



**Town of Whitingham
Office of the Selectboard**

MINUTES OF APRIL 5, 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, April 5, 2023.

Selectboard members present: Scott Reed, Chair; Greg Brown, Craig Hammer, and Robin Kingsley.

Others present: Gig Zboray, Selectboard Office Administrator; Almira Aekus, Clerk/Treasurer; Stanley Janovsky, Jr., Road Commissioner. Erica Johnson, resident.

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)

Erika Johnson of School Street complained again about the Hesselbach's dog constantly barking. The Animal Control Officer issued a ticket on February 7th, he planned to issue another, for 2nd offense, yesterday, April 4th. Ms. Johnson requested that the board send a letter to recommend a bark collar or some other means to help solve the problem.

Transfer Station

SWIP and Waste Management Ordinance – public information and feedback This discussion is required as part of our SWIP. There were no questions regarding the Ordinance or the SWIP.

Other Gig noted that we recently received \$3,000 from the SWIP grant for our 2022 HHW collection. We paid \$2,817 for the items to be hauled away.

Gig also noted that today we received the Transfer Station Certification that is good for 10 years. To remain in compliance, we must submit a report concerning the financial condition of the town each year and review the closure plan and cost estimate every 2 years on or before March 31st. On or before September 1, 2032, the town must re-apply for re-certification.

Review and approve liquor and tobacco licenses

The board reviewed and approved annual liquor and tobacco licenses for both local stores. Filings are now done online so no signature needed. The Jacksonville General Store is also applying for a 1st class liquor license to serve beer and wine in their tasting room. **A motion was made by Scott Reed to approve the annual second-class liquor license and the**

tobacco license for JG Store, LLC and Jacksonville Days of Old, LLC (the corner store), as well as first-class liquor license for Jacksonville General Store, LLC, seconded by Greg Brown, all in favor.

Highway

Review and sign MRGP NOI The town is required to participate in the Municipal Roads General Permit program, this Notice of Intent and fee must be filed annually. **A motion was made by Craig Hammer to appoint Scott Reed to sign the NOI, seconded by Greg Brown, all in favor.**

Storm update: Crosby's barn on Collins Road that is within the town right of way was damaged. It is unknown if Whitingham, Halifax, or someone else did the damage. After the storm Ms. Crosby called Mr. Janovksy to say the town plow "destroyed her barn", Mr. Janovsky looked at the damage, it seems to be only a door. He asked the board if we should fix their door? The board said no.

FEMA Buyout: review and sign documents

Now that we have a signed stipulation agreement with the owners of 568 VT Route 112 we are moving forward with the FEMA buyout. The board reviewed several documents. **A motion was made by Greg Brown to appoint Scott Reed to sign the grant application, model Statement of Assurances, Maintenance Agreement, Statement of Voluntary Participation, Model Deed Restriction, Summary Sheet of Assurances, and Application for Federal Assistance, seconded by Robin Kingsley, all in favor.**

Personnel Policy: review and discuss

The board wanted to review the personnel policy for any mention of how raises are awarded. They would like the policy updated: if there are to be raises on merit, the Department Heads can bring them forth during the budgeting process to go into effect in the next fiscal year with the cost of living increase.

Sewer: construction update

James Weber, Dave DiCantio, and Gig Zboray attended the bi-monthly status meeting with the engineers and construction company last Friday. The RBCs are scheduled for delivery April 19th; Mr. Brown confirmed the power line will need to be shut down during delivery, a crane will be used, a traffic flagger crew will be on hand.

Work at Jacksonville is scheduled to be complete by October, except the transfer switch which is not scheduled for delivery until November.

Discussion about the meter socket at Jacksonville, one has been ordered but no estimate of delivery time. Mr. DiCantio mentioned that the meter box was just repaired/replaced, it might have a new meter socket in it. The engineer will confirm if we need a new meter socket at this point, if not it will be credited to us.

Mr. Brown noted the transformer bank on the pole will be upgraded by Village Electric.

Pete Bernard looked at the roof, he thinks the problem is from the vents, could be rotted out.

Committee Appointments: At the suggestion of Dave Farrington, Gig asked Rick Gramlin if he would like to join the Memorial Day Committee, he agreed. Joseph Saladino had expressed interest in getting involved in town business, Brad Lackey suggested he be appointed to the Planning Commission and the Cemetery Commission. **A motion was made by Robin Kingsley to appoint Rick Gramlin to the Memorial Day Committee, and Joseph Saladino to the Planning Commission for a three-year term and to the Cemetery Commission until a town election is held, seconded by Scott M. Reed, all in favor.**

Review power washing proposals

Two proposals were received. Mr. Janovsky will discuss this with Mr. Bernard. Topic tabled until next meeting.

Approval of Payables Warrant – April 6, 2023

A motion was made by Robin Kingsley to approve Payables Warrant #W2340 dated April 6, 2023, seconded by Craig Hammer, all in favor.

Approval of Payroll Warrant – April 6, 2023

A motion was made by Greg Brown to approve Payroll Warrant #W2339 dated April 6, 2023, seconded by Scott M. Reed, all in favor.

Review and approve Minutes of March 22, 2023

A motion was made by Scott M. Reed to accept the Minutes of March 22, 2023, as written, seconded by Robin Kingsley, three in favor, Mr. Brown abstained.

Other business

Culvert by warehouse on Route 100 there is a large dip in Route 100 at the culvert in front of the warehouse in Jacksonville. An email was written to VTrans in February, their response was that a temporary fix will need to be addressed in the near future. A letter was written asking that VTrans install signage indicating bump ahead until the repairs can be made because we are concerned for motorcycle and trailer safety. **A motion was made by Greg Brown to approve and sign the letter to VTrans, seconded by Robin Kingsley, all in favor.**

Copiers

At the last meeting the board questioned if leasing copiers is a better financial option than purchasing them. A 5-year lease would be \$142.50 per month (\$8,550) each. The purchase price is \$7,000 each. The copiers we currently use have been in service over 10 years. It seems to make more sense to purchase because the monthly service agreement does not change. The board agreed.

Adjourn

A motion to adjourn was made by Greg Brown, seconded by Robin Kingsley all in favor.

Scott Reed adjourned the meeting at 8:22pm.

Respectfully submitted, ~Gig Zboray