



**Town of Whitingham
Office of the Selectboard**

MINUTES OF MARCH 20, 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 20, 2024.

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

Others present: Gig Zboray, Selectboard Office Administrator; Almira Aekus, Clerk/Treasurer; Seth Boyd, Parks Committee Chair.

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.

Parks Committee: review proposed plan for pavilion addition and approve RFP

A drawing of the proposed pavilion addition was presented and reviewed along with the draft Request for Proposals. **A motion was made by James Weber to accept the drawing and RFP and to put the project out to bid, seconded by Travis Wheeler, all in favor.**

Emergency Management

Adopt annual update of LEMP Each year we must update our Local Emergency Management Plan, the board reviewed the updated LEMP. **A motion was made by James Weber to adopt the 2024 update of the Local Emergency Management Plan and appoint Scott Reed to sign the adoption form, seconded by Craig Hammer, all in favor.**

Review and sign Delegation of Authority As part of the update to the LEMP an annual delegation of authority must be given to the Emergency Management Director to perform specific functions during an emergency situation. **A motion was made by James Weber to approve and sign the Delegation of Authority to Gig Zboray, EMD, seconded by Greg Brown, all in favor.**

Highway: review and sign annual VTrans Report of Expenditures

The board reviewed the annual VTrans Report of Expenditures. **A motion was made by Scott M. Reed to approve and sign the VTrans Report of Expenditures, seconded by James Weber, all in favor.**

Hazard Mitigation: review and sign contract with MSK for downstream project

At the last meeting the board approved a waiver of the Purchasing Policy to allow MSK to conduct a scoping study of the downstream project without going out to bid. MSK presented a contract for the project. The town attorney has an issue with a portion of the contract. **A motion was made by Scott M. Reed to approve the contract subject to town attorney approval, and to appoint any Selectboard member to sign it when ready, seconded by Greg Brown, all in favor.**

Tracking of paid time off

The board would like a quarterly report showing employees paid time off awards and usage. Mr. Weber suggested the report should be the Excel spreadsheet that Marylee Putnam has already created.

Larry Davis should be paid for holidays that fall on his regular work schedule. A change should be made to Mr. Davis's recent paycheck to reflect March 5th as a paid holiday.

Approval of Payables Warrant – March 21, 2024

A motion was made by Greg Brown to approve Payables Warrant #W2438 dated March 21, 2024, seconded by James Weber, all in favor.

Approval of Payroll Warrant – March 21, 2024

A motion was made by James Weber to approve Payroll Warrant #W2437 dated March 21, 2024, seconded by Scott M. Reed, all in favor.

Review and approve Minutes of March 6, 2024

A motion was made by James Weber to accept the Minutes of March 6, 2024, as written, seconded by Travis Wheeler, all in favor.

Other business

We received \$1,251.50 in traffic fines this month.

Ms. Aekus provided the board with fund balances as of February 29, 2024 and budget status report as of today.

Mr. Weber questioned why we don't offer dental insurance. Ms. Putnam should provide a cost summary when the insurance policies are next renewed.

Ms. Aekus complained that she has a regular check bouncer, she would like to prohibit him from writing checks to the town anymore. The board approved.

Adjourn

A motion to adjourn was made by James Weber, seconded by Scott M. Reed, all in favor.

Scott Reed adjourned the meeting at 6:49pm.

Respectfully submitted, ~Gig Zboray