



**Town of Whitingham  
Office of the Selectboard**

**MINUTES OF MARCH 23, 2022**

*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 23, 2022.

Selectboard members present: Scott Reed, Chair; James Weber, Vice Chair; Greg Brown, Craig Hammer, and Chris Walling.

Others present: Gig Zboray, Selectboard Office Administrator; Stanley Janovsky, Jr., Road Commissioner; Almira Aekus, Clerk/Treasurer; Dan Hollister, Animal Control Officer; Tyler Lederer, DV News, Kristine Sweeter, Librarian.

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

Scott M. Reed called the meeting to order at 6:41pm. There were no changes to the agenda.

**Hearing of Visitors**

Kristine Sweeter questioned the board if the town would fund a band again for the Blueberry Festival on July 29<sup>th</sup> (approximately \$500-600). Yes, they all agreed the funding for that could come from the Economic Development Fund. Ms. Sweeter noted the band would need a trailer of some sort to act as a stage. Scott Reed and Greg Brown each have a trailer the band can use.

**Highway: East Road**

Mr. Delgaizo received our letter about the proper procedure to change the class of a road. He says he has no plans to initiate a petition, but he would like to know if the town will add any materials to East Road this year. If not, he would like permission to cover the road with gravel at his own expense. The board feels that Mr. Delgaizo has ruined the road with his bulldozer in the past, he should not be using it to repair the road in the summertime. Two years ago, the highway crew put down lots of millings and fixed the road very well and it is in bad shape now. Mr. Janovsky noted it is illegal to drive a bulldozer on a road. The board asked Gig to check with VLCT if the town would hold any liability if someone got in an accident on the portion of the road plowed by Mr. Delgaizo. Discussion ensued around reclassifying the Class 4 portion of the road to a legal trail or throw it up completely. Mr. Janovsky would rather make it a town trail, but feels we need to do more research before any decisions are made.

Any work done in the town right of way without permission is a \$1,000 fine. Gig will do research and draft a letter for next meeting.

## Sewer

Update from pre-bid conference A pre-bid meeting was held March 17<sup>th</sup>, we had three interested companies. The bid addendum will be re-written to make a clear winner of the bidding process. We clarified that our main goal is to get the Whitingham Aqua Aerobics unit as the temporary treatment for Jacksonville. There was also discussion around the fact that the project will be put on hold almost immediately to allow time to order the equipment without eating up the project clock.

Ratify bid opening date change The interested companies suggested we extend the bid opening date from March 31<sup>st</sup> to April 14<sup>th</sup>. **A motion was made by Greg Brown to ratify the changing of the bid opening date to April 14<sup>th</sup>, 2022, seconded by James Weber, all in favor.**

Discuss Northern Borders grant we were provided some information about the Northern Borders grant, Gig has asked WRC to help us with the application and has a meeting scheduled for Friday. A letter of interest is due April 22, 2022, Gig intends to have a letter ready for the April 6<sup>th</sup> meeting.

Whitingham bank erosion during the pre-bid conference it was discovered that the bank behind the Whitingham plant has eroded leaving the manhole fully exposed. It seems to need the trees cut to prevent the weight of them from forcing them to slide down the bank. Fill needs to be installed to prevent further erosion. Mr. Brown and Mr. Hammer met with a tree company to get a price on removing the trees from the bank. He was uncomfortable removing the trees closest to the manhole until the erosion problem is corrected. We need to get the manhole stabilized. Mr. Hammer feels it is important to leave the stumps there to help stabilize the bank. As far as permitting goes, after contacting Shorelands Protection, it seems as though the permit in place for the big project will cover this new problem.

Gig will call Josh Carvajal to see if he could meet with board members to suggest a proper fix.

Gig will ask Jeff Nugent at WRC if they could find us a grant for bank stabilization.

Mr. Weber is concerned that this new problem could be an \$80,000 expense which was not included in the current sewer budget or the project budget.

Mr. Hammer will meet with a second tree company and ask them both for written quote/estimate.

Gig will research if there is a FEMA Hazard Mitigation grant we can apply for.

## Emergency Management

Review and sign annual Delegation of Authority letter At the March 9<sup>th</sup> meeting Gig Zboray was reappointed Emergency Management Director (EMD). A required document in the Local Emergency Management Plan (LEMP) is a letter delegating authority to the EMD. The board reviewed and signed the annual Delegation of Authority letter to be included in the LEMP. **A motion was made by Greg Brown to sign the 2022 delegation of authority letter, seconded by James Weber, all in favor.**

Annual update and adoption of Local Emergency Management Plan (LEMP) Gig updated the LEMP for 2022, the board reviewed. **A motion was made by Greg Brown to adopt and to appoint Scott M. Reed to sign the 2022 update of the LEMP, seconded by James Weber, all in favor.**

**Hazard Mitigation: extend MSK contract through July, 2022**

No excuse has been provided but MSK Engineers will not have the scoping study complete by the original extended contract date of March 31, 2022. This extension allows them until July 31<sup>st</sup> but we definitely expect it sooner. **A motion was made by James Weber to appoint Scott M. Reed to sign the contract extension to July 31, 2022 with MSK Engineers, seconded by Chris Walling, all in favor.**

**Review and approve updated Social Services Appropriation Policy**

Mr. Walling had suggested a change to the Social Services Appropriation Policy. Currently all agencies are required to file a petition to get their funding request on the ballot. This updated policy will allow agencies that were on the ballot in the prior year and requesting the same amount of funding need only send a letter asking to be put on the ballot. Any change in dollar amount or an agency that was not on the ballot in the immediate prior year will be required to petition. A motion was made by Chris Walling to adopt and sign the updated Social Services Appropriation Policy as written, seconded by Greg Brown. After more discussion **Chris Walling made a motion to rescind his motion in order to allow Mr. Weber to rewrite the policy, seconded by Greg Brown, all in favor.**

**Approval of Payables Warrant – March 24, 2022**

Discussion noting that the person who cleans the Fire Department likely will fall in the audit for the town's workman's comp policy. It was suggested that future payments for this service be paid by the Firemen's Association. **A motion was made by James Weber to approve Payables Warrant #2240 dated March 24, 2022, seconded by Greg Brown, all in favor.**

**Approval of Payroll Warrant – March 24, 2022**

**A motion was made by Craig Hammer to approve Payroll Warrant #2239 dated March 24, 2022, seconded by James Weber, all in favor.**

**Review and approve Minutes of March 9, 2022**

**A motion was made by Craig Hammer to accept the Minutes of March 9, 2022, as written, seconded by Greg Brown, all in favor.**

**Other business**

Transfer Station expenses We received a letter from Casella instituting a price increase as of April 1<sup>st</sup>. Roll off hauls will increase to \$340 per haul (we are currently paying \$145 for trash, \$170 for C&D and \$185 for commingled recycling). C&D disposal rate is going up to \$105 per ton, we currently pay \$99.

Fines We received a check for \$80 for traffic fines.

**Adjourn**

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

Scott Reed adjourned the meeting at 7:52pm. Respectfully submitted, ~Gig Zboray