Town of Whitingham
Office of the Selectboard

MINUTES OF NOVEMBER 18, 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 special meeting at 6:30pm in the Selectboard Office of the Whitingham Municipal Center on Wednesday, November 18, 2026.

Selectboard members present: Scott M. Reed, Chair; Rick Gramlin, Dennis Pike, and Lyman (Skip) Tefft.

Others present: Gig Zboray, Selectboard Administrator; Sara Martin; Donnie Boyd; Emily Barbieri; Tanya Bernard, Judy Bernard, Kristine Sweeter, Mark Halverson, and Marylee Putnam, Town Treasurer.

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

Scott M. Reed called the meeting to order at 6:30pm. Changes to the agenda were noted on the meeting copy.

Hearing of visitors (for concerns not on the agenda)

None

Library: review and discuss deck plans/RFP

As suggested at a prior Selectboard meeting, the library had the deck plans professionally drawn. The board reviewed the plans and the draft Request for Proposals. John Gumiac drew up the plans, Gig helped with the RFP, the library is looking for approval to go ahead to put it out to bid. The architect did not recommend a ramp and it is not needed, so the plans do not include a ramp. With the ramp on the other side of the building, we are legally compliant. How involved does the Selectboard want to be? The bids should come to the trustees for them to open and decide then bring their recommendation to the Selectboard to approve. The library is funding the project, and they will approve the payments. Does the Selectboard have any recommendations of contractors to send it to directly? The board will make a list.

Discuss possible "throw up" of town trail

Emily & RJ Barbieri own property at the intersection of Wilmington Cross Road and VT Route 100. Adjacent to their property is Legal Trail 3 which is used as a snowmobile trail in the winter. They asked if they could purchase the property that the trail is on but leave it open for the public. Legally, the town cannot sell the land, it can be "thrown up" and the land deeded to the owners on each side of the trail. Why? The lot lines don't make any sense, their driveway is part of the trail, and they maintain the whole trail. In the winter they have to sand it heavily to get their trucks out. It was a road before the Wilmington Cross Road was rerouted. They would not close the trail to the public; it is just a matter of the property line. Gig will research.

Highway: discuss paving over manholes

The sewer manholes had been being paved over for many years. It is not a good policy. Recently work was done in a manhole on School Street, Kingsbury had to go back into it to clean it up and the manhole had been paved over.

A motion was made by Rick Gramlin that moving forward sewer manholes will no longer be paved over, they must be raised up, seconded by Skip Tefft, all in favor. Gig will look to see if there is a grant opportunity that might help pay for uncovering all the paved over manholes (over 80 of them).

Highway garage:

review and approve contract for Owner's Project Manager for construction

Now that the highway garage bond has been approved by the voters our prior contract with Gordon Bristol has expired. He has offered a new contract for the construction phase of $30,000 through October, 2027. Attorney Fisher has reviewed the contract and commented that it has a rather short termination clause of 14 days, it could leave us up in the air without a project manager. **A motion was made by Skip Tefft to approve the contract with Gordon Bristol Consulting and to appoint Scott M. Reed to sign it, seconded by Dennis Pike, all in favor.**

Approve cost of PEMB design now The cost to design the pre-engineered metal building is $8,800, it is important to get design going now because so many other aspects of the project depend on the design. If this expense is approved tonight, it will save three weeks time (until the next selectboard meeting). **A motion was made by Scott M. Reed to approve $8,800 for design of the pre-engineered**

metal building, seconded by Rick Gramlin, all in favor. At the December 9th meeting the board will review the PEMP bids and accept one.

Other: Gig received an email this evening asking who will be the town official signing the permits? Gig or Scott. What is the approximate total number of staff present in the garage on any given workday? 0-6

Sewer

We are adding the two new sewer generators to our insurance coverage.

Gig received Pay App 30 today bringing the retainage down to $20,000, she spoke to Attorney Fisher and he approved the signing of it in relation to what Kingsbury owes Nido's. Gig does not want to pay it until the state approves it.

Review and adopt Cyber Security policies

As part of the grant for .gov we received a cyber security evaluation by the state, the draft results show that we need to make some improvements. The state evaluators were impressed with the draft of these policies, but we lost some points because they had not been adopted yet. It is important to follow cyber protocols and for staff to know who to report issues to. We gained points for already having VT Cyber engaged doing what they do. We just added the fire house computer to that coverage. The library only accepted a .gov email address, not cyber coverage. We may be a small town, but we are a big target for bad actors. Knowledge and security protocols go a long way to ward off cyber attacks. Mr. Gramlin would like to see the vendors list when complete. **A motion was made by Rick Gramlin to approve, adopt, and sign the Town of Whitingham Principal IT & Cybersecurity Policy with Annexes, Appendices and Forms as listed on page two of the Policy to become effective immediately, seconded by Dennis Pike, all in favor.**

A motion was made by Rick Gramlin that any Annex, Appendix or Form may be updated from time to time but will not require a full re-adoption of the main Principal IT & Cybersecurity Policy, seconded by Scott M. Reed, all in favor.

Review and approve Cybersecurity Lead job description

At the last Selectboard meeting the board appointed Gig Zboray as Cybersecurity Lead and Marylee Putnam as the backup. The board has now reviewed the job description for these positions. **A motion was made by Skip Tefft to approve**

the Cybersecurity Lead job description and to appoint Scott M. Reed to sign it, seconded by Rick Gramlin, all in favor.

Discuss adopting font and size for accessibility of the visually impaired

Another benefit of the .gov switchover and grant is that we are updating the website. In testing of accessibility of the draft .gov website the web pages passed for the visually impaired, but it got Gig thinking that moving forward all of our documents should also be accessible. She recommended that the board adopt a font and size that must be used for all town documents. Gig has been using Arial 12 for years. Arial is an approved font, but the preferred font size for the visually impaired is 14. The recommendation is also for left-aligned with a ragged right. **A motion was made by Rick Gramlin that town documents and emails should use the Arial font, size 14 and newly prepared documents should be left aligned with a ragged right margin, seconded by Skip Tefft, all in favor.**

Discuss cost of living adjustment for budget preparation

It is time to start working on the budget therefore the Treasurer needs to know what, if any, the cost-of-living adjustment will be awarded for the fiscal year 27/28. **A motion was made by Skip Tefft to set the cost of living adjustment for the fiscal year 2027/28 at 4% seconded by Scott M. Reed, three in favor, Mr. Pike recused himself.**

Approval of Minutes of two meetings on October 28, and one meeting on November 10, 2026

A motion was made by Scott M. Reed to accept the Minutes of the two meetings on October 28 and the one meeting on November 10, as written, seconded by Dennis Pike, all in favor.

Other business

Rick Gramlin mentioned that Stan Janovsky, Jr. will be retiring in a year and a half, will we continue to have Road Commissioner on the ballot or make it a hired position? Gig will look into what other towns are doing. It has always been elected here.

Marylee Putnam requested executive session to evaluate the Treasurer's position. **A motion was made by Scott M. Reed to enter into executive session in accordance with 1 V.S.A. § 313(a)(3) to include Gig Zboray and Marylee Putnam, seconded by Rick Gramlin, all in favor.**

With no decisions made, executive session was exited at 7:18pm.

A motion was made by Rick Gramlin to set the Treasurer's salary based on a 35-hour work week starting the next pay period (which starts November 20th, 2026), **seconded by Scott M. Reed, all in favor.**

Adjourn

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

Scott M Reed adjourned the meeting at 7:21pm.

Respectfully submitted,

~Gig Zboray