



**Town of Whitingham
Office of the Selectboard**

MINUTES OF APRIL 3, 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, April 3, 2024.

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

Others present: Gig Zboray, Selectboard Office Administrator.

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.

Municipal Center: Open cleaning bids

We received two bids for cleaning:

RFI Premier Cleaning & Restoration Services, LLC \$250 per week

Catamount Cleaning & Restoration of New England LLC \$325 per week

A motion was made by Craig Hammer to accept the bid from RFI Premier Cleaning & Restoration Service, LLC, seconded by James Weber, all in favor.

DVFiber: review and approve request to install 3 poles on Faulkner Road in town's ROW

DV Fiber has requested permission to install 3 power poles on Faulkner Road for their fiber optic lines. Earlier in the day Mr. Brown noted that it appears as though the power lines go underground in that area. He suggested that this request should be cleared with the Road Commissioner as well to make sure the poles will not be in the way of the road crew. He also questioned if DV Fiber could put their lines underground as well.

Property owner easements should be addressed by DVFiber.

A motion was made by Craig Hammer to approve the request contingent on the town attorney's review and any suggestions he might make, seconded by James Weber, all in favor.

Highway:

Nothing, Mr. Janovsky is out plowing tonight.

Review and approve Tobacco and 2nd class liquor license for JG Store, LLC

After review, a motion was made by James Weber to approve the tobacco and 2nd class liquor licenses for JG Store, LLC, seconded by Scott M. Reed, all in favor.

Review spreadsheet of paid time off

At the last meeting the board requested quarterly review of employee paid time off spreadsheet. The board reviewed the document for the quarter ended March 31, 2024.

Approval of Payables Warrant – April 4, 2024

A motion was made by James Weber to approve Payables Warrant #W2440 dated April 4, 2024, seconded by Scott M. Reed, all in favor.

Approval of Payroll Warrant – April 4, 2024

A motion was made by James Weber to approve Payroll Warrant #W2439 dated April 4, 2024, seconded by Scott M. Reed, all in favor.

Review and approve Minutes of March 20, 2024

A motion was made by James Weber to accept the Minutes of March 20, 2024, as written, seconded by Scott M. Reed, all in favor.

Other business

Municipal Technical Assistance Program (MTAP) was created to assist communities with lower capacity to apply for grants. Gretchen Havreluk is the representative to Whitingham. Gig and Gretchen discussed the highway garage design as a potential grant project. She would develop a grant application before funding for MTAP program ends on April 30th. **A motion was made by James Weber to submit a Municipal Technical Assistance Program (MTAP) Statement of Work (SOW) to proceed with the potential of funding for final design and engineering for the new town garage project, seconded by Craig Hammer, all in favor.**

Adjourn

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

Scott Reed adjourned the meeting at 6:46pm.

Respectfully submitted,

~Gig Zboray