



**Town of Whitingham  
Office of the Selectboard**

**MINUTES OF MARCH 6, 2024**

*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 6, 2023.

Selectboard members present: Scott Reed, Chair; James Weber, Vice Chair; Craig Hammer, and Travis Wheeler.

Others present: Gig Zboray, Selectboard Office Administrator; Stanley Janovsky, Jr., Road Commissioner.

Almira Aekus, Town Clerk attended early to take the officers oath of Craig Hammer, James Weber, and Travis Wheeler.

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

Scott M. Reed called the meeting to order at 6:31pm. 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**

2025

**Craig Hammer 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 Craig Hammer, all in favor** (the gray *italics* positions were appointed in a prior year).

**ANIMAL CONTROL OFFICER**

*Daniel Hollister*

*Three-year term*

2025

**DEERFIELD VALLEY COMMUNICATIONS UNION DISTRICT REPRESENTATIVES**

Keith Thompson

Term expires 05/10

2025

Lauren Fitzpatrick

Term expires 05/10

2025

Scott Lewis

Term expires 05/10

2025

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

**TREE WARDEN**

Adam Buursma 2025

**WINDHAM REGIONAL COMMISSION REPRESENTATIVES**

Jenepher Burnell 2025

Peter Barus 2025

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

Lyman Tefft 2027

*Troy Felisko 2026*

*Marshall Dix 2025*

Vacant 2025

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 Scott M. Reed, 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 Craig Hammer 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 2025, seconded by James Weber, all in favor.**

**Appoint vacancy on Cemetery Commission**

Adam Ranslow resigned from the Cemetery Commission on January 30, 2024. A Notice of Vacancy must be posted. **A motion was made by James Weber to appoint Joseph Saladino to the Cemetery Commission until the next town election, seconded by Travis Wheeler, all in favor.**

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

Nothing

**Review and approve “Tobacco Substitute Endorsement” license for JG Store, LLC**

The Jacksonville General Store has applied to the state for a tobacco substitute endorsement to sell vaping items. **A motion was made by James Weber to approve the “Tobacco Substitute Endorsement” license for JG Store, LLC, seconded by Scott M. Reed, all in favor.**

**Consider electric vehicle charging station for municipal center**

A resident provided grant information and asked if the Selectboard would be interested in pursuing a grant to install an electric vehicle charging station at the Municipal Center. The board considered and rejected the idea.

**Hazard Mitigation: request for Purchasing Policy Waiver**

Gig is requesting a Selectboard Waiver of Purchasing Policy requirements for the down-stream hazard mitigation project to allow MSK Engineers to do the project. MSK bid on and won the culvert replacement project and prepared the Scoping Study for the culvert project and work closely with Fitzgerald Engineering who prepared the original River Corridor Study. This downstream project is an extension of the culvert project. Also, it’s simple common sense to use the engineering firm most familiar with the project and the river corridor. **A motion was made by Craig Hammer to approve a Selectboard Waiver of the Purchasing Policy to allow MSK Engineers to work on the down-stream scoping study for a price not to exceed the grant limits for project implementation of \$39,500, seconded by James Weber , all in favor.**

**Highway: review and sign annual Town Road and Bridge Standards for VTrans**

The board review the annual documents required by VTrans. **A motion was made by James Weber to approve and sign “Town Road and Bridge Standards” and “Certificate of Compliance for Town Road and Bridge Standards and Network Inventory”, seconded by Craig Hammer, all in favor.**

**Animal Control: Petition received to call for vote on new Dog Ordinance**

We received a petition signed by the appropriate number of registered voters to call for a vote on the new Dog Ordinance that was enacted and passed on January 24, 2024. According to State Statute a special town meeting must be held within 60 days of receipt of the petition, therefore it must be held on or before April 30<sup>th</sup>.

Since we are now required to hold a special town meeting, Gig suggested that we include articles for changing the way the Delinquent Tax Collector and Town Clerk will be paid effective the day after Town Meeting 2025.

**A motion was made by James Weber to set the date of April 24, 2024 for a Special Town Meeting and for everyone to sign the Warning, seconded by Scott M. Reed, all in favor.**

**Transfer Station” vacation/sick time for attendant – continue discussion**

Larry Davis regularly works 17.5 hours per week. Our Personnel Policy states that part-time employees that work 18-39 hours per week on a regular continuing basis are considered part-time and their time off benefits will be prorated to the employee’s regular work schedule. Employees that work less than 18 hours per week on a continuing regular basis do not receive time off benefits. Because Mr. Davis is so close to the cut off Ms. Aekus suggested that a waiver can be offered to allow Mr. Davis to earn some or all of the part-time employee benefits. (All would be: sick time – earn 1 hour per every 52 hours worked, prorated paid holidays that fall on a scheduled work day, floating holidays, personal leave, and vacation leave).

**A motion was made by Scott M. Reed to award Larry Davis paid vacation time (prorated to his regular work schedule), seconded by James Weber, all in favor.**

**Fire Department: review and approve grant application**

The Fire Department is applying for a VLCT grant for a new compressor (to fill the cascade in the truck). After review, **a motion was made by James Weber to approve the application and appoint Scott M. Reed to sign it, seconded by Travis Wheeler, all in favor.**

**Zoning Administrator: review and approve Stipulation to Resolve Zoning Violation**

The property owner of 2016 Maple Hill Lane tore down a dwelling and built a new one without an approved zoning permit. When he applied for a permit in April of 2023 it was rejected because the property has a septic system designed for a 3-bedroom home and the proposed home was designed as a 4-bedroom home. The violation was discovered by the tax assessors. A notice of violation was provided to the property owner, the next step is a Stipulation to Resolve which calls for a fine and coming into compliance. If the property owner does not agree to the stipulation the next step would be environmental court that will likely results in fines of \$200 per day and reimbursement of legal fees. **A motion was made by James Weber to approve the Stipulation to Resolve Zoning Violation with a fine of \$5,000, and to appoint Scott M. Reed to sign it, seconded by Travis Wheeler, all in favor.**

**Approval of Payables Warrant – March 7, 2024**

**A motion was made by James Weber to approve Payables Warrant #W2438 dated March 7, 2024, seconded by Travis Wheeler, all in favor.**

**Approval of Payroll Warrant – March 7, 2024**

**A motion was made by James Weber to approve Payroll Warrant #W2435 dated March 7, 2024, seconded by Scott M. Reed, all in favor.**

**Review and approve Minutes of February 21, 2024**

**A motion was made by James Weber to accept the Minutes of February 21, 2024, as written, seconded by Scott M. Reed, all in favor.**

**Other business**

The Franklin Land Trust 19<sup>th</sup> annual bike ride, called D2R2, is scheduled for Saturday August 14, 2024. Riders ride at their own pace on different routes, one/some of which pass through Whitingham.

Traffic fines: we received \$163.50 in February.

Municipal Center Cleaning during the pandemic a new cleaning company was hired on an emergency basis and has continued since then. Although their rates have not increased, they did increase significantly during the pandemic to include \$50 per week to wipe all the door knobs and heavily touched surfaces twice per week. Now that the pandemic is fully over the cleaning should be put out to bid.

The board approved the bid document. Bids will be due by 2pm on April 3, 2024.

Library addition Years ago when the library wanted to build an addition the town was informed that a sprinkler system would need to be installed throughout the building. Kristine Sweeter should contract Patrick Banks, Assistant State Fire Marshal to determine if that is fact.

**Adjourn**

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

Scott Reed adjourned the meeting at 7:02pm.

Respectfully submitted,  
~Gig Zboray