



**Town of Whitingham
Office of the Selectboard**

MINUTES OF SEPTEMBER 2, 2026

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, September 2, 2026.

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

Others present: Gig Zboray, Selectboard Administrator; Emily Carris-Duncan, State Representative (remote); Sherry Adams, Donny Boyd, Sara Martin, Lynne Feal-Staub, Kevin Hanlon, Emily Obringer, Tory Hanna, Karen Hein, Kevin Feal-Staub, Elizabeth Hanlon, Henry Millett, BR Delaney, residents, and Rachel Littlehale, Town Clerk.

Call to Order. Pledge of Allegiance. 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

Review and adopt updated Purchasing Policy

To clarify on page 3, item 10, of the current Purchasing Policy, that only construction projects over \$2,000 using *federal* funding are required to comply with the Davis Bacon Act. This minor clarification will save a significant amount of money on the highway garage project.

A motion was made by Craig Hammer to approve, adopt and sign the updated Purchasing Policy dated September 2, 2026, seconded by Dennis Pike, all in favor.

Highway Garage: review and sign bond vote documents

After review, **a motion was made by Scott M. Reed to approve and sign the “Declaration of Official Intent of Town of Whitingham to Reimburse Certain Expenditures From Proceeds of Indebtedness” and the “Resolution Certificate” for the bond vote on November 3, 2026, seconded by Dennis Pike, all in favor.**

Final review of RFP for PEMB the board reviewed the final draft of the Request for Proposals for the Pre-engineered Metal Building. **A motion was made by Scott M. Reed to accept the RFP after Mr. Gramlin clarifies his construction bond question and to post it tomorrow, seconded by Skip Tefft , all in favor.**

Proposal for a community center at Masons' building

Kevin Hanlon, representing a group of about 10 members interested in purchasing the Masonic Hall and creating a community center to preserve and revitalize the building. They plan a music centric focus initially with a recording studio/production capability. Will allow programming and use of building right off the bat. They say 20 years ago there were 10 plus businesses in the village, and retail community gathering places. They believe this project will bring about Village revitalization. It was noted that there are still at least 10 businesses in the Village.

Emily Carris-Duncan noted there is a kitchen in the space, also businesses can get together to get a better price on Quick Books.

The building would be owned by a community trust, they have registered with the state as a trust and are working on 501(c)(3) designation. They sent letters of intent to Masons' and notified realtors of their interest.

Village Trust Initiative – earmark from Senator Leahy's office, to fund 3 cohorts, this is the 3rd and final funding round, up to \$450,000 of funding along with technical assistance, historic architectural review, environmental review process, funding to bridge the purchasing and closing costs, etc. Three-year grant process. It takes about that long to get these places off the ground. The building does not have to be historical in nature, but this one is. Grant will cover renovation, not purchase of building. Initial purchase of the building would be through a land banker to purchase it and hold it, then the group would do a capital campaign to get the money to purchase the property. They will not be asking the town for tax dollars to fund this project. How do they plan to sustain the property? The answer was not very clear, but they plan to have the programming to help sustain the property.

Why can't they use the municipal center? They mentioned it is difficult to get on the schedule.

To purchase the building the group will work on grant writing, a mailer to town residents, they may sell memberships.

The letter of support they are asking for was edited to make it clear that the Selectboard supports the project as long as no taxpayer dollars are used.

A motion was made by Dennis Pike to approve the letter of support as edited and to appoint Scott M. Reed to sign it, seconded by Rick Gramlin, four in favor, Mr. Hammer opposed.

Highway

Nothing

Sewer

Nothing

Approval of Payables Warrant – September 3, 2026

A motion was made by Dennis Pike to approve Payables Warrant #W2710 dated September 3, 2026, seconded by Skip Tefft, all in favor.

Approval of Payroll Warrant – September 3, 2026

A motion was made by Craig Hammer to approve Payroll Warrant #W2709 dated September 3, 2026, seconded by Scott M. Reed, all in favor.

Approval of Minutes of August 19 and 27, 2026

A motion was made by Dennis Pike to accept the Minutes of August 19 and August 27, 2026, as written, seconded by Rick Gramlin, all in favor.

Other business

Donny Boyd showed us a map of property he was trying to line up for the highway garage project, he didn't get a "no", but the property owner said, "not at this time". The Selectboard has already signed bond documents to move forward with the project on the current garage site. Moving the project to another property will have wasted hundreds of thousands of dollars already spent on engineering and design, would cost money to purchase the new parcel and we would have to start all over again. Time is really of the essence, the price of things continually goes up, nothing ever comes back down.

Adjourn

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

Scott Reed adjourned the meeting at 7:42pm

Respectfully submitted,

~Gig Zboray