

**SHARON SELECTBOARD**  
**Regular Meeting Minutes (draft)**  
**August 6, 2018**

**Selectboard Members present:** Kevin Gish (Chair), Joe Ronan

**Selectboard Member absent:** Mary Gavin

**Visitors:** Lister Galen Mudgett, Jr., Jill Wilcox and Ryan Haac (Sharon Energy Committee), Peter Neri (Moore Road)

**Staff Attending:** Deb Jones, Margy Becker

Kevin Gish convened the regular meeting at 6:30pm.

**Public Comments:** There were no public comments.

**Changes to Agenda:** Margy Becker noted she would include in her report the status of Doug Jones' request to trench across Fay Brook Road to lay a utility line.

**Approval of Minutes:**

**Kevin Gish made the motion to approve the minutes of July 16, 2018 as corrected. Joe Ronan seconded and the motion carried unanimously.**

**Joe Ronan made the motion to approve minutes of May 7, 2018 as revised to include approval of minutes of April 16<sup>th</sup> and 26<sup>th</sup>, 2018 meetings. Kevin Gish seconded and the motion carried unanimously.** Margy Becker will forward the revised minutes to the independent auditor as requested.

**Peter Neri – Request to improve segment of TH37 Moore Road (extension)**

Peter Neri is seeking assurance from the Town that he can improve an  $\pm$  800-foot segment of Moore Road in order to install a new driveway to his home. Selectmen agreed to tentatively schedule a meeting between Mr. Neri and Road Foreman Frank Rogers for Tuesday, August 14. Frank will be asked to report back to the Board on August 20<sup>th</sup> as to his assessment of suggested improvements, which may include installation of a roadway culvert.

Peter Neri shall also apply for a driveway permit, which is to be obtained from the Selectboard.

**Vital Communities “Community Day”** – Sharon Energy Committee Sponsorship

Ryan Haac and Jill Wilcox reported Sharon Energy Committee is in receipt of a mini-grant (\$250) from Vital Communities for organization of a ‘community day’ event focused on the theme of community resiliency from flooding. The Sharon Energy Committee envisions a Saturday AM public education event focused on the importance of town maintenance and upgrades of roadway culverts. The Road Foreman’s participation in the event was requested for a possible presentation. The rest of the morning event will entail volunteer surveys of culvert

conditions. The objective is to report to the road crew which roadway culverts are clogged. Culverts need to be kept free of debris in order to prevent roadway washouts.

Selectmen agreed to authorize the Road Foreman's overtime for this event. It was also agreed the date for Sharon's 'Community Day' will be in September, in order to accommodate the fact that Frank Rogers is currently on vacation. Ryan Haac agreed to contact Frank Rogers directly for further event planning.

### **Changes to Grand List:**

Galen Mudgett explained that two deeds have been received, which affect the titles to two properties. **Kevin Gish made the motion to approve the changes to the Grand List as submitted. Joe Ronan seconded and the motion carried.**

### **Overhead Doors Proposal for Repairs/Weatherization of Garage Doors**

**Motion by Joe Ronan to accept Overhead Door's proposal as submitted in the amount of \$2,500. Kevin Gish seconded. The motion carried.** Frank Rogers will be asked to schedule the work. Selectmen noted the garage doors still need to be widened to accommodate the larger trucks. But they also agreed it would be prudent to hear the results of an upcoming garage assessment as part of a capital planning process, prior to deciding whether or not to undertake building improvements.

### **Garage Lighting Upgrades - Status**

Margy Becker reported bids are due on August 15<sup>th</sup>. Bid award will be scheduled for the August 20<sup>th</sup> Selectboard meeting.

### **Revised Finance & Maintenance Agreement:** (Fay Brook Road Signage Upgrades)

Selectmen postponed acceptance of a revised Finance & Maintenance Agreement with the VTRANS' High Risk Rural Roads grant program. An older version of the Agreement document was inadvertently sent to the Town. The correct agreement will reflect negotiated changes to indemnification language in addition to an altered scope of work. Margy Becker will follow-up with VTRANS accordingly and action will be warned for August 20<sup>th</sup>.

### **Bid Award: Preparation of Building Capital Improvement Plan:**

Margy Becker noted Seiple Inspections, Inc. of Woodstock, VT was the only bidder. Matt Seiple had previously prepared Lead Paint assessments of the Town Offices and Old School House (OSH) in the early days of The Sharon Academy's occupancy of the OSH building.

Deb Jones commented on the complexity of Town ownership and Fire Department control and operation of the Fire Station. Joe Ronan asked that maintenance responsibilities and liability for the Fire Station be clarified. Selectmen also asked that the Fire Chief be consulted as to whether

an assessment of the Fire Station for capital planning purposes would be beneficial to the Department. The Sharon FD paid for reconstruction of the building after Tropical Storm Irene.

**A motion was made by Kevin Gish to accept the proposal from Seiple Inspections, Inc. for building assessments and preparation of a Capital Improvement Plan for buildings, pending positive reference checks. The gazebo on The Green will be excluded from the assessments, and potentially the Fire Station. Joe Ronan seconded. The motion carried unanimously.** Margy Becker will follow-up with Matt Seiple after reference checks to execute the contract.

#### **Bid Award: Maintenance and Repairs to Town Buildings:**

Margy Becker reported one proposal was received in response to the bid solicitation for a contractor to undertake repairs to town buildings. Dan Jones, who has purchased the former Esther Drown home on Rte. 14 in the Village, introduced himself and discussed his background and interest in repairing old buildings. Dan Jones reported briefly on his assessment of the ADA ramp at the Old School House and the Gazebo on The Green. He is available to begin repairs to both structures. Discussions followed with the Finance Manager and Selectmen regarding Dan Jones' status as a sole proprietor.

**Joe Ronan made the motion to accept Dan Jones' proposal for a rate of \$35.00/hour to perform repairs to town buildings on an as-needed basis, pending positive reference checks. Kevin Gish seconded. The motion carried.** Selectmen expressed appreciation for Ken Wright's years of service in this position.

#### **Old School House ADA Ramp Repairs:**

Margy Becker reported she had met with Thomas Gauthier, of Gauthier Enterprises (Bethel) to discuss the condition of the ramp. Thomas had noted there was no roof over the ramp and had put forth an estimate to obtain design for a roof and a reconstructed ramp (if desired). Selectmen agreed to postpone action on this proposal until the results of building assessments are known. Margy Becker will follow-up with Thomas Gauthier.

#### **Generator Specifications:**

The availability of funds to support installation of a generator or generators for the Town Offices and Old School was discussed. Deb Jones and Selectmen agreed there are sufficient reserves in place for both options. The input of an electrician is needed to fine-tune specifications for the generator(s). Margy Becker will follow-up.

#### **VT Community Leadership Summit:**

Mary Gavin to report at the next meeting.

#### **VT Law School Intern:**

Joe Ronan suggested that a student enrolling for the fall semester may be more likely to be interested in project-related work for the Town.

### **Finance Manager Reports**

Deb Jones explained the backhoe purchase is ineligible for the federal grant program to reduce diesel emissions, please it is a 'scheduled' replacement. She will consult with the Road Foreman concerning the potential eligibility of replacement of the tractor.

### **Approval of Warrants:**

Deb Jones indicated Paul Boles has completed pouring concrete culvert extensions on Broad Brook and Harlow roads Deb Jones reported that Paul has had to split the cost of increased steel prices with the Town, since he submitted his bid in May. He has invoiced the Town an additional \$800 on a \$8500 proposal. Selectmen agreed to sign the warrant for approval of PMP Concrete's contract amount (\$8500) plus the warrant for \$800. Additional check and payroll warrants were reviewed and signed.

### **Other business:**

Margy Becker reported she had received more details from Doug Jones pertaining to his request to trench across Fay Brook Road in order to run electricity to a 5<sup>th</sup>-wheel camper on his property across the road from the barn. Selectmen agreed to grant the Road Foreman the authority inspect the site with Doug Jones in order to assess the conditions for trenching, and to report back to the Selectboard as to his recommendations during the August 20 meeting.

### **Adjournment:**

**A motion was made by Kevin Gish to adjourn at 8:35PM. Joe Ronan seconded. The motion carried.**

Submitted by, Margy Becker