



**Town of Whitingham
Office of the Selectboard**

MINUTES OF MAY 15, 2025

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 (a special time of) 7:00pm in the Selectboard office of the Whitingham Municipal Center on Wednesday, May 15, 2025.

Selectboard members present: Scott M Reed, Chair; Rick Gramlin; Lyman (Skip) Tefft, Jr.; and Travis Wheeler.

Others present: Gig Zboray, Selectboard Administrator; Stanley Janovsky, Jr., Road Commissioner; Donnie Boyd; Seth Boyd; Dawn Kazokas; Fred Aldrich.

Call to Order. Additions or Changes to Agenda

Scott M. Reed called the meeting to order at 7:00pm. Any changes to the agenda were noted on the meeting copy. Mr. Gramlin requested we discuss the highway garage during the next meeting instead of tonight.

Hearing of Visitors for concerns not on the agenda

Donnie Boyd would like to talk about the container home. Gig provided an update: Mr. Roberts signed the certified mail green card on May 6th for the Notice of Violation and Cease and Desist Order which gives him 7 days to cure the violation (5/13) or 15 days to appeal it (5/21). We are monitoring the site and taking photos. We must abide by state statute. In the meantime, we are preparing documentation in case a court injunction becomes necessary.

Highway

Water coming out of sidewalk on Gates Pond Road there is a square in the sidewalk where water is coming out of the sidewalk, Donnie Boyd said it could possibly be a shutoff or tee joint for water to what used to be a laundromat. Mr. Reed would like the road crew to assist the electric company with the issue. Mr. Janovsky said if the sidewalk gets ripped up, it needs to be replaced. Mr. Reed noted that perhaps this water problem could be related to the retaining wall collapsing in the Eames Village Park across the street.

Open paving and gravel bids

Paving:

Bazin Brothers – milling: \$1 per square yard, paving \$101 per ton in place

Springfield Paving – milling \$25,573.23 per ton (approximately \$2.44 per square yard), paving \$101.97 per ton in place

Peckham Road Corporation – milling \$1.70 per square yard; paving Gates Pond Road .5” shim and 1” top \$126 per ton; Bernard Road .5” shim & 1” top \$141.50 per ton; Butler Brook Road .5” shim & 1” top \$136.50 per ton; Stone House Road .5” shim & 1” top \$135.50 per ton

All States Construction – milling \$1.30 per square yard; paving \$97.20 per ton

A motion was made by Scott M. Reed to accept the bid of All States for both milling and paving, seconded by Rick Gramlin, all in favor. Mr. Janovsky noted it is about \$3,000 more than Bazin on the milling portion. Board feels it is better to use one provider for both items.

Gravel:

Mitchell Materials – 1” crushed gravel \$22 per ton; crushed ledge delivered \$24.50 per ton; 6” minus stone delivered \$31 per ton; 1” minus stone delivered \$28 per ton

Adams Gravel (was Renaud) – 1” crushed gravel 2500 cubic yards picked up \$45,000 (about \$18 per yard) and \$130,000 delivered (about \$52 per yard)

Zaluzny Excavating – 1” crushed gravel delivered \$21 per ton; crushed ledge delivered \$36 per cubic yard; 6” minus ditch stone delivered \$32.45 per cubic yard; 1” minus ditch stone delivered \$37 per cubic yard

Bazin Brothers – 1” minus crushed gravel \$32.25 cubic yard; 6” minus ditch stone \$33.25 per cubic yard, delivered

A motion was made by Scott M. Reed to accept the bid of Mitchell Materials, seconded by Travis Wheeler, all in favor.

Green Mountain Hall: discuss bid received and how to move project forward

As noted in the Minutes of April 16, 2025, we received one bid on the project for a total of \$59,900. The total grant award was \$22,050 with a required local match of \$11,025, making the town’s share of the project \$48,875. The state grant coordinator said we can remove the porch roof aspect of the project, and we could still keep the same grant award.

Because CB Painting is a painter and not very experienced with slate roofing, Seth Boyd requested a proposal from Brattleboro Roofing and Sheet Metal Services, LLC. (BRSM). Their price to replace the asphalt shingles with slate on the front porch is \$15,735, CB bid \$21,000; BRSM bid to install hip and ridge cap \$13,915, was not addressed in CB bid. BRSM bid to repair the slate roof on the main building and repair the metal roof on the rear addition is \$5,315; CB bid for roof repairs is \$7,000. If we remove the roofing aspects of CB’s bid his price is \$31,900.

Mr. Reed suggested removing the roofing aspects out of the CB bid (-\$28,000), wait on replacing the front porch roof and get the slate repairs on the main roof by BRSM for \$19,230.

We have \$62,500 available, if we award CB \$31,900 and BRSM \$19,230 for a total of \$51,130, that will leave \$11,370 available towards painting the two historical structures.

After more discussion it was decided to ask both contractors to remove the man lift from their price and the town will rent one for at month (at approximately \$4,000), the contractors should

have insurance coverage to use it. Seth Boyd will discuss these changes with each contractor.

Town Hill update Seth Boyd said the bronze plaque was ordered for the memorial wall but it was delayed, and now cancelled. Cole Boisvert is going to give a price on the plaque and will repair the safety railing on the slide.

Update on fireworks – Seth Boyd is getting two more proposals for Old Home Week fireworks as required by the purchasing policy.

Hazard Mitigation

Award bid for construction of culvert project We received two bids for construction of the culvert project. The first from Hunter Excavating, Inc. for a total of \$757,465; the second from Neil H. Daniels, Inc. for a total of \$1,385,400. There were several bid informalities on Hunter's bid:

Bid Informalities:

1. Item 1: Hunter Excavating's bid form had a typo with a one dollar difference between unit price of \$42,835 and extended price of \$42,836 for Item No. 1. The extended amount and total base bid have been reduced accordingly, as the unit price governs.
2. Item 6: Hunter Excavating's written unit price in words was "One hundred one thousand sixty dollars." The typed numeric unit price and numeric extended price were both \$100,160. The written unit price in words is shown in bid tabulation and the total base bid revised accordingly.
3. Item 17: Hunter Excavating's written unit price in words was "Four thousand fifty dollars." The typed numeric unit price and numeric extended price were both \$4250. The written unit price in words is shown in bid tabulation and the total base bid revised accordingly.
4. The following documents were not included with Hunter Excavating's original bid and have been subsequently provided to the Town: Evidence of authority to do business in the state, Bidder Qualification Statement, List of Project References, and Certificate to Vote.

A motion was made by Rick Gramlin to accept Hunter Excavating, Inc. bid for \$757,465 noting the informalities, seconded by Travis Wheeler, all in favor. Daniels' bid was far out of our budget. The project is to be completed this year. There will be a period of time when there won't be vehicle access to the Municipal Center.

Review and sign electrical bid for moving pole JC Electric is our customary electrician for the town and knows all the electrical issues between the two buildings (firehouse and municipal center). JC Electric provided an estimate of \$20,000 to complete the work required when the telephone pole in front of the fire house is moved as part of the culvert project. **A motion was made by Travis Wheeler to approve a Selectboard waiver acknowledging that JC Electric is our electrical service provider for the town, seconded by Skip Tefft, three in favor, Mr. Reed recused himself because he works with JC all the time.**

Mr. Janovsky noted two things that should be included in the bid, Gig will contact JC for a change in the proposal.

Planning Commission: we won MPG to update the Town Plan

Gig applied for a Municipal Planning Grant to update the Town Plan which expires in 2026. The Windham Regional Commission provided their estimate for professional services to guide the Planning Commission on the task and to make sure all the required elements are included. The Department of Housing and Community Development (DHCD) awarded us \$14,310 with a local match of \$1,590 for a total of \$15,900. We successfully competed against 72 municipalities and are one of 46 funded.

Sewer: request to prorate new account billing

At the April 16th meeting a sewer allocation for a single-family home was approved for Joanne Toomey at 62 Brickhouse Road. A sewer bill went out on May 1st charging her sewer fees from January 1 to June 30. We received a request to prorate the new account from March 27 (when they received their state permit) to June 30, 2025, which would result in issuing a credit of \$363.48 on the new account. After some discussion, **a motion was made by Rick Gramlin to prorate the account as requested and issue a credit of \$363.48, seconded Skip Tefft, all in favor.**

Board of Health: potential health hazard at 1570 1630 Wilmington Cross Road

With advice from the Vermont Health Department, Gig, as Town Health Officer, has determined that the garbage and dirty diapers at 1630 Wilmington Cross Road does not yet constitute a PUBLIC health hazard. The health department noted that in accordance with [24 V.S.A. § 2201](#) the law prohibits illegal dumping and open burning ("A person shall not throw, dump, deposit, or cause or permit to be thrown, dumped, or deposited any solid waste as defined in 10 V.S.A. § 6602, refuse of whatever nature, or any noxious thing in or on lands or waters of the State outside a solid waste management facility certified by the Agency of Natural Resources."). We can issue a ticket of not more than \$800. Attorney Fisher advised that we write another letter to the property owner threatening a fine of \$800 if not cleaned by a date certain and provide information for agencies that could potentially help her clean up the property. If cleanup is not complete by the date certain then issue the fine. If the fine does nothing, then file a Health Order with the court.

Travis Wheeler noted that the diaper pile is gone and the dumpster is full. Gig will inspect and write the appropriate correspondence.

Gamache Rice Health Order Attorney Fisher sent an email today asking for an update and proof of the septic system construction schedule. On April 22 the court said they would schedule a follow up in 60-90 days. Sixty days is June 21st, the first day of summer, the problem becomes more of a public health risk when the public is swimming in the reservoir.

Liquor and tobacco licenses:

Six licenses for JG Store, LLC were submitted for approval. They include #59675 – second class license; #59675 – tobacco license; #59676 – tobacco substitute endorsement; #59680 – third class restaurant/bar license; #59681 – outside consumption permit; #59687 – first class restaurant/bar license. These licenses do not require signing. After review, **a motion was made by Scott M. Reed to approve the six licenses submitted for JG Store, LLC, seconded by Travis Wheeler, all in favor.**

Assessors

Gig noted that the town wide reappraisal is complete, except the portions the state does – power companies, power lines, current use, etc. The booklet with all properties listed was mailed out on Monday. Informal grievances will be held by the Assessors on May 28-30, and formal grievances will be held June 16-18, 2025.

Ratify Approval of special Payables Warrant #25SP dated 5/6/25

On May 6, 2025, James Weber signed a special Payables Warrant #25SP for postage expense to mail out the townwide reappraisal information at a cost of \$640.33 payable to the USPS. **A motion was made by Scott M. Reed to ratify the approval of special Payables Warrant #25SP dated May 6, 2025, seconded by Skip Tefft, all in favor.**

Approval of Payables Warrant – May 15, 2025

Gig requested that we add a check payable to Saladino Property Maintenance in the amount of \$68,181 to the payables warrant for the demolition of 568 VT Route 112. In order to close out the grant it would be better to have it paid now, than in two weeks. **A motion was made by Rick Gramlin to approve Payables Warrant #W2546 dated May 15, 2025, including the addition of \$68,181 for a total of \$288,612.05, seconded by Scott M. Reed, all in favor.**

Approval of Payroll Warrant – May 15, 2025

A motion was made by Rick Gramlin to approve Payroll Warrant #W2545, dated May 16, 2025, seconded by Travis Wheeler, all in favor.

Review and approve Minutes of April 30, 2025

A motion was made by Travis Wheeler to accept the Minutes of April 30, 2025, as written, seconded by Rick Gramlin, three in favor, Mr. Reed abstained.

Other business:

None

Adjourn

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

Scott M. Reed adjourned the meeting at approximately 8:18pm.

Respectfully submitted,

~Gig Zboray