Town of Whitingham
Office of the Selectboard

MINUTES OF OCTOBER 28, 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 a special time of 5:30pm in the Selectboard Office of the Whitingham Municipal Center on Wednesday, October 28, 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; Donnie Boyd, Sara Martin, Emily Obringer, residents; Meg Staloff, BDCC.

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

Scott M. Reed called the meeting to order at 5:30pm. Changes/additions to the agenda were noted on the meeting copy.

Hearing of visitors (for concerns not on the agenda)

None

Economic Development Group: appoint Emily Obringer

Emily Obringer is a new resident in town and has expressed interest in joining the Economic Development Group. EDG members recommend the Selectboard make the appointment. **A motion was made by Rick Gramlin to appoint Emily Obringer to the Economic Development Group, seconded by Dennis Pike, all in favor.**

BDCC: annual update of services provided

Meg Staloff of the BDCC provided an annual update of services provided. Business support – 3 businesses in Whitingham using the program. They support local Selectboards, support other local community projects, can review grant applications, provide educational workshops, run the Pipelines and Pathways program at the school, and work with SeVEDS. They are always happy to hear from towns.

Highway

Faulkner Road: Gig should send certified letter if something happens to ice shanty the town will not be responsible.

Highway garage: review and sign contract for pre-construction services

DEW provided a contract in the amount of $12,250 for pre-construction services to be paid only if the bond vote is successful. **A motion was made by Rick Gramlin to approve the DEW Preconstruction Services Proposal dated October 21, 2026, in the amount of $12,250 and to appoint Scott M. Reed to sign it, seconded by Dennis Pike, all in favor.**

Sewer: move to quarterly billing

At the October 14th meeting the Selectboard made the decision to move to quarterly billing, however, it is too late to start for this current fiscal year so for 2026/27 it will be one-third billing and moving forward will be quarterly.

After review, **a motion was made by Skip Tefft to approve and sign the updated "New Sewer Charge System Based on a Flat Rate per Equivalent Unit" document; the updated "Delinquent Sewer Fee Collection Policy" and approved the letter to sewer users and appointed Scott M. Reed to sign it, seconded by Scott M. Reed, all in favor.**

Sewer line mapping Gig contacted RCAP Solutions to map out our sewer lines (a free program). They were out yesterday and found all but 4 manholes. About 57 were paved over, 33 were accessible. That is a problem that should likely be addressed in the future. RCAP says that we should have a final report and digital maps within a month or so. They suggested when we get the storm water planning maps (another free program Gig applied for) that the two maps be converged, and RCAP can do that. VT Rural Waters might have CCTV equipment to find the missing manholes if we find it necessary in the future (also no cost).

Review and adopt Cyber Security policies

As part of the .gov grant we had a cyber security audit yesterday. In preparing for the audit, we discussed adding the Fire Department computer because personal information is reported to the state from it. VT Cyber will add that computer to our contract and update the internet connections over there.

VT Cyber prepared one Policy with many addendums. These documents aren't ready for the board to review or adopt tonight. However, one important outcome of the audit and included in the policy is the need for an in-house designated Cybersecurity Lead and a backup Lead. The documents call for the Lead to be the Selectboard Administrator and the back-up to be the Town Treasurer. These positions do not need technical IT knowledge, they oversee the Policy and coordinate with the IT provider, keep certain records, report to the Selectboard, and coordinate the response during an incident. **A motion was made by Dennis Pike to appoint Gig Zboray as the Cyber Security Lead and the back-up as Marylee Putnam, seconded by Scott M. Reed, all in favor.**

Approval of Payables Warrant – October 29, 2026

A motion was made by Craig Hammer to approve Payables Warrant #W2718 dated October 29, 2026, seconded by Dennis Pike, all in favor.

Approval of Payroll Warrant – October 29, 2026

A motion was made by Scott M. Reed to approve Payroll Warrant #W2717 dated October 29, 2026, seconded by Craig Hammer, all in favor.

Approval of Minutes of October 14, 2026

A motion was made by Skip Tefft to accept the Minutes of October 14, 2026, as written, seconded by Craig Hammer, all in favor.

Other business

The regularly schedule meetings in November fall on Veteran's Day and the night before Thanksgiving. Those meetings will be cancelled, and we will hold a meeting on November 18th and schedule special meetings as needed.

Emily Barbieri asked if they could purchase the town trial along their property. Mr. Hammer noted they can't buy it; the town would have to throw it up. More information is needed.

Gig provided the board with the property schedule for annual insurance renewal.

Executive Session to discuss Attorney Client communications

A motion was made by Scott M. Reed to enter executive session to discuss confidential attorney-client communications in accordance with 1 V.S.A. § 313(a)(1) to include Gig Zboray, seconded by Craig Hammer, all in favor.

Executive session was exited at 6:01pm

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 6:02pm.

Respectfully submitted,

~Gig Zboray