



**Town of Whitingham
Office of the Selectboard**

MINUTES OF AUGUST 23, 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, August 23, 2023.

Selectboard members present: Scott M. Reed, Chair; James Weber, Vice Chair; and Craig Hammer. Greg Brown attended remotely.

Others present: Gig Zboray, Selectboard Office Administrator; Stan Janovsky, Jr., Road Commissioner; Bart Howes, acting Chief Sewer Operator; Lane Simon, Simon Operations; Matthew MacPhail, potential employee; Dan Hollister, ACO.

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)

None

Highway: 1 ton body fitting

Stanley Janovsky, Jr. informed the board that HP Fairfield, was supposed to send a bid for the body work, he still hasn't received it. Also contacted a company in Westminster – they send directly to Viking. Stan already got a price from Viking. He asked the board if he should continue to wait for responses or just go ahead with Viking. The board approved of going with Viking. It should be \$58-59,000 for the new 1-ton body fitting.

Sewer:

Executive Session to meet with two potential options to fill chief operator position A motion was made by James Weber to enter into executive session in accordance with 1 V.S.A. § 313(a)(3) to meet with Lane Simon of Simon Operations to discuss his firm filling the vacant chief operator position to include Gig Zboray and Bart Howes, seconded by Scott M. Reed, all in favor.

With no decisions made, executive session was exited.

A motion was made by James Weber to enter into executive session in accordance with 1 V.S.A. § 313(a)(3) to meet with Matthew MacPhail to discuss his application to fill the vacant chief operator position to include Gig Zboray and Bart Howes, seconded by Scott M. Reed, all in favor.

With no decisions made, executive session was exited.

Sewer Assistant Whether the board decides to go with a contractor or an employee for the Chief Operator position we will still need weekend coverage. James Weber suggested the board ask all town employees to work time and a half to do testing since we have not gotten any applicants.

Update Equivalent Unit (EU) classifications EUs were updated to be fairer across the board. Previously some classifications were set for maximum capacity and others for number of workers/students in a building. The minimum adjustment is now 1, doing away with .75 assignments for smaller usage. The school will now be billed for full capacity at 345 but the per person assignment changed from .20 to .15 making their total EUs at 51.75 which is just slightly higher than their 6-year average of 51.13. Office/Business 1-5 employees will now be 1 EU (was 1-2 employees at .75), 6-10 employees at 1.75, each additional employee at .15. Added "Any indoor seat serving food or drink" at .06 per seat. Bed & Breakfast/Room Rental sleeping space dropped from .20 to .15. The board approved these changes. Gig will update the paperwork for signatures at the next meeting and the sewer rate can then be set. Mr. Weber suggested that letters be sent to notify sewer users of these changes.

James Weber suggested that we institute a fee to disconnect from the sewer. This will be discussed more when we update the sewer ordinance.

Ratify approval of certificate of good standing for pollution control grant A certificate of good standing was signed by Scott Reed on August 10th because the August 9th meeting was cancelled, it is required for the pollution control grant. **A motion was made by James Weber to ratify the signing of the certificate of good standing, seconded by Scott M. Reed, all in favor.**

Review and appoint signer for pollution control grant agreement We received a pollution control grant for the sewer project in the amount of \$1,046,762. **A motion was made by Craig Hammer to appoint Scott M. Reed to digitally sign the grant agreement, seconded by James Weber, all in favor.**

Review and appoint signer for ARPA grant agreement We also received \$1M funding in conjunction with the American Rescue Plan Act (ARPA) Water and Sewer Infrastructure – Clean Water Board Projects program. **A motion was made by Craig Hammer to appoint Scott M. Reed to digitally sign the grant agreement, seconded by James Weber, all in favor.**

Discuss and approve purchase of diaphragm pumps the contractors suggested that we purchase two muck pumps; one for each plant to make transfers from tank to tank much easier. Two 3" Diaphragm Pumps with Honda motor rated for 45gpm at 50' of head or 80gmp at 0 with 20' suction hose and camlocks and 100' discharge hose with camlocks was estimated at \$5,700; a better price may be found if the board agrees to the purchase. The board agreed to get one for now.

Sampler location A part of the project is to install an automatic sampler, according to the plans the sampler location is to be decided upon by the operator. Since we have no operator at this time, they are asking us where it should be installed. Two locations were suggested, the board agreed on the location suggested by Anthony.

Manual or Automatic Generators With all the additional grant funding we can soon move forward with accepting some or all of the bid alternates that we could not accept before. It's time to decide if we will be pursuing manual or automatic generators and if they will be propane or diesel. By the end of the contract, we must have some sort of generator either installed or rented because the contract cannot close out until the plants have been run on backup power for 6 hours. By deciding manual or auto now it will save time and expense of the electricians later. Right now, the contract calls for a manual transfer switch and receptacle. If we go auto, we'd get credit for the manual switch and the receptacle towards the cost of the auto transfer switch. Board members all agreed that automatic transfer with a propane generator is the way they want to go.

Mold remediation began this week. As expected, when tearing off the sheetrock they found lots of rotted beams, sill plate and sheathing that will need to be replaced. Local contractors are being asked to submit bids for the roof extensions and they will add the rot repair to the bid request.

Moving Forward Gig asked the board if we all agree that now that we have all this additional funding (\$1M Congressionally Directed and the grants accepted above) that we are going to do the entire project as originally designed? Yes

E-Coli results Whitingham plant failed e-coli testing, results received today for yesterday's test. I had to post signs at the boat launch and Anderson beach. Mr. Howes will be testing again tomorrow with results to come back on Friday. He thinks maybe the UV bulbs are going bad, so he replaced them today.

Approval of Payables Warrant – August 24, 2023

A motion was made by James Weber to approve Payables Warrant #W2408 dated August 24, 2023, seconded by Craig Hammer, all in favor.

Approval of Payroll Warrant – August 24, 2023

A motion was made by Craig Hammer to approve Payroll Warrant #W2407 dated August 24, 2023, seconded by James Weber, all in favor.

Review and approve Minutes of July 26, 2023

A motion was made by Craig Hammer to accept the Minutes of July 26, 2023, as written, seconded by James Weber, all in favor. There was no meeting on August 8th.

Other business

Animal Control Marty Shinder visited Gig on Monday asking what more the town can do for the neighbors on 8A struggling with the constant barking of a dog. The ACO suggested asking the dog owner to come to a SB meeting. The board agreed to invite the dog owner and the property owner to the September 8th meeting and signed the letters.

Transfer Station Gig heard back from Casella, to rent two larger dumpsters for the containers recycling would cost \$545 per month. On average we do two hauls per month, he didn't feel it was worth it.

Adjourn

A motion was made by James Weber to adjourn, seconded by Craig Hammer, all in favor.

Scott M. Reed adjourned the meeting at 8:42pm.

Respectfully submitted,
~Gig Zboray