



**Town of Whitingham
Office of the Selectboard**

MINUTES OF SEPTEMBER 2, 2026, special meeting

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 special meeting at 8:30am in the Selectboard Office of the Whitingham Municipal Center on Wednesday, September 2, 2026.

Selectboard members present: Scott M. Reed, Chair; Rick Gramlin, Dennis Pike, and Lyman (Skip) Tefft.

Others present: Gig Zboray, Selectboard Administrator; Gordon Bristol, Owners Representative; Jon Saccoccio, Stevens & Assoc.

Call to Order. Pledge of Allegiance. Additions or Changes to Agenda

Scott M. Reed called the meeting to order at 8:30am. No changes to the agenda.

Hearing of visitors (for concerns not on the agenda)

None.

Meet with engineers and project manager to review the RFP for the pre-engineered metal building for the highway garage project

- Davis-Bacon Act does not apply so that will be removed from the RFP.
- Vendor may provide some of the foundation design but S&A will be required to stamp the design.
- Clarify #1 of project cost to say “construction cost”
- Clarify #1 of documents provided by architect – clearly state that pre-engineered metal building will be furnished and erected, but conversation continued around who will furnish and erect.
- Add “Local bidders are encouraged”.
- Final draft of RFP to be reviewed and approved at tonight's Selectboard meeting.
- Clarify contracting just for the design portion of pre-engineered metal building (PEMB) right now, wait for successful bond vote for the fabrication portion.

Schedule:

Issue RFP on September 3rd

Questions should be asked by September 10th to Jon, he will answer all the questions and share with all potential bidders.

Post on state bid website (Gig), Dodge and one other website (Jon).

Open bids at 5pm on 9/17. Teams meeting.

We will use work schedule 2a, we don't want to look at alternatives 2b and 2c. Due to construction company schedules, the quicker the better.

Worst case scenario the project isn't completely done by November. The trucks will be able to park in the garage, but tools may stay in the Connex boxes.

Other business

Nothing

Adjourn

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

Scott Reed adjourned the meeting at 9:06am.

Respectfully submitted,

~Gig Zboray