



**Town of Whitingham
Office of the Selectboard**

MINUTES OF SEPTEMBER 23, 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 8:00am in the Selectboard Office of the Whitingham Municipal Center on Wednesday, September 23, 2026.

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

Others present: Gig Zboray, Selectboard Administrator; Stanley Janovsky, Road Commissioner. Diane Abate and Jon Saccoccio from Stevens & Associates; Elijah Daniels from Dubois & King. Gordon Bristol, Owner's Representative.

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

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

Hearing of visitors (for concerns not on the agenda)

None.

Highway garage

Energy code – it has been confirmed that we can use the 2020 code rather than the 2024 version.

GENERATOR

Sizing of fire sprinkler effects the size of the generator

Scott asked if was more cost effective to size the generator for the whole system or have cast off options? Elijah answered that the fire pump will rule the size of the generator if we go with an electric fire pump. A diesel fire pump is definitely an option, but it requires more maintenance.

Elijah would like all of the electrical on one panel with the generator capable to run the whole system including an electrical fire pump, if we choose that. It will be a diesel generator. Fuel storage is typically designed for 24 hours, 80-125 range for the generator could be up to 250 with the fire pump.

Power – 208 3 phase. A 480 volt charging station would be needed if electric trucks. Stan says we don't need 480, an electric plow truck would not be useful. If we go with a diesel fire pump, then the building can be set up to shed some of the electrical load and go with a smaller generator. Green Mountain Power has told them we don't have "safe, reliable, power" so a backup is needed for the fire suppression system.

Stan questioned if the fire pump and the generator can come off the same diesel tank. Elijah will have to research. His gut feeling is that we would have to have two separate tanks. The fuel cannot be in the same room as the fire pump, but it would likely need only a “day tank” (small amount of fuel – 30 gallons tops).

Without the fire pump the generator should cover 25-30KW. Generator contract would include annual maintenance for “x” number of years.

If the generator is going in the back right corner, it is right beside the brook, Stanley asked if the generator can be 2-3’ off the ground. It can be moved anywhere, but the further from the building it goes, it will increase the cost. Scott noted the roof water is going in that direction as well. Closer to the office is the better spot.

Building lighting: over light – you can never have enough light in a garage, but will have control.

Quad outlets throughout the garage, but doubles in the office area. Cord wheels work great when they are brand new, but breakdown quickly, they would rather use extension cords.

No lifts. Definitely need garage fans. We already have a large compressor that is not very old, Gordon questioned if it was covered on the electrical load. Stan would like it in the mezzanine, if possible, would need outlets up there as well.

Light over every entry door, do we need lights over every garage door? Stan would like lights centered over the garage doors as shown in the elevation plan. Possibly interlock the garage door lights with the garage door opener with a 15-minute timer. Keep it cheap and simple.

Stan suggested that wherever the employees park could have an eye that would turn on the exterior lights, they can work with a motion sensor, which are very tunable. No security cameras at this time.

Door hardware: all mechanical, no electric on doors – all keyed.

Telecommunications – service provider will install through the pathways that are installed during construction. Office - one wireless access and several in the garage so the entire building has Wi-Fi.

“Review set” of electrical plans should be available next week.

OTHER

We have a waste oil furnace (that is not too old), ceiling mounted, blow hot air out, we don’t need an actual waste oil boiler. What we have is likely not big enough to heat the offices. We cannot rely on the waste oil furnace 100% of the time, but as much as possible. Boiler in mechanical room to cover the office (and garage when there is no waste oil).

The two fuel tanks shown on the plan are just for the regular furnace, but we should have a waste oil tank somewhere in the building to pump up to the waste oil burner that will be up in the ceiling

of the garage. Discussion around needing 1 or 2 oil tanks for the backup office furnace, Stan would like two.

Elijah to make sure the plans reflect a waste oil furnace rather than a waste oil boiler.

WATER

Stan now feels all faucets should have hot and cold water

ROOF

Roof slope discussed, Stan would like the 2/12 slope, that allows 7' ceiling at the lowest part of the mezzanine, all agreed, that brings the height of the front roof to 35" which is allowable in the zoning regulations.

INSULATION

The 2020 code insulation requirements were discussed, everyone agreed that is sufficient.

PRE-ENGINEERED METAL BUILDING

We did not receive any bids for the PEMP, discussion ensued around putting it out to bid again or interviewing construction managers now. If we don't have this design component it pushes the timeline out. If we don't rebid now, we likely won't be building in 2027. Gordon is nervous that we might not get any results again. Gordon suggested waiting because the bond vote is on November 3rd. Scott asked, based on all the professional experience available to us, if a foundation plan is needed right now? Jon is not in favor of a generic plan because the metal loads are unknown. Jon does not feel that the foundation plan will come quickly after we get a bid if we wait until after the bond vote. Gordon noted if we had a construction manager bid the project after an approved bond, they would likely provide a foundation plan in early January.

We received 3 bids for construction manager when it went out to bid, but one went out of business, if we want to do it again it is not a hard task.

If we rebid construction manager with bids due on October 15th, with a decision made around late October, and if the bond vote is no, then everything stops, if the bond vote is yes, then we begin interviewing construction managers and keep plodding forward. There are about 20-25 companies that can do this job. The two that responded to our CM bid are both good companies. If we choose not to rebid Construction Manager, does that improve our timeline? If we rebid, we lose a month on our design schedule. There would be some costs if we engaged a Construction Manager now, we could have a pre-construction (pre-bond vote) contract where we have to spend some money now, however if the bond doesn't pass, we can cancel the further contract. We can pin down the CM about their enthusiasm for the contract.

It was decided that we will interview the remaining two companies that responded to the RFP for a Construction Manager as soon as possible. Gordon will take lead on reaching out to them, and Stevens will update the proposals and other paperwork. The interviews will be Friday, October 2nd starting at 9am.

Other business

This meeting was set by the engineers, therefore we do not have a recording.

Adjourn

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

Scott Reed adjourned the meeting at 10:03am.

Respectfully submitted,

~Gig Zboray