

**SHARON SELECTBOARD  
REGULAR MEETING  
Monday, November 20, 2017**

**MINUTES**

**Selectboard Members present:** Mary Gavin (Chair), Kevin Gish, Luke Pettengill;

**Staff Attending:** Deb Jones, Margy Becker, Tim Higgins.

**Visitors Attending:**

Mary Gavin convened the regular meeting at 6:34pm.

**1. Approval of Minutes:**

**Kevin Gish made the motion to approve the minutes of November 20, 2017 as submitted. Luke Pettengill seconded. The motion carried.**

**2. Review & Approve Warrants:**

Check warrants were reviewed and approved.

**3. Executive Session – Employee Performance Review:**

**Kevin Gish made the motion to enter executive session at 6:34PM to conduct an employee performance review. The motion was seconded and carried unanimously. The Board exited executive session at 6:55pm.**

**4. Windsor County Sheriff - Review of Speed Survey Data & FY19 rates:**

Captain Claude Weyant and Sheriff Mike Chamberlain reported on data collected from informal speed surveys of Fay Brook, River, and Beaver Meadow roads. Data points to the need to conduct surveys with unmarked vehicles, but the Sheriff's Department does not have such a vehicle. Average speeds showed Sharon drivers to be exemplary, which is suspected to not always be the case. A few drivers were ticketed for excessive speeds. Additional surveys will be conducted in Spring 2018.

Mike Chamberlain proposed contractual rates for FY19: Option 1: Maintain current rate of \$54/hour (flat rate) IF the Town adds a shift to its hours and increases to 20 hours/week. Option 2: \$56/hour (flat rate) for continued 16 hours/week coverage. It was agreed the Town will inform the Sheriff of the approved law enforcement budget after March Town Meeting.

**5. Norwich Technologies re: Rte. 132 Solar Site landscaping, drainage, and access:**

NT construction supervisor Terry Donoghue and Joel Stettenheim met with Selectmen to reach and understanding concerning permanent access to the site. NT has constructed a U-shaped driveway, in violation of its driveway permit. NT agreed to close off the easterly

curb cut and to remove gravel to restore prior grade. A gate will be placed there that is at minimum 15 feet from the edge of the road, to accommodate plowing. The agreed upon deadline for completion of work is June 1<sup>st</sup>, 2018. Terry Donoghue explained NT's erosion control plans for the site. The Board and Road Foreman, Tim Higgins, expressed satisfaction with said plans. The Selectboard acknowledged receipt of a final proposed landscaping site plan.

6. **Driveway Permit Application – Beaver Meadow Road:**

A driveway permit application was reviewed for Kelly Boyle (33 O'Donnell Farm Road) to access the 10-acre parcel from Beaver Meadow Road at a point that is 330 feet up Beaver Meadow Road from the intersection with O'Donnell Farm Road. The topography of the property discourages access to the 'back 40' from the house and garage on O'Donnell Farm Road.

Tim Higgins made the determination no culvert was required. Ms. Boyle was asked to place 2" stone in the ditch and to leave a slight depression between the road and grade of the landing by a newly-constructed shed. Tim Higgins agreed to inspect the access after stone has been put down.

**A motion was made by Luke Pettengill to approve Kelly Boyle's driveway permit without a requirement to install a culvert. Kevin Gish seconded. The motion passed unanimously.**

7. **Highway Business:**

**Broad Brook Bank Stabilization:** Tim Higgins reported on a site visit he attended with Holden Engineers and Scott Jensen (VT ANR Rivers Management) for the purpose of agreeing on a scaled-back proposal to stabilize the river bank at an erosion site just past the "Y" intersection with Harlow Road. Tim Higgins reported the road will be moved back two feet but without uphill bank excavations. Placement of rip rap will not intrude into the brook. No utility poles will be moved. Holden Engineers' survey and preliminary plan is being prepared. Peter Holden is scheduled to present the plans to the Selectboard on Monday, Dec. 4<sup>th</sup>. Tim Higgins has requested the plans be sent to him prior to that time, in order for Scott Jensen to review.

**Culvert repairs/replacements: Broad Brook/Harlow Roads:** Location 1- at intersection with Old Stage Road. Location 2-by Stulz on Harlow Rd. Tim Higgins was directed to move ahead to procure a subcontractor for extension of the cement culvert at Old Stage Road (Location 1) with wing wall(s) and to replace the culvert at Location 2 (by Stulz property) with a new pipe and a drainage inlet (DI). A trench box will be needed. Margy Becker will assist Tim Higgins by preparing the bid and legal advertising.

**Rte. 132 FHWA Emergency Repairs:** It was noted that Nott's Excavation has not yet taken down their traffic signs. Chris Bump will be contacted by Margy Becker to confirm that a

final inspection has taken place. Nott's Excavating will also be contacted to request the invoice.

Carlton Clark Memorial Bridge (Steel Truss) - Embankment Repairs: Selectmen Luke Pettengill called attention to repairs needed to prevent further erosion by a guardrail post on the west end of the bridge. Tim Higgins reported that new OSHA safety requirements for working over water have discouraged the road crew from performing regular bridge deck maintenance. Selectmen suggested he inquire with the Town of Royalton as to how the road crew maintains its bridge over the White River. While a more permanent approach to annual maintenance of the deck is being considered by the Town, Tim Higgins agreed to use the backhoe to scrape away the dirt and grass berms.

Access to Ogden Lane from Rte. 132 (Ward Property): Tim Higgins reported that despite a recent letter to Mr. Ward, Ogden Lane remains clogged with debris that extends down the road from the Ward house. Plow trucks cannot turnaround. Selectmen discussed the ongoing problems associated with the accumulating junk on the Ward property. Over the years the Town has had to make repeated annual appeals to Mr. Ward to refrain from obstructing the right-of-way. The options of downgrading the road to class 4 or discontinuing it were discussed.

Kevin Gish expressed some concerns regarding 'throwing up' town highways in general. He was informed the process requires a minimum of one public hearing, 30 days' notice to affected landowners, and landowners are provided right to appeal the Board's final decision. Once all information is gathered in the public hearing, the Selectboard may decide against discontinuance.

Upon further deliberation **Luke Pettengill made the motion, which was seconded by Kevin Gish, that the Selectboard initiate the legal process outlined in V.S.A. 19 to consider discontinuance of Town Highway 26 (Ogden Lane) due to concerns regarding safety of personnel performing highway maintenance. Kevin Gish seconded, and the motion passed unanimously.**

Tom Ward will be notified of the Town's intent to proceed with the discontinuance process. It was further agreed that the road crew will, in the interim, back into the road from Rte. 132 in order to plow the lower portion as-needed.

8. **Conveyance of Municipal Leased ("Glebe") Lands: 1739 Fay Brook Road**

Margy Becker, Selectmen's Assistant, called attention to Brad Atwood, Esq.'s letter and Quitclaim Deed submitted to the Board in October pertaining to the request that the Town of Sharon relinquish its interest in municipal leased lands. Per Vermont statutes the public has been provided 30 days legal notice of the proposed conveyance. The Selectmen's Office has not received any public comments against the conveyance.

**Motion by Kevin Gish to accept the Quitclaim Deed and Property Transfer Tax Return for conveyance of the Town's interest in 'municipal leased lands' at 1739 Fay Brook Road. Luke Pettengill seconded. The motion carried unanimously.**

**9. FY19 Budget Discussions:**

Selectmen met with Deb Jones for preliminary discussions regarding the FY19 budget.

**10. Final Audit Report:**

Deb Jones asked the Selectboard to review and act on the final audit report for FY17 at the next meeting.

**11. Other Business:**

Margy Becker will follow-up with Green Mountain Power regarding several items.

**12. Executive Session – Personnel:**

**Motion by Kevin Gish to enter into Executive Session at 9:25PM to discuss the performance review of one or more employees. The Finance Manager was asked to take part in the session. Luke Pettengill seconded the motion, which carried unanimously.**

The Selectboard left executive session at 9:35PM.

**Kevin Gish made the motion, seconded by Luke Pettengill, to present a letter to an employee regarding potential future change in employment status. The motion passed 3-0-0.**

**13. Adjournment:**

**A motion to adjourn was made by Luke Pettengill at 9:40PM. The motion was seconded and carried unanimously.**

Submitted by Margy Becker