroll Warrant #W2535 dated March 6, 2025, seconded by Skip Tefft, all in favor.**

**Review and approve Minutes of February 19 and 26, 2025**

**A motion was made by James Weber to accept the Minutes of February 19 and 26, 2025, as written, seconded by Rick Gramlin, all in favor.**

**Other business**

**Executive session to discuss the appointment of a public employee in accordance with 1 V.S.A. § 313(a)(3) A motion was made by James Weber to enter into executive session to discuss the appointment of a public employee in accordance with 1. V.S.A. § 313, seconded by Scott M. Reed, all in favor. Executive session was exited at 8:10 pm.**

**Appoint Town Treasurer A motion was made by Scott M. Reed to appoint Marylee Putnam as Town Treasurer for a salary of \$46,800 per year based on a 30-hour week, starting March 6, 2025, seconded by Skip Tefft, four in favor, Mr. Weber abstained. A thirty hour work week provides full-time benefits.**

**Adjourn**

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

Scott Reed adjourned the meeting at 8:12pm.

Respectfully submitted,  
~Gig Zboray