



**Town of Whitingham
Office of the Selectboard**

MINUTES OF OCTOBER 14, 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, October 14, 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; Stanley Janovsky, Road Commissioner; Marylee Putnam, Treasurer; Donnie Boyd, Sara Martin, residents;

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

Scott M. Reed called the meeting to order at 6:30pm. Most of the changes/additions to the agenda were noted on the meeting copy, but under Highway Garage we need to add a discussion about today's meeting.

Hearing of visitors (for concerns not on the agenda)

Sara Martin's next Wellness Wednesday will fall on Veterans Day, she would like to get a key because the building will be closed. Yes, that is fine.

Senior Meals – meet with site coordinator

When the board last met with Ana Guzman it was decided that she would come back when she had a better handle on a business plan for senior meals. She was ill tonight and unable to attend.

At town meeting the appropriation was amended from the floor to appropriate \$6,000 for the site coordinator. Ms. Guzman had told us in February that she would provide an insurance certificate, we haven't received it yet. She also said she was working on 501c3 filing, that is difficult and takes time, but we haven't heard a status update.

The board agreed that this appropriation will be paid out at \$500 per month.

Highway garage: discuss bond options and review writeup for informational meeting

Marylee Putnam, Treasurer, provided spreadsheets showing the bond options based on spreadsheets that the bond bank had provided. The board reviewed the various options (20-year/no principal deferral; 20-year with principal deferral; 30-year/no principal deferral; 30-year with principal deferral. **A motion was made by Rick Gramlin to go with a 20 year/no principal deferral bond, seconded Scott M. Reed, all in favor.**

Gig prepared two versions of a brief write up of the history of the garage project to date. The board took both versions home to review and decide which they like better.

Today's meeting Gig, Stan, Rick and Dennis met with John & Diane from S&A; Gordon Bristol; and Matt Wheaton of DEW. S&A had provided updated plans showing the new pitch of the roof. They corresponded with Patrick Banks, Fire Marshall, he clarified that he would allow 2 sprinkler heads to run for 20 minutes, previous understanding was 10 minutes. S&A will need to recalculate water storage needs. DEW would like to keep progress moving forward; they can ask metal building manufacturers for building and foundation plans before the bond vote so that as soon as we have voter approval that part of a comprehensive bid package can be ready. Matt Wheaton thinks a vendor might not be willing to provide that at no cost and suggested the board approve a cost of up to \$3,000 just to keep things moving.

Mr. Reed would prefer to pay DEW rather than whoever the subcontractor might be. Gig will find out if that is OK with them.

A motion was made by Rick Gramlin to approve an amount of up to \$3,000 for metal building drawings and foundation plan, seconded by Skip Tefft, all in favor.

Sewer

Discuss changing to quarterly billing

A motion was made by Skip Tefft to go with 3 billing periods this year and quarterly next year, seconded by Rick Gramlin, all in favor.

Set the sewer rate for current fiscal year

The sewer budget set in Town Report for the fiscal year 26/27 is \$386,404.00 of which \$377,904.00 to be raised by sewer billing, the balance to be offset by \$8,500.00 in anticipated revenues. We have 245.94 equivalent units; therefore, the rate should be set at \$1,537 per EU. Last year's rate was \$1,543 - a decrease of \$6 or .3889%. **A motion was made by Craig Hammer to set the sewer rate at \$1,539 (to allow it to be divisible by 3) per EU for the fiscal year 26/26, seconded by Skip Tefft, all in favor.**

One-third billing will have due dates of December 1, March 1, and June 1. When we transition to quarterly billing the following year the sewer rate will need to be set in July and bills will be mailed out on August 1st, same as tax bills.

To change the billing method several documents will need to be updated and adopted at the next Selectboard meeting.

Now that we are moving to (eventually) quarterly billing, Ms. Putnam suggested charging interest at a rate of 1% per month on each late payment and then after the final installment becomes late a penalty of 8% would be assessed and interest would be charged at 1% per month for the first three months and 1.5% thereafter. **A motion was made by Scott M Reed to set the interest rate at 1% per month on each late payment and then after the final installment becomes**

late a penalty of 8% would be assessed and interest would be charged at 1% per month for the first three months and 1.5% thereafter, seconded by Dennis Pike, all in favor.

Annual Insurance Renewal

Marylee Putnam provided the board with information about the annual renewal and available options. The monthly premium didn't increase that much, but the deductible has increased. **A motion was made by Scott M. Reed to keep medical insurance as it has been** (town pays same percentages on the bronze plan), **seconded by Rick Gramlin, four in favor, Mr. Pike recused himself.**

Municipal Center: review and sign mowing contract

Tyson Dix has been mowing the municipal center property and Eames Village Park for decades. There is still one year left on the prior contract, but we need to add mowing of the former Kingsley property. Because the price of gas and everything else has gone up so significantly, Mr. Dix has increased his price from \$950 per year to \$1,400 per year (now including the Kingsley property). Gig has prepared a non-employee work agreement to be signed.

A motion was made by Scott M. Reed to approve and sign the updated non-employee work agreement for Tyson Dix for the mowing seasons of 2027, 2028, and 2029 at \$1,400 per year, seconded by Rick Gramlin, all in favor.

Highway

Nothing

Approval of Payables Warrant – October 15, 2026

Kingsbury owes Nido's some money, the overdue invoices show up on our statements. Attorney Fisher is working on Kingsbury to get them to pay it, do you want to pay it now? The board didn't feel it needs to be paid by us now. They would like to hold back \$50,000-60,000 on the final payment to Kingsbury until they pay Nido's, and we are sure all other subcontractors have been paid.

Also, Barrett Electric called looking for payment to repair/replace two level display units and calibrate to match SCADA on control panel for \$8,750, from the breakdown in March. Gig has been trying to get an answer from Kingsbury and W&S if we should pay it. The part was no longer under warranty, but it might have been a required spare part. Gig asked if we can add it to the payables warrant and she will hold the check until after the weekly sewer meeting tomorrow. The board would like to wait until the next payables warrant until we are sure it is our responsibility.

Gig will ask Attorney Fisher how we make sure all subcontractors on the project have been paid before we make a final payment to Kingsbury.

A motion was made by Scott M. Reed to approve Payables Warrant #W2716 dated October 15, 2026, seconded by Craig Hammer, all in favor.

Approval of Payroll Warrant – October 15, 2026

A motion was made by Scott M. Reed to approve Payroll Warrant #W2715 dated October 15, 2026, seconded by Rick Gramlin, all in favor.

Approval of Minutes of September 30, 2026, regular and special meetings on October 2 and 6, 2026

A motion was made by Craig Hammer to accept the Minutes of the regular and special meetings on September 30, October 2, and 6, 2026, as written, seconded by Skip Tefft, all in favor.

Other business

Household items continue to be left on side of road, especially at the intersection of 8A and Burrington Hill. There have been sightings of a black pick-up and a Jeep that are doing it. Mr. Janovsky asked that we contact Wilmington Police to see how they can help.

Adjourn

A motion to adjourn was made by Craig Hammer, seconded by Dennis Pike, all in favor.

Scott M. Reed adjourned the meeting at 7:12pm.

Respectfully submitted,

~Gig Zboray