



**Town of Whitingham
Office of the Selectboard**

MINUTES OF OCTOBER 1, 2025

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, October 1, 2025.

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

Others present: Gig Zboray, Selectboard Administrator; Stanley Janovsky, Jr., Road Commissioner; Sara Martin, resident; Jeff Marsden, Bazin Bros; Heather Pierce, Zaluzny Excavating, Dawn Kazokas, Mitchel Materials; Rachel Littlehale, Town Clerk.

Call to Order. Pledge of Allegiance

Scott M. Reed called the meeting to order at 6:30pm and led the Pledge of Allegiance. Before the meeting Craig Hammer took the oath of office.

Additions or Changes to the Agenda

No changes to the agenda.

Hearing of Visitors for concerns not on the agenda

Sara Martin, suggested an event called Wellness Wednesdays. She is currently doing chair massage once per month with the seniors, she suggests doing the new event from 12-5:30 if we loan the dining hall (no rent charged), she will use her insurance. Ms. Martin would provide chair massage, perhaps other wellness professionals could come in to take advantage, free for residents, non-residents would pay a suggested donation (\$2 per minute or what they can afford), money collected would be donated to a graduating high school senior. Ms. Martin suggested November 12th to start.

Meals on Wheels will only be distributed on Wednesdays starting today. We are unsure if Senior Meals will be changing their schedule. This event is to be further figured out when we know the schedule.

Highway: Open sand bids

Mr. Janovsky came to the table to open the sand bids.

Bazin Bros: $\frac{3}{4}$ winter sand, delivered \$22.10 per ton / 27.65 per cubic yard

Zaluzny Excavating: $\frac{3}{4}$ winter sand delivered \$22.23 per ton / \$28.90 per cubic yard

Mitchell Materials: $\frac{3}{4}$ road sand delivered \$21 per ton / \$27.30 per cubic yard

A motion was made by James Weber to accept the bid from Mitchell Materials at \$21 per yard, seconded by Craig Hammer, all in favor.

Other highway related Mr. Janovsky will ask VTrans if they will test compaction at the culvert project. He asked Mr. Weber if Jacksonville Electric would like the concrete tested for the sidewalks, Mr. Weber responded no.

Highway Garage: discuss plans for open house

Gig questioned if the board wants the bond vote warned separately with its own ballot or included in the Warning and ballot with other Town Meeting information. After some discussion, **a motion was made by Craig Hammer to have a separate warning and ballot for the highway garage bond vote, seconded by James Weber, all in favor.**

The garage open house will be October 28th from 5:30 to 7 with a presentation at 6. Plows and wings will be mounted on the trucks at that time. After some discussion it was decided the mailing will be a postcard invitation. We will merge the grand list addresses with the voter checklist addresses, deleting the duplicates.

(Stanley, James and Skip left for a fire call.)

Sewer:

Set the sewer rate The sewer budget set in Town Report for the fiscal year 24/25 is \$381,854.00 of which \$374,854 to be raised by sewer billing, the balance to be offset by \$7,000 in anticipated revenues. We have 242.94 equivalent units; therefore, the rate should be set at \$1,543 per EU. Last year's rate was \$1,548 - a decrease of \$5 or .32%. **A motion was made by Scott M. Reed to set the sewer rate at \$1,543 per EU for the fiscal year 25/26, seconded by Rick Gramlin, all in favor** (knowing they have no choice).

Discuss state's alternative offer on redundancy issue We had many discussions with the state about their requirements for redundancy at the sewer plants. Initially they wanted two RBC units at each plant, years ago they agreed to require a spare shaft and media for each plant. Another attempt to come to a better agreement has led to the state's proposal that 1) Our NPDES permits require an updated Operations, Management, and Emergency Response Plan (OMERP) to include specificity that the OMERP must include a plan for system failure. And 2) A special NPDES permit condition will be added requiring a sign be placed on the wall next to each RBC that states something like "Warning: an unbalanced RBC shaft can cause system failure".

A motion was made by Scott M. Reed to accept the state's alternative plan for redundancy by requiring a change in the OMERP and a sign be posted on the wall of each plant near the RBC, seconded by Craig Hammer, all in favor.

Appoint Town Health Officer for 11/1/25-10/31/28

Gig Zboray has been serving as Town Health Officer since 2013. **A motion was made by Scott Reed to recommend the reappointment of Gig Zboray as Town Health Officer for a three-year term ending October 31, 2028, to the Department of Health and for Scott**

M. Reed to sign the Town Health Officer Recommendation Form, seconded by Craig Hammer, all in favor.

Culvert project: updated schedule

On the morning of September 22, 2025, we posted notices that the town treasurer will be working out of Riggs Distler office building beginning Monday, September 29th. Shortly thereafter we received a revised construction schedule showing that the project will begin October 6th. Rather than confuse people by reposting, it was decided that the Treasurer/Tax Collector will still begin office hours at Riggs on September 29th.

The revised schedule indicates they would like to work 24 hours a day on an unspecified date for an unspecified amount of time, how do we feel about that? This project is necessary, the funding runs out December 31st, it could be considered an emergency project. The board would like at least 3-days' notice before 24-hour work begins and we will try to notify the immediate neighbors.

Gig received a call from the engineer in charge of construction today, he stated that the outstanding submittals are coming in. The schedule is "feasible/at risk but doable" within the calendar year as required by the grant. Contractor to mobilize October 6th, culvert to be removed week of October 13th, required pre-construction meeting with ANR will be mid next week.

Hazard Mitigation: knotweed treatment

The Windham County Natural Resources Conservation District won grant funding for a licensed applicator to address knotweed treatment (in advance of a planting project) at the Jacksonville sewer plant and along the municipal lot on the east side of 112. Jeffrey Dacey visited the site Friday (9/19/25). He's able to treat the knotweed along the municipal lot all the way down to the gas station (the entire parcel the town owns). Much of it will require stem injecting the herbicide to make sure none is getting into the river. We had previously only discussed treating the knotweed along the actual parking lot, it will likely be more successful if we manage the full parcel, and it seems to be covered by the grant. Gig approved this change.

Mr. Hammer would like knotweed addressed throughout the town, especially near the rivers. The latest thoughts on the topic are to cut it once or twice in the growing season while all the energy is coming up from the ground. Either leave the cuttings where they are or bag them and leave them in the sun, put in the landfill, not in compost.

Approval of Payables Warrant – October 2, 2025

A motion was made by Rick Gramlin to approve Payables Warrant #W2614 dated October 2, 2025, seconded by Craig Hammer, all in favor.

Approval of Payroll Warrant – October 2, 2025

A motion was made by Craig Hammer to approve Payroll Warrant #W2613, dated October 2, 2025, seconded by Scott M. Reed, all in favor.

Review and approve Minutes of September 17, 2025 and September 26, 2025 special meeting

A motion was made by Scott M. Reed to accept the Minutes of September 17, 2025 and September 26, 2025 special meeting, as written, seconded by Rick Gramlin, all in favor.

Other business:

Review and sign letter to operator of tractor trailer: We have received several complaints about a tractor trailer moving van parking on municipal property along Route 112, at a prior meeting the board suggested a letter be written to the operator, but the truck had not been there for several weeks. The truck was back last week. One of the emails of complaint included the quotes from the Traffic Ordinance, that information was used in the letter to the truck operator. The board reviewed the letter and approved it for Scott M. Reed to sign. Letter says move the truck by October 4th. Towing and/or fines will result if it is not moved.

Noise Ordinance Mr. Hammer suggested we update the noise ordinance to agree with state statute of quiet time between dusk to dawn. We don't have a noise ordinance; we rely on the state statute. A local noise ordinance would be very difficult to police and enforce.

Adjourn

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

Scott M. Reed adjourned the meeting at 7:39pm

Respectfully submitted,

~Gig Zboray