



**Town of Whitingham
Office of the Selectboard**

MINUTES OF JULY 9, 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, July 9, 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; Don Hettrick, Engineer; Brent Betit, Donny Boyd; Chris Roberts; Stanley Janovsky, Jr., Road Commissioner.

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

Mr. Betit and Mr. Boyd questioned what is happening with zoning enforcement. Gig responded that the matter is in the court now. We don't know when it will be resolved.

Mr. Boyd questioned the future size of the highway garage, concerned that trucks will be larger in the future. Mr. Janovsky responded that the garage itself and the bays will be larger than they are now.

Set the municipal tax rate for 2025/26:

The state hasn't provided the education tax rate yet; this item will be addressed during the next meeting.

Highway: Rt. 112 bridge update (at old Honora winery)

(Not actually the bridge at the old Honora.) The insurance company sent a check for \$27,000; the company that will fix the bridge estimated the repair at \$30,000. The town might have to carry some costs while we fight the insurance company for more money.

The bridge has specialized, odd sized timbers that adds to the expense.

Sewer: discuss potential line extension and application for capacity

The owner of Sawyer Mansion (Two Lakes, LLC) is working with an engineer (Don Hettrick of 3D Landscape Architect) to create an extension of the sewer line to add that property to the sewer system.

The length of run is about 800 feet, and will require at least two manholes. When Gig heard the plans she suggested that the Selectboard might be interested in participating in this project. Increasing the size of the pipes and moving the pipes to the road would make the extension available for others to hook onto the sewer system.

The cost without it being a collection line is about \$30,000; a raised mound septic system is about \$50,000. Obviously increasing the size of the pipes and changing the engineering plans will increase the price. Two Lakes will decide which method benefits them based on what the town will be willing to pay towards the project.

The board would like to participate in this project. Mr. Hettrick will contact Weston & Sampson, the current sewer project engineers, to come up with a plan and a cost.

Whitingham draft discharge permit update At a prior meeting the board approved the response document to request extended time to meet requirements on the permit. Gig had requested more time on the dilution study aspect. The final Financial Capability Assessment was delivered today pushing out the dilution study to 2035 from 2029.

The board is happy with the extension of time. Gig will submit the plan tomorrow.

Review and sign annual contract with Wilmington PD for patrol coverage

The budget for the new fiscal year for patrol coverage is \$14,000. After review, **a motion was made by James Weber to approve the contract with Wilmington Police Department for an amount not to exceed \$14,000 and to appoint Scott M. Reed to sign the contract, seconded by Skip Tefft, all in favor.**

Old communications equipment on Municipal lot

JC Electric disconnected the solar feed from the meter. Gig asked if she should post on Facebook that a resident can dismantle the equipment and remove ALL of it for personal use. Mr. Reed suggested that interested persons should submit a bid. Gig will put a post on Facebook when she returns from vacation.

Review and sign Audit Scope and Objectives for annual audit

The audit of the fiscal year ended June 30, 2025 is scheduled for September 8th and 9th. This year we will need "single audit" again for two grants that are over \$1M. The cost will be \$18,100 for the main audit and \$7,000 for the first single audit and \$4,000 for each additional. **A motion was made by James Weber to approve and sign the Audit Scope and Objectives provided by Sullivan, Powers & Co., PC, seconded by Scott M. Reed, all in favor.**

Continue planning for "hometown heroes" banners

Gig created a spreadsheet with all the names on the plaques at Town Hill. There are 198 names in total. Gig is also working on getting a list of residents that are currently serving in the armed forces.

The are 35 names on the most recently installed plaque, the cost is about \$200 per banner. Gig suggested we start with the currently serving and the names on the most recent plaque and go backwards from there as funding allows.

Mr. Gramlin contacted the woman who helped Readsboro do the project.

Animal Control – review and sign letter re: farm dog must be on a farm

Doug Dix, ACO suggested that we change the Dog Ordinance to clarify that a dog that is registered as a farm dog must live on a farm. Gig questioned the legality of that with VLCT and Bob Fisher. Mr. Fisher did research in the Required Agricultural Practices (RAP) and suggested that we send a letter to the dog owner stating that although they can register their dog as a “farm dog”, their property does not qualify as a farm under the RAP and as such beginning September 1, 2025, the Animal Control Officer will begin issuing tickets as necessary for the barking dog. **A motion was made by Scott M. Reed to approve and sign the letter to the Hesselback’s, seconded by James Weber, all in favor.**

Approval of Payables Warrant – July 10, 2025

A motion was made by James Weber to approve Payables Warrant #W2602 dated July 10, 2025, seconded by Skip Tefft, all in favor.

Approval of Payroll Warrant – July 10, 2025

A motion was made by Scott M. Reed to approve Payroll Warrant #W2601, dated July 10, 2025, seconded by Rick Gramlin, all in favor.

Review and approve Minutes of June 25, 2025

A motion was made by James Weber to accept the Minutes of the June 25, 2025, special and regular meetings, as written, seconded by Rick Gramlin, all in favor.

Other business:

Town Plan update – The Planning Commission (PC) had their first meeting with a consultant from the Windham Regional Commission to begin working on updating the Town Plan. The PC asked if any Selectboard members would be interested in participating in the update process. The board would like the Town Plan emailed to them and be notified when the PC meets.

Mr. Janovsky suggested that the minimum lot size in the Rural Residential and Rural Lands zoning districts should be 2 acres, not 3 acres, due to the housing shortage.

Adjourn

A motion to adjourn was made by James Weber, seconded by Travis Wheeler, all in favor.

Scott M. Reed adjourned the meeting at 7:25pm

Respectfully submitted,
~Gig Zboray