

**SHARON SELECTBOARD
REGULAR MEETING
Monday, August 21, 2017
Minutes**

Selectboard Members present: Mary Gavin (Chair), Kevin Gish, Luke Pettengill;
Staff Attending: Tim Higgins, Road Foreman; Deb Jones, Finance Manager; Margy Becker,
Selectboard Assistant: **Visitors:**

Mary Gavin convened the special meeting at 6:30PM.

1. **Review & Approve Minutes:**

A motion was made by Mary Gavin to approve the minutes of August 7, 2017 as submitted. The motion was seconded by Kevin Gish and carried unanimously.

2. **Review & Approve Warrants:** Selectmen reviewed and approved both check and payroll warrants.

3. **Walter Radicioni re: Flood Hazard Permit Application**

Walter Radicioni stated objections to a letter he had received from the Town's new flood hazard bylaw administrator, Geo Honigford. Mr. Radicioni reported he is rebuilding a barn on the former Norm Davis property, and that Geo Honigford had recently visited the site to inform him he needed to apply for a flood hazard permit. Walter Radicioni reported he had submitted his application. But Mr. Honigford's letter says the application has been denied.

Mr. Radicioni described the events that led to demolition of the barn and further stated he has all kinds of documentation about when the barn was taken down. Selectmen encouraged Mr. Radicioni to follow the process of appeal outlined in the letter and to submit all his evidence to the Development Review Board.

4. **6:30PM Highway Business:**

- a. Tim Higgins reported on the status of mowing and grading. Selectmen noted it has received complaints about mowing of tree branches. Tim Higgins said he supports mowing tree branches, because trees have not been mowed back in several years. Selectmen debated the hazards posed to the tractor operator, passersby, or other vehicles when the mower is raised up high. Deb Jones explained she had received a phone call from a resident on Quimby Mountain Road, whose mail box had been mowed down. It was agreed Tim Higgins will look into how and why this happened.
- b. **Materials Sampling Results:** Deb Jones reported she has yet to receive a full report from M&M Soils, which sampled Fay Brook Road surface gravel and the Town's

stockpile. Selectmen are attempting to better understand the cause of slippery conditions on gravel roads following rain events. The cause of the problem might be the quality of the gravel being purchased, the frequency of grading, or the rate of chloride application – or all three. Deb Jones reported M&M Soils has additional questions regarding the Town’s specifications for gravel. Tim Higgins will follow-up.

- c. Status of Highway Grants: Margy Becker reported on the status of Better Back Roads grants and pilot grants-in-aid for implementation of storm water management best practices.
- d. Status of Class 3 Roads Emergency Repairs: Tim Higgins explained he is still waiting for the final results of the soil samples before ‘top dressing’ the gravel roads damaged by the July 1 storm. Margy Becker called attention to the Wroth’s letter and photo which indicate repairs to Old Stage Road in the vicinity of their driveway are still needed.
- e. Status of culverts – Broad Brook & Harlow Roads: Tim Higgins will continue to follow-up on necessary repairs. Margy Becker explained the RFP for on-call engineering services is due August 31st. Perhaps this engineer will have some suggestions on the type of repair to pursue in each location.
- f. Status of Sugarhouse Road squash pipe installation: Tim Higgins reported he has informed the landowners it is their responsibility to install the culvert, unless they have reason to challenge the Town’s determination that the culvert is located on private property.
- g. Schedule bid awards: Rte. 132 Repairs and PE Services: Selectmen agreed to be available for a tentative special meeting on September 5th or 6th to award bids as-needed. Margy Becker will inform Chris Bump of this schedule.
- h. FEMA Emergency Declaration 4033 DR: Margy Becker will attend the FEMA mandatory applicant briefing on Friday, August 25th at VTRANS District 4 in White River Junction.
- i. Getting ready for winter: Tim Higgins confirmed that approximately 50% of winter sand has been stockpiled. Hauling activities will resume once bridge repairs in Chelsea are complete.
- j. Status of road crew force levels: It was agreed an additional road crew needs to be hired.

5. Selectboard Priorities:

Selectmen agreed employee performance evaluations, possible revisions to the personnel policy, determination of the terms of employee health insurance renewal (October), and

hiring additional road crew will be priorities for Fall 2017. Budget discussions are slated to begin in November.

Luke Pettengill announced he will be unable to attend Selectboard meetings until late in October, due to conflicts with work hours. Mary Gavin and Kevin Gish agreed to proceed with 'bare quorums' at meetings for the near term, rather than solicit an appointee.

6. Financial Reports:

Deb Jones reported on the healthy fund balance as of June 30, 2017. The areas within the budget where savings were realized included road crew labor, health insurance and fuel expense. Some line items in the highway budget were not fully expended, which reflects insufficient force labor to conduct some work activities. Selectmen discussed possible reasons that grader maintenance costs came in significantly over-budget.

7. Selectboard Assistant Report:

Margy Becker provided a brief report on the status of active administrative items.

8. Executive Session (personnel):

Kevin Gish made the motion to enter executive session at 8:30PM with the Finance Manager to evaluate the performance of one or more employees. The motion was seconded and carried unanimously.

Selectmen exited from executive session at 8:45pm.

9. Adjournment:

Motion by Luke Pettengill to adjourn at 8:45PM. The motion was seconded and carried unanimously.

Submitted by:
Margy Becker