



**Town of Whitingham
Office of the Selectboard**

MINUTES OF SEPTEMBER 20, 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, September 20, 2023.

Selectboard members present: Scott M. Reed, Chair; James Weber, Vice Chair; Craig Hammer, and Robin Kingsley.

Others present: Gig Zboray, Selectboard Office Administrator; Brud Sanderson, architect.

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:

Meet with engineer to discuss next steps for highway garage Mr. Sanderson came to the table to give an overview of the process so far. A topographic survey was completed on the property, wetlands, rivers and streams, VTrans, etc. were consulted to determine what each agency will allow. If we stay away from stream bank, we don't need an Army Corp permit. VTrans approved the continuation of the large curb cut. A schematic design would be next to get an estimated build cost. His opinion is over \$1M right now. The schematic design has limited specifications versus a final plan would be designed and ready to be built. At this point, Mr. Sanderson can provide a proposal for the other phases. The board can decide what year to aim for construction (leaning towards 2026 now). Mr. Sanderson will provide cost estimates for schematic design and full design.

Discuss next step(s) for Butler Brook intersection We received a response from VLCT that based on the background we provided that the portion of Butler Brook Road in front of the Lackey house is likely a town highway through "dedication and acceptance" but more research would need to be done. **A motion was made by Robin Kingsley to sign the letter to Mr. Morris Lackey, seconded by James Weber, all in favor.**

Sewer:

Request to change assigned EUs for a property James and Elizabeth Weber request a change of Equivalent Unity (EU) assignment on their sewer allotment from 3 apartments at a total of 3 EUs to one single family home and a BnB with 10 sleeping spaces (at .15 each) for a new total of 2.5 EUs. **A motion was made by Scott Reed to adjust the Weber EUs as requested to 2.5, seconded by Robin Kingsley, three in favor, Mr. Weber abstained.**

Construction update: the new RBC was put in the Jacksonville plant today, they will begin the seeding process immediately while they work on plumbing and electrical connections to the new unit. The potable water line will be encased in concrete as it goes through the sludge tank (PCO# 6) an increase in price of \$7,404. This is a design error that we should not have to pay for. Gig will contact town attorney.

The decant launder was designed wrong (RFI#15) the onsite fix is to reorient the scum baffle to run east/west. In order to fit the scum baffle in the proper location the contractors need to cut a small section before the angled edge, overlap the two pieces of baffle, and bolt together with AIS compliant bolts. Use a new cutting wheel to mitigate the risk of introducing carbon steel to the stainless-steel baffle. Gig was concerned that this fix would void the warranty on the stainless steel and contacted Attorney Fisher to respond. A board member suggested perhaps the manufacturer should come down to do the work to keep the warranty. The board would like the manufacturers' written approval of this change to ensure the warranty continues.

Simon Operations has been reviewing our new permit and found that we need composite samples for both influent and effluent every month. The plans were based on effluent sampling only, so we need two more auto samplers, at a cost of about \$8,000 each. These can be run through SRF funding to come out of grant funding. Turbidity meters are also required in new permit. Simon Operations is looking into them. **The board approved the purchase of two new auto samplers and turbidity meters as required.**

Open mowing bid Only one bid was received from Deerfield Property Maintenance to mow both sewer plant properties and to keep the bank at Whittingham plant cut down so trees don't grow on it for a total of \$2,400 per year for a period to end after the 2026 mowing season. **A motion was made by Scott M. Reed to accept the bid to begin in the 2024 mowing season, seconded by James Weber, all in favor.**

Liquor License – one day of catering at 428 Town Hill Road:

Pear Ridge Productions, LLC has requested a one-day catering permit to serve alcohol at a wedding on September 30th at 428 Town Hill Road. After discussion, **a motion was made by James Weber to approve DLL-Application-31916 for Pear Ridge Productions, LLC to cater an event serving alcohol on September 30, 2023, seconded by Scott M. Reed, all in favor.**

Transfer Station – discuss “condo” boxes Casella didn't feel that we would benefit financially from renting the larger “condo” boxes for our containers recycling. Gig did some math for the year and determined that if we got 2 for 1 haul equivalent out of a box we would save \$600 per year. Gig contacted several places to get pricing to purchase our own boxes, didn't get much response. Because the condo boxes would require some redesign at the Transfer Station and not save a significant amount of money, the board will not go that route at this time.

Hazard Mitigation – review and approve RFP for engineers to design and oversee construction of culvert project

The board reviewed the RFP seeking engineering services for the culvert project at the Municipal Center. The plan is to officially issue the RFP tomorrow, have a pre-bid site visit on October 5th at 10am and for all responses to be due by November 1st at 2pm. Bid to be awarded on November 15th, allowing time for a committee to review and recommend bid selection to the Selectboard. **A motion was made by Scott M. Reed to approve the RFP, seconded by James Weber, all in favor.**

Approval of Payables Warrant – September 21, 2023

A motion was made by James Weber to approve Payables Warrant #W2412 dated September 21, 2023, seconded by Scott M. Reed, all in favor.

Approval of Payroll Warrant – September 21, 2023

A motion was made by James Weber to approve Payroll Warrant #W2411 dated September 21, 2023, seconded by Scott M. Reed, all in favor.

Review and approve Minutes of September 6, 2023

A motion was made by James Weber to accept the Minutes of September 6, 2023, as written, seconded by Scott M. Reed, all in favor.

Other business The Preliminary Payment to School based on Grand List is \$4,097,716.00

Adjourn

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

Scott M. Reed adjourned the meeting at 7:46pm.

Respectfully submitted,
~Gig Zboray