

 **Town of Whitingham**

 **Office of the Selectboard**

 **MINUTES OF DECEMBER 19, 2018**

*These Minutes shall be accepted into the public record (with any corrections noted) at a future meeting of the Whitingham Selectboard.*

The Whitingham Selectboard held a regular meeting on Wednesday, December 19, 2018 at 7:30PM in the Selectboard Office of the Municipal Center, 2948 VT Route 100, Jacksonville, VT.

Selectboard members present: Keith Bronson, Chair; Greg Brown, Vice Chair; members Allan Twitchell, Karl Twitchell, and Robin Kingsley.

Others present: Gig Zboray, Selectboard Office Administrator; Jenepher Burnell, Howard Dix, and Wayne Wood, Listers (Mr. Wood also appeared as Emergency Management Director); Almira Aekus, Treasurer

**Call to Order. Additions or Changes to Agenda**

Keith Bronson called the meeting to order at 7:30PM. There was one addition to the agenda – Listers Errors and Omissions report.

**Hearing of Visitors** none

**Discuss Assessor services by NEMRC**

The Listers and the Selectboard discussed *at length* whether it was time for the town to transition to professional assessor services. The state requirements are always changing, and it is difficult for an elected official, with a full-time job, to keep up. We received a proposal from NEMRC, which after the transition year wouldn’t increase the Lister budget by very much. Jenepher Burnell noted that besides NEMRC there might be other assessors out there that we could ask for a proposal. Wayne Wood said that the training/knowledge that NEMRC has is important. He also likes the fact that NEMRC staff will be impartial because they are not from our area. Howard Dix noted that he would hate to lose the local control. Greg Brown indicated that we would have more control over a hired firm than the town would have over an elected official. Ms. Burnell mentioned that if we go with professional assessor services, we can always go back to local Listers or we can hire a different assessing firm.

**The Listers and the Selectboard all agree that hiring professional assessor services is the route to take.** The Selectboard will add an article to the Warning for Town Meeting 2019. Gig will call other assessors and ask for a proposal from them.

Lister’s Errors and Omissions Report for the year 2018. Ms. Burnell explained the adjustments that were made to the Grand List (one resulting from a sub-division and the other from a BCA decision). **A motion was made by Greg Brown to sign the Errors and Omissions Report, seconded by Allan Twitchell, all in favor.**

**Emergency Operations Center training discussion with EMD**

Wayne Wood, Emergency Management Director for the Town of Whitingham, talked about what an Emergency Operations Center (EOC) is, when it would be utilized, where he would like it, who would be involved. The state offers a 2 hours course available for free to teach the Selectboard, Health Officer, Town Clerk, etc. what to do in case of various emergencies. The Selectboard approved of the class and Gig will work with Mr. Wood to schedule it.

**Sewer Department**

Keith Bronson, Greg Brown, Gig Zboray and Dave DiCantio attended a teleconference with state officials regarding closing of the Asset Management Plan (AMP) grant. Dubois & King, engineers, did not finalize the AMP by the September deadline. After the teleconference a letter was written to D&K indicating that the final AMP must be submitted by December 17th, which it was (Dave found one small error which was corrected). Form 430, Request for Funds, to request the final $7,000 due us from the grant needs to be signed, scanned and sent to the state with a copy of the final Asset Management Plan. **A motion was made by Robin Kingsley to appoint Keith Bronson to sign the payment request Form 430, seconded by Greg Brown, all in favor.**

Keith Bronson, Dave DiCantio and Gig Zboray attended a teleconference on December 14th with Weston and Sampson engineers (Mike Smith & Shane Mullins) and Robert Pelosi of VT DEC. This was the 30% completion meeting as required by the contract.

We learned that the collection system is in relatively good shape. About 10-12 manholes have significant issues (heavy inflow or structural) but nothing that needs immediate attention. There are a number of manholes that are under the pavement that should be resurfaced. Overall the pipes are in good shape.

The treatment facilities are also in pretty good shape. We discussed their needs and Mr. DiCantio asked about moving some of the equipment so it is easier and safer to access for maintenance.

The Preliminary Engineering Report should be ready by mid-January. After we have had time to review the report another meeting will be held (60% completion). This project will also include environmental review. The engineers will have to do some calculations of the elevation of the Jacksonville plant to determine if it is in the floodway or not. If not, both plants would qualify for categorical exclusion if there is no increase to the footprints.

The loan documents that were signed during the December 5th meeting were approved by the state and bond bank. Gig submitted the first payment request of $10,415.40 on December 7th which was approved on December 12th by the bond bank. Funds will be transmitted electronically.

**Transfer Station** Household Hazardous Waste collection events have been scheduled for May 4 and October 5, 2019. The state denied our request for a waiver from the requirement of 4 events per year. The manager of the state Solid Waste Program does not have authority to approve a waiver of a SWIP requirement, Gig sent an email to our state representatives to ask them who we should contact to help us get a waiver.

**First review of 2019/20 budget** Almira Aekus presented a first draft of the 2019/20 budget which includes a 2.5% cost of living wage increase. The Selectboard will review the document before the next meeting when we will go over it more thoroughly.

**Education Funding Litigation** an article was finally published in VT Digger. The court schedule for our case was reviewed.

**Approval of Payables Warrant – December 20, 2018**

**A motion was made by Greg Brown to approve Payables Warrant W1926 dated December 20, 2018, seconded by Allan Twitchell, all in favor.**

**Approval of Payroll Warrant – December 20, 2018**

This warrant includes 14 hours paid to Jennifer Herzig for completion of the OSHA class that was required by our VOSHA agreement. These hours (and associated costs) were paid out of the general fund. **A motion was made by Greg Brown to approve Payroll Warrant W1925 dated December 20, 2018, seconded by Allan Twitchell all in favor.**

**Approval of Minutes of December 5, 2018**

Gig was notified by the Windham Regional Commission that adoption of the Town Plan at the last meeting was slightly incorrect. The first two changes to the Town Plan requested by Mr. Corse are not substantial changes but to change the Proposed Land Use Map would require another public warning and hearing. Gig spoke with the Planning Commission and they don’t feel that changing the map is worth the additional work and expense because it is only a “proposed” map, it is not what is in use for zoning districts. **A motion was made by Robin Kingsley to amend the Minutes of December 5th to remove the sentence the reads “The map on page 79 (Proposed Land Use) should show the current zoning district map” and approve the Minutes of December 5, 2018 as amended, seconded by Allan Twitchell, all in favor with Keith Bronson.**

**Other business / Office Administrator – as needed** none

**Adjourn**

**A motion to adjourn was made by Keith Bronson, seconded by Robin Kingsley, all in favor.**

Keith Bronson adjourned the meeting at 9:22pm.

Respectfully submitted,

~Gig Zboray