



**Town of Whitingham
Office of the Selectboard**

MINUTES OF MAY 28, 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 6:30pm in the Selectboard office of the Whitingham Municipal Center on Wednesday, May 28, 2025.

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

Others present: Gig Zboray, Selectboard Administrator; Marylee Putnam, Treasurer; Seth Boyd.

Call to Order. Additions or Changes to Agenda

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

Hearing of Visitors for concerns not on the agenda

Ed Donelan, owner of North River Hall on Gates Pond Road requested a temporary reprieve on the sewer bill in the amount of \$774 because the building is not currently connected to the sewer at all because the new use of the structure (7 apartments) requires a much larger discharge pipe. **A motion was made by Travis Wheeler to deny this request, seconded by James Weber, all in favor.**

Treasurer

Marylee Putnam would like permission to change the credit card from M&T Bank to Community Bank; M&T are very unfriendly, and can't get the address correct, no matter how many times she has tried. **A motion was made by James Weber to approve a change in credit card bank to Community Bank, seconded by Skip Tefft, all in favor.**

Ms. Putnam also informed the board that there should be a backup signer on the town's bank accounts and asked who that should be. **A motion was made by James Weber to appoint Gig Zboray to be the backup signer on the town's bank accounts, seconded by Travis Wheeler, all in favor.**

Town Clerk: certificate of appointment

Rachel Littlehale was appointed as Town Clerk on April 2nd to be effective on April 8, 2025. The board signed the document noting the appointment.

Highway

Discuss highway garage Rick Gramlin, being a new Selectboard member, wanted to know the status of this project. Quick summary provided: garage will stay at same site, requires a full demo and rebuild; existing curb cut approved by VTrans. Gig to send digital copies of 2023 feasibility study to the board.

Green Mountain Hall: award repair and roofing bids

As noted in the Minutes of April 16 and May 14, 2025, we received one bid on the repair 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). Both contractors were asked to rework their bids – BRSM to remove the replacement of the front porch roof and expenses for the man lift and CB to remove all roof related costs and expenses for the man lift.

BRSM's new proposal to provide and install new hip and ridge cap on main ridge and steeple hips is \$12,715 and repairs to the slate and metal roofing of \$5,315 for a total of \$18,030 and requires a 35% deposit of \$6,310.50. The town will provide the manlift.

A motion was made by James Weber to accept the proposal from Brattleboro Roofing and Sheet Metal, LLC for a total of \$18,030 to repair the roof of Green Mountain Hall and appoint Scott M. Reed to sign it, seconded by Skip Tefft, all in favor. The deposit will be added to the payables warrant.

CB Painting will provide their updated proposal for the next meeting.

Old Home Week: review fireworks bids

Seth Boyd presented two proposals for fireworks, the first from Pyrotechnico offering an 18-20 minute "highly choreographed" display with a total of 4,082 shells for a cost of \$25,000, requiring a \$5,000 deposit. This is who was used for the last 3 Old Home Weeks (they were Atlas in the past). They provide a \$10 million insurance policy.

A second proposal, from C&C Fireworks, for a 25-to-30-minute display reaching heights of 250'-275' for a total of \$20,000 requiring a \$1,000 deposit.

Mr. Boyd requested proposals from two other companies; one said they were not available on our date, and another said it was too big for them.

Mr. Boyd recommended the board accept the proposal from Pyrotechnico based on his prior experience with them including OHW and fireworks displays at Stratton Mountain.

A motion was made by James Weber to accept the Pyrotechnico bid and to appoint Gig Zboray to sign the contract, seconded by Rick Gramlin, all in favor.

Hazard Mitigation:

appoint someone to sign documents related to the culvert project The contract won't be signed until we have a kickoff meeting. **A motion was made by Scott M. Reed to appoint Gig Zboray with the authority to sign all documents related to the culvert project, including the contract, and any potential change orders as long as they are discussed with the Selectboard, seconded by Travis Wheeler, all in favor.** The preconstruction meeting is scheduled for June 6 at 10am.

Review and sign JC Electric proposal at the last meeting Mr. Janovsky had two concerns regarding JC's proposal, they reworded it, the price remains the same. James Weber feels that they don't understand that the pole moving will require a temporary service. They should call Rodney Bemis or Jacksonville Electric directly to get clarity on the project needs.

Sewer

Discuss Whitingham plant's discharge permit

The board reviewed the summary of changes to the time requirements in the discharge permit. They are happy with the delays. Gig would like the dilution study to be pushed out a little further and will discuss with the state.

Discuss and approve roofing proposal Because Kingsbury never gave us a price to do the roof repairs needed at both sewer plants, the EPA said that we could find our own contractor without going through the bidding process. Mr. Reed found Jancewicz & Son, who are able to do certified payroll and AIS certification required for grant reimbursement. Their (revised) proposal is \$61,107 for Whitingham plant and \$152,226 for Jacksonville which would not extend the roofs out over the hatch covers.

The more expensive proposal will cover the hatches, which is a safety issue.

A motion was made by Travis Wheeler to accept the original roofing bid for both sewer plants from Jancewicz & Son for a total of \$330,536 and to appoint Scott M. Reed to sign any documents related to this roofing project and to oversee the work being done, seconded by Rick Gramlin, four in favor, Mr. Reed abstained, but agreed to oversee.

Animal Control: review and sign annual Animal Holding Contract with Humane Society

Each year we sign a contract for animal holding with the Humane Society. This year the fee increased from \$385 to \$442, the payment is included in the payables warrant. **A motion was made by James Weber to approve the animal holding contract with the Windham County Humane Society and to appoint Scott M. Reed to sign it, seconded by Skip Tefft, all in favor.**

Approval of Payables Warrant – May 29, 2025

A motion was made by Rick Gramlin to approve Payables Warrant #W2548 dated May 29, 2025 to include payments of \$6,310.50 to Brattleboro Roofing and Sheet Metal; and \$82,634 to Jancewicz & Son, seconded by James Weber, all in favor.

Approval of Payroll Warrant – May 29, 2025

A motion was made by Scott M. Reed to approve Payroll Warrant #W2547, dated May 29, 2025, seconded by James Weber, all in favor.

Review and approve Minutes of May 14, 2025

A motion was made by Travis Wheeler to accept the Minutes of May 14, 2025, as written, seconded by Scott M. Reed, four in favor, Mr. Weber abstained.

Other business:

Gig noted that Attorney Fisher is working on a court injunction for the zoning violation. Gig contacted him to note that there has been no progress on a septic system that is required by the court.

Adjourn

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

Scott M. Reed adjourned the meeting at 7:29pm.

Respectfully submitted,
~Gig Zboray