



**Town of Whitingham
Office of the Selectboard**

MINUTES OF NOVEMBER 12, 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, November 12, 2025.

Selectboard members present: Scott M Reed, Chair; Rick Gramlin, and Craig Hammer.

Others present: Gig Zboray, Selectboard Administrator.

Attending remotely: Sara Martin, resident

Call to Order. Pledge of Allegiance

Scott M. Reed called the meeting to order at 6:30pm and led the Pledge of Allegiance.

Additions or Changes to the Agenda

Changes to the agenda were noted on the meeting copy of the agenda

Hearing of Visitors for concerns not on the agenda

No concerns

Transfer Station: public comments on updated Solid Waste Implementation Plan

No comments were received before this meeting or during it.

Highway

Nothing

Highway Garage:

ESA Amendment to add public engagement to contract

We currently have an engineering services agreement (ESA) with Stevens & Associates in the amount of \$343,250 to design and engineer a new highway garage, obtain a cost estimate, permitting, prepare construction documents, handle the construction bidding, oversee construction, etc. This amendment adds \$17,550 to help with public engagement including attending the open house we already had, as well as other engagement to prepare the public for a bond vote.

Mr. Hammer is concerned about the price; he would like a more detailed explanation of the price. Gig to ask for a breakdown of their time and expense for the open house night of public engagement. Mr. Reed thought some of this was included in original contract.

Results of meeting with Division of Fire Safety The result of the meeting was better than expected. Patrick Banks, Fire Marshal, is willing to allow a sprinkler system that can provide 10 minutes of water to two sprinkler heads requiring storage of about 5,000 gallons of water. We could install a fire barrier wall to cut the space into less than 5,000 square feet, but that option takes away space and loses flexibility within the space. At this time, we don't know what the cost of the sprinkler system or fire barrier wall will be.

Scott would like to know if the well produces enough water to supply the water needed for the sprinkler. Gig to ask Lynde Well Drilling about the flow.

Sewer: review and approve Building Sewer Application for Joseph Burke and allocate equivalent units

Joseph Burke of 267 Academy Road submitted a building sewer application for a new structure of ±2800 square feet, that will be a two-bedroom dwelling with a meeting hall for a maximum of 60 guests. The allocation of equivalent units would be 2 (apartment and assembly hall). **A motion was made by Scott M. Reed to approve and sign the Building Sewer Application for Joseph Burke and to allocate two equivalent units to the property, contingent on receipt of a check for the fees, seconded by Rick Gramlin, all in favor.**

Culvert project:

Amendment to MSK Engineering Services Agreement

This project is behind schedule and therefore requires more time and oversight from the engineers. Also soil compaction testing was not included in the original agreement, this Amendment Number 1 increases the contract amount by \$50,764.50 (including \$5,764.40 which has already been billed and paid). After review, **a motion was made by Scott M. Reed to approve Amendment No. 1 of the Engineering Services Agreement with MS&K, Inc. in the amount of \$50,764.50 and to appoint Gig Zboray to sign it contingent on grant funding approval, seconded by Craig Hammer, all in favor.**

For those who have not driven by or seen photos on Facebook, the bulk of the culvert was put in place on Friday, November 7th. The wing walls were installed yesterday and today. There is still a question if the project can be completed by December 31st, the biggest concern is asphalt availability. Gig has a meeting with the grant funder on Friday to find out if we have any options. There is also a meeting with the contractors on Friday with an extensive agenda, but one item is to discuss when the building can be opened to the public again. On Monday there is another meeting with the contractors, the surety company and the town attorney on the topic of completion in time to meet the grant funding deadline.

Review and sign service contract for school generator

This is the annual contract renewal; the cost is now \$1,000 per year. The school is the town's emergency shelter; therefore, the town pays for the service contract. **A motion was made by Scott M. Reed to approve the contract with Brook Field Service and to appoint Scott M. Reed to sign it, seconded by Rick Gramlin, all in favor.**

Cemetery

Brad Lackey notified Gig that Deerfield Valley Property Maintenance will no longer maintain the Blanchard Cemetery due to Great River Hydro not allowing trail access with a small ATV to carry equipment needed to do the work. We should approach GRH again after February.

Approval of Payables Warrant – November 13, 2025

A motion was made by Craig Hammer to approve Payables Warrant #W2620 dated November 13, 2025, seconded by Rick Gramlin, all in favor.

Approval of Payroll Warrant – November 13, 2025

A motion was made by Rick Gramlin to approve Payroll Warrant #W2619, dated November 13, 2025, seconded by Scott M. Reed, all in favor.

Approval of Minutes of October 29, 2025 meeting and November 3rd special meeting

A motion was made by Scott M. Reed to accept the Minutes of October 29 and November 3, 2025, seconded by Craig Hammer, all in favor.

Other business:

none

Executive Session to discuss employee work assignments in accordance with 1 V.S.A. § 312 (g)

A motion was made by Craig Hammer to enter executive session to discuss employee work assignments in accordance with 1 V.S.A. § 312(g) to include Gig Zboray, seconded by Scott M. Reed, all in favor.

Executive session ended at 7:40pm with no decisions made.

Adjourn

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

Scott M. Reed adjourned the meeting at 7:41pm.

Respectfully submitted,

~Gig Zboray