



**Town of Whitingham
Office of the Selectboard**

MINUTES OF NOVEMBER 15, 2023

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 15, 2023.

Selectboard members present: Scott M. Reed, Chair; James Weber, Vice Chair; and Robin Kingsley.

Others present: Gig Zboray, Selectboard Office Administrator; Travis Wheeler, resident.

Call to Order. Additions or Changes to Agenda

Scott M. Reed called the meeting to order at 6:32pm. Changes to the agenda were noted on the meeting copy.

Hearing of visitors (for concerns not on the agenda)

None.

Hazard Mitigation: bid award for culvert project engineering

With grant funding we are now able to put the culvert project out to bid for engineering to design and oversee construction of the project. Two bids were received. A committee was formed (WRC, VTrans, ANR, Town) to review and rank aspects of the bid for a final score. Based on the scores and the cost (MSK 87 points/\$107,286, Stevens & Associates 80 points/\$156,039) the committee recommended that the board accept the proposal of MSK Engineers. Our grant allows \$100,000 for engineering, we will contact the state about increasing our grant award to cover the full cost of engineering. This grant does NOT require a local match. **A motion was made by James Weber to accept the recommendation of the review committee and award engineering of our culvert project to MSK Engineers, seconded by Robin Kingsley, all in favor.**

Sewer: assistant's holiday pay

The job description for the sewer assistant said the position would cover mainly weekends but may also include weekdays, holidays, and emergency call ins. The Personnel Policy says full and part-time employees will receive paid holiday leave prorated to the employee's typical work schedule. The board discussed the situation and agreed that the sewer assistant should be paid double-time for the hours that he works on a holiday.

Declaration of Inclusion

The board chose to pass.

Transfer Station: review and sign TAM contract

We haven't had a contract with TAM for many years but now that Casella has purchased TAM, they are looking for a three-year contract. This contract increases hauling costs on all items from \$360 to \$420 per haul; increases trash from \$105 to \$115 per ton; C&D from \$105 to \$115 per ton; containers recycling from \$115 to \$203 per ton; and allows for a Consumer Price Index or 4% per year (whichever is greater) increase each year. The town attorney has reviewed the contract. **A motion was made by James Weber to approve the contract and to appoint Scott M. Reed to sign it, seconded by Robin Kingsley, all in favor.**

Mowing contracts

Mowing of the sewer plants was put out to bid and won by Deerfield Valley Property Maintenance. Prior contracts for mowing of Town Hill and the cemeteries expire at the end of this current mowing season. Deerfield Valley Property Maintenance has agreed to the same pricing as the prior contracts. Our Purchasing Policy states "once a bid has been accepted, all future purchases shall be made from that bidder if the price has not changed, without necessity of additional quotes/bids, until such time as the Selectboard votes to initiate a new process". Therefore, those services do not need to go out to bid. The board reviewed the new contract for the three mowing areas. **A motion was made by Scott M. Reed to approve and sign the contract for mowing as follows: Town Hill \$4,450 per mowing season; Cemeteries \$11,750 per mowing season; and sewer properties \$2,400 per mowing season, all with extra work to be billed at \$37.50 per hour, but Gig will check in with them about the Jewel (Freezing Hole Road) and Blanchard (Catamount Trail) cemeteries, seconded by James Weber, all in favor.**

Post meeting note: Gig looked up the prior RFP for mowing the cemeteries; it didn't say anything specific about remote cemeteries, but traditionally they have been attended to once a year before Memorial Day.

Approval of Payables Warrant – November 16, 2023

A motion was made by Robin Kingsley to approve Payables Warrant #W2420 dated November 16, 2023, seconded by Scott M. Reed, all in favor.

Approval of Payroll Warrant – November 16, 2023

A motion was made by James Weber to approve Payroll Warrant #W2419 dated November 16, 2023, seconded by Robin Kingsley, all in favor.

Review and approve Minutes of November 1, 2023

A motion was made by James Weber to accept the Minutes of November 1, 2023, as written, seconded by Robin Kingsley, all in favor.

Other business

Snowmobile club anticipates more parking of sleds at the Municipal Center, by the basketball court, so riders can go to the store. The board would like the area roped off to clearly indicate snowmobile parking.

Selectboard Office – Gig will be out the week of Thanksgiving and possibly most of the week following. She will be available by cellphone and email and will be keeping track of issues that come up. We may potentially cancel the November 29th meeting but that won't be decided until the 27th. Gig will definitely file sewer funding reimbursement requests before the end of the month.

Animal Control Ordinance – Mr. Kingsley asked if we can repeal the ordinance entirely and just refer to state statute about dog issues. Gig will follow up with town attorney.

Adjourn

A motion was made by James Weber to adjourn, seconded by Robin Kingsley, all in favor.

Scott M. Reed adjourned the meeting at 7:09pm.

Respectfully submitted, ~Gig Zboray