Town of Whitingham
Office of the Selectboard

MINUTES OF NOVEMBER 10, 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.

A post-bond-approval Highway Garage Construction Kickoff meeting was held at 1pm on Tuesday, November 10th in the Selectboard Office and online. This became an official Selectboard meeting when 2 board members showed up unexpectedly.

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

Others present: Gig Zboray, Selectboard Administrator; Stanley Janovsky, Road Commissioner; Diane Abate, S&A; Jason DelleChiaie DEW, and Gordon Bristol, owner's representative.

Points of Contact-Communication Stream:
All emails should come to Gig only; she will distribute them to town officials.

Will submittals and RFIs be on Procore – yes, a workflow will allow different approvers to handle their part easily. Gig should get email copies of all of that; no need to send them to anyone else at the town. Meeting Minutes will be prepared by Jason, and an email will come from Procure to review the Minutes.

Regular/Future Meetings:
Weekly construction meetings will be held at 8am on Wednesdays.

Vendors/Subs to Stevens/DEW/Town/Bristol (who are the subs and what are their expectations?)
Town will create a list and email to Jason, Gordon and Diane. DEW will also create a list.

Gig can put a post on FB asking local vendor to contact Gig if they are interested.

We will hire independent testers and provide the results to DEW & S&A; we might want to have an independent concrete inspector. This keeps check and balances on the contractors.

Permits:
Who is responsible? What are we going to need? The permits are S&A responsibility: zoning, site plan approval, waste allocation, VTrans, potable water, stormwater discharge permit, stormwater runoff, stay away from top of creek bank so we don't need a permit from Josh, public safety. Act 250? – likely not required, S&A to confirm in writing. Need written final decision on the sprinkler as soon as possible for the foundation drawing; determine where the tank(s) will go. Determining the tank size should be reasonably easy.

DEW is responsible for the subs (plumbing, electrical, etc.) permits.

Schedule for bid docs:
We would like to be in the building October 15th (Substantial Completion). We can deliver a gutted (all tools and "stuff" removed) building on April 1st. We have a few locals interested in reusing the building. Do these locals actually want to take the building down or do they just want to take the metal out of the pile? It would likely have to be a that the local makes a deal with the demo company, so the town doesn't have a liability if a local gets injured. Timing is essential! Stan should refer them to Gordon.

Construction Schedule
Jason and Diane will create a schedule for us to review in the next few weeks.

PEMP update:
Jason has received two proposals for the PEMP, they are trying to level out the bids. Constructs and Green Mountain Weld have submitted bids. Gordon questioned what happened with Jeffords Steel, Jason has been having a difficult time getting in touch with them. Diane questioned if the bids include the office wing, yes. There once was discussion about the office being stick framed with metal studs. Jon will ask DEW for the most cost-effective way to build the office. They will have more information by next week.

Abatement survey for demo of existing:
Has one been completed on the existing structure. Typically, they hire Catamount. It's a few thousand dollars.

Scott would like DEW to handle all the testing, our checks should be going to DEW only, not to all these subs.

Geotech report:
Randy Rhodes of M&W Soils knows the area, he is available to come out to do the testing, Stan can dig the test pits, Randy can test them, the week of Thanksgiving. Stan said yes, he can dig the holes. Four hole locations were shown on a plan and Stan said they look like good locations; he just needs to know how deep. Stan can dig the holes while Randy is on site. These tests are a few thousand dollars.

Questions
Jason - On the plans there is an underground tank, it is an old underground heating oil tank that we are still using, it's 2-3,000 gallons (pretty big), it will need to come out as part of the process. Any concern for contaminated soil? Stan doesn't really have any concerns. It will need to be pumped out when the time comes. Nido's is our oil company so they will pump it. That's the only tank underground as far as Stan knows, there might be an old septic tank.

Stan – any insight on what the water tank can be made of? What is gallonage? Not a confirmed design yet.

Meeting ended at 1:49pm. Next meeting will be November 18th at 8am. ~Gig Zboray