



**Town of Whitingham
Office of the Selectboard**

MINUTES OF MARCH 22, 2023

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 22, 2023.

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

Others present: Gig Zboray, Selectboard Office Administrator; Almira Aekus, Clerk/Treasurer.

Call to Order. Additions or Changes to Agenda

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

Hearing of visitors (for concerns not on the agenda) none

Discuss purchasing new copiers

The current copiers were purchased in 2010/11, they will soon be obsolete and not covered by a maintenance agreement. Canon copiers are on the State of Vermont contract so these are the best prices available. The cost is \$7,000 each; one for upstairs and one for downstairs. Service contracts on the new copiers are significantly less expensive having no base fee and a savings of .0134 per black and white copy and .0936 per color copy. We'd purchase one before June 30, 2023 and one after.

The board suggested we look into leasing and go with the way that makes more sense.

Review and approve liquor and tobacco licenses

The board reviewed and approved annual liquor and tobacco licenses for Norman and Jennifer Herzig. Filings are now done online so no signature needed. **A motion was made by Scott Reed to approve the annual second class liquor license and the tobacco license for Norman and Jennifer Herzig, seconded by Robin Kingsley, all in favor.**

Hazard Mitigation

Review and approve RFP for consultant to update LHMP We have a grant to update our Local Hazard Mitigation Plan, we must put out an RFP for a consultant to help us with the process. The board reviewed and approved the RFP. Proposals must be submitted by 2pm on April 19th.

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 2023 update of the Local Emergency Management Plan and appoint Scott Reed to sign the adoption form, seconded by Robin Kingsley, 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 Scott M. Reed, all in favor.**

Highway

Storm update A major snowstorm hit town Monday night to Wednesday morning, March 13-15, 2023, dropping over 3 feet of snow. Mr. Janovsky was not available to provide an update. The Windham Regional Commission is collecting towns' expenses in an effort to get a disaster declaration.

Transfer Station, review and sign SWIP request for funds: In order to collect the SWIP grant funds of \$3,000 for our annual Household Hazardous Waste events the board had to review and sign the request for funds. **A motion was made by Craig Hammer to appoint Scott Reed to sign Form 430, Request for Funds, seconded by James Weber, all in favor.**

Gig noted that she has been asked twice recently by the TS attendant if he should work or not, she informed the board that she is not the boss of the TS and doesn't want an incorrect answer to fall back on her in a negative way. The board noted that Mr. Janovsky is the first person that the attendant should talk to.

The compactor weights aren't as high as they used to be. Mr. Janovsky should again speak with the attendant. It could be that there is a problem with the compactors. It will be discussed with Casella when they come to a future meeting to discuss a contract.

Appointment to Memorial Day Committee: At the suggestion of Dave Farrington, Gig asked Doug LaPlante if he would like to join the Memorial Day Committee, he agreed. **A motion was made by Craig Hammer to appoint Doug LaPlante to the Memorial Day Committee, seconded by Robin Kingsley, all in favor.**

Approval of Payables Warrant – March 23, 2023

A motion was made by James Weber to approve Payables Warrant #W2338 dated March 23, 2023, seconded by Craig Hammer, all in favor.

Approval of Payroll Warrant – March 23, 2023

A motion was made by Scott Reed to approve Payroll Warrant #W2337 dated March 23, 2023, seconded by James Weber, all in favor.

Review and approve Minutes of March 8, 2023

A motion was made by James Weber to accept the Minutes of March 8, 2023, as written, seconded by Scott Reed, all in favor.

Other business

Policing: We received \$167 in traffic fines this month. At the last meeting the board asked Gig to speak with Chief Murano about WPD coming to town if we have an emergency for double time pay. Chief Murano indicated that of course they will come if they have sufficient staffing to not leave Wilmington exposed while they come here.

Financial Reports: Ms. Aekus provided the board with the Budget Status Report and the Delinquent Tax Report dated today as well as the Fund Balances report as of February 28, 2023.

FEMA Buyout The board reviewed and approved the stipulation agreement.

Adjourn

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

Scott Reed adjourned the meeting at 6:56pm.

Respectfully submitted,
~Gig Zboray