



**Town of Whitingham  
Office of the Selectboard**

**MINUTES OF AUGUST 20, 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, August 20, 2025.

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

Others present: Gig Zboray, Selectboard Administrator; Stanley Janovsky, Jr., Road Commissioner; Doug Dix, ACO; Jesse Rice, resident; Matt Cole, Great River Hydro; Allen Twitchell, resident; Richie Lemaire, resident.

**Call to Order. Additions or Changes to Agenda**

Scott M. Reed called the meeting to order at 6:30pm.

**Hearing of Visitors for concerns not on the agenda**

None

**Cemetery access: meet with Matt Cole of Great River Hydro**

At the last meeting Doug Dix of Deerfield Valley Property Maintenance, who has the contract to maintain the town cemeteries, complained that it has become difficult for him to access the two town cemeteries that are land locked within Great River Hydro (GRH) lands. Mr. Cole says he walked in, it took him 20 minutes to get to Blanchard Cemetery. GRH will not allow ATVs on the old railroad bed. This specific trail is not an ATV trail. A Veteran is laid to rest at Blanchard cemetery.

A formal request for regular maintenance, or for major maintenance should be written to GRH.

Mr. Dix noted he uses a weed whacker, blower, and a chain saw, Mr. Cole says a hand sickle and a rake would do the same work.

Mr. Cole noted that perhaps Catamount Trail Association folks could do maintenance work, or GRH maintenance crew could do it.

**Library: discuss building a deck instead of addition**

Kristine Sweeter did not attend tonight.

### **Meet with candidate for Selectboard: Jesse Rice**

Jesse Rice is interested in filling the vacancy on the Selectboard. He says he is not moving away so he wants to make sure he can do as much as he can for his local community. He is currently working locally unless there is a bad storm somewhere in the nation. Mr. Weber questioned why we would consider appointing him after the town had to take him to court for a public health issue?

Mr. Rice would like to get a handle on what is going on in town. He has heard about people getting letters about having excess cars on their property.

### **Zoning Board of Adjustment: consider appointment of Amanda Pike**

After Marshall Dix, Chair of the ZBA spoke with Amanda Pike, she expressed her interest in joining the Zoning Board of Adjustment, there has been a vacancy on the board for years. **A motion was made by Scott M. Reed to appoint Amanda Pike to the Zoning Board of Adjustment, seconded by Skip Tefft, all in favor.**

### **Continue discussion of dilapidated building on Town Hill**

At the last meeting the board discussed a neighbor's request to remove a dilapidated building on town property at the edge of North-South Road. Mr. Weber wanted to speak with Seth Boyd of the historical society before the board made a decision. Mr. Boyd noted that the building was originally part of the farm, not part of Town Hill. The board approved the removal of the small farm structure along North-South Road, across from the home owned by Chris Wasley. Mr. Wasley may keep the wood and slate roofing, but the entire structure must be removed and any foundation area filled for safety.

### **Highway**

Richie Lemaire questioned what the status of the new truck is. Mr. Janovsky responded that Cole Boisvert is putting the body on the new truck.

### **Highway Garage: approve and sign AIA contract with Stevens & Associates to design new garage**

At the July 23<sup>rd</sup> meeting, the board approved a proposal for engineering and architectural services from Stevens & Associates for the highway garage. This American Institute of Architects (AIA) contract is the "standard form of agreement between owner and architect". As noted in the July 23<sup>rd</sup> Minutes, the cost of the contract is \$343,250. The town attorney has reviewed both the proposal and this AIA contract. **A motion was made by James Weber to approve the AIA contract with Stevens & Associates, and to appoint Scott M. Reed to sign it, seconded by Skip Tefft, all in favor.**

### **Old Home Week (OHW)**

Discuss procedure for road closures for parade the OHW committee met on August 14<sup>th</sup> and felt they needed to start working on getting permission to close Town Hill Road and Ginny Morse Road for the OHW parade next year. Mr. Janovsky said it is not a big deal to close the town roads but suggested we apply with VTrans now for permission to close VT Route 100 from Ginny Morse Road to the highway garage for the parade in 2026. Gig will work on that.

It was also suggested that we schedule with Wilmington Police Department to make sure we have coverage during the OHW events.

Social media for OHW The “Town of Whitingham” has a Facebook page. The OHW Committee would also like OHW to use Instagram, and possibly other social media accounts. OHW Committee members, not town employees/officials would run these social media accounts. The Selectboard is comfortable with the creation of town accounts on other social media sites and that non-employees will be posting to them for OHW.

Electrical at the OHW meeting it was mentioned that 10 years ago an electrician apparently built a power panel that the town paid for, does anyone know who the electrician was or where the panel might be now? Mr. Weber will check with Alan Hadley.

**Cyber Security: consider applying for a grant to migrate town website to .gov**

There is a grant available that would enable us to migrate the town website from .org to .gov. Gig questioned our Cyber Security contractor, he said it is a lot of work, and feels he provides great security and doesn't think .gov will provide much more than we have already. Gig also questioned our website guy, he also said it is a lot of work but had no opinion on if necessary or not. Mr. Weber thinks it's a good idea, especially if we can get a grant. Gig will move forward with it.

**Hazard Mitigation: appoint someone to sign documents related to FEMA buyout/closing of 2984 VT Route 100**

The closing on the Kingsley property is scheduled for September 3<sup>rd</sup>. Attorney Fisher would like all the documents signed in advance and mail them in. Mr. Kingsley will be available August 29<sup>th</sup>, Gig will be on vacation. **A motion was made by Scott M. Reed to appoint any one Selectboard member to sign documents needing a town signature related to closing documents for the FEMA buyout of 2984 VT Route 100, seconded by Skip Tefft, all in favor.**

**Sewer: discuss working with consultant to create plan and documents for new sewer connections, possibly to update sewer ordinance**

Gig asked Brad Lackey, Chair of the Planning Commission and professional land surveyor, if he would be interested in helping us create written procedures and documents for adding connections to the sewer system. Right now, we have no procedure, we don't know the proper steps, we often don't provide the forms needed, it's a mess. Mr. Lackey would be a good one to review the draft sewer ordinance also, as he deals with state wastewater requirements and local sewer ordinances often. The Selectboard agreed this is a good idea.

Cyber Security at sewer plant for alarms – Gig should check into it.

**Approval of Payables Warrant – August 21, 2025**

**A motion was made by Scott M. Reed to approve Payables Warrant #W2608 dated August 21, 2025, seconded by Skip Tefft, all in favor.**

**Approval of Payroll Warrant – August 21, 2025**

**A motion was made by Skip Tefft to approve Payroll Warrant #W2607, dated August 21, 2025, seconded by James Weber, all in favor.**

**Review and approve Minutes of August 6 2025**

**A motion was made by James Weber to accept the Minutes of August 6, 2025, as written, seconded by Skip Tefft, all in favor.**

(Post meeting note: Gig received an email informing that the last two meeting recordings have no sound, unfortunately she found that the mic was turned off for the scheduled meetings and this week's recording has no sound either. She will be more aware moving forward.)

**Other business:**

Municipal lot Gig and Stan are working on a Park and Ride grant to repave and reline the municipal center lot. Stan obtained a cost estimate of \$55,000.

Culvert Project the contractor still has not provided a construction schedule because they do not know when the pre-cast culvert will be available. As soon as they know that date, they will provide us with a schedule and we will learn if there may be days when access to the municipal center will not be available.

Treasurer Marylee Putnam would like to arrange with the credit/debit card processor to accept e-checks. Is that something she can go ahead and do, or does she need board approval? **A motion was made by James Weber to approve the acceptance of ACH/e-checks by whatever process the Treasurer would like, seconded Skip Tefft, all in favor.**

Highway Garage Mr. Janovsky would like the public to know the steps required to get this project to a public bond vote: 1<sup>st</sup> step was a feasibility study to determine if the current site could host a larger structure, 2<sup>nd</sup> step is engineering and architectural design, that will provide a cost for the construction. Once we know the estimated cost, we will need a town vote to approve a bond for the construction of the project. The board is hoping for a bond vote at Town Meeting in March 2026.

After some public comments, Mr. Reed closed discussion on this topic; it should have been brought up during hearing of visitors, not at the end of the meeting.

**Adjourn**

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

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

Respectfully submitted,  
~Gig Zboray