

**SHARON SELECTBOARD
SPECIAL MEETING
MINUTES
Tuesday, November 1st, 2016**

Board Members Present: Kevin Blakeman, Mary Gavin, Luke Pettengill

Staff Attending: Deb Jones, Finance Manager; Selectmen's Assistant, Margy Becker; Road Foreman Tim Higgins.

The Vice Chair convened the meeting at 6:30pm.

1. **Minutes:**

Motion by Mary Gavin to approve the minutes of October 17, 2016 as submitted. 2nd by Luke Pettengill; Motion carried 2-0-0.

Margy Becker is to prepare brief minutes of the Selectboard's special meeting on October 24th re: personnel performance reviews. These are to be approved at the next meeting. *Kevin Blakeman joined the meeting at 6:35pm.*

2. **Warrants:** Check and payroll warrants were signed.

3. **Announcements/Public Comments:** there were none.

4. **Guardrail purchasing:**

It was agreed that guardrail installations should proceed as the Foreman has planned (for Broad Brook Road, Rte. 132, and River Road (replacement of cable). The balance of the FY17 budget will be spent to stockpile guardrail. The Foreman will contact vendors for the best price per customary practice.

5. **Culvert Repairs and Road Foreman Reports:**

After some discussion it was agreed that fixing the **bank erosion on Broad Brook Road** in the vicinity of the Steve Pugh property (marked by existing barrels) is a major project that will entail moving the road away from the brook. Engineering oversight will be needed, though the crew may be able to perform the work. Preparations necessary to bid the project will occur this fall/winter with the intent to bid construction in the spring.

Likewise, **culvert repairs in the vicinity of Stultz on Harlow Road and on Quimby Mountain Road** may also need to be put out to bid. Tim Higgins reported on his brief consultation with Paul Boles. The Town may have to estimate approximately \$6,000 for both culverts.

The culvert on Broad Brook at Old Stage Road is in need of attention, as the road is now wider than the culvert. Tim Higgins will consider installation of reflector posts to mark the

culvert location prior to winter. Budgets for these culvert projects will to be developed as part of the FY18 capital plan.

The transition from River Road pavement onto the Clark Memorial Bridge was discussed. Tim Higgins will contact the Town's crack seal vendor to see if seam repairs can be expedited. NICOM is too busy.

Margy Becker agreed to research prior correspondence with EPE Corporation concerning **parking in front of #21 Fay Brook Road apartments**. Eric Jacobs has asked for copies of an ordinance or bylaw that prohibits on-street parking.

In separate action Selectmen approved VTrans' Systematic Local Roads Safety (SLRS) Report and **recommendations for additional signage on Fay Brook Road to improve traffic safety**. The report is the result of a free safety audit performed by The VTrans in conjunction with the Road Foreman and Selectboard Liaison Mary Gavin. The VTrans will be installing the signs over the next two years at no cost to the Town. **Mary Gavin made the motion to accept The VTrans' SLRS Report, with one modification: ADD traffic control sign at the intersection of Baxter Mountain Road. Luke Pettengill seconded. The motion carried unanimously.**

6. **Downer Culvert Replacements: Griffin & Griffin Change Orders 1 & 2:**

Selectmen agreed to approve the two change orders already approved by Ian MacKenzie, Project Engineer. Deb Jones has verified the calculations of final quantities. Approval of the change order will enable the Project Engineer to submit the final pay requisition with accompanying documents.

Change Order #1 justifies a project cost increase of \$5,964 for gravel sub-base and culvert backfill in order to remove guardrail connection to the box culvert and to install new guardrail per VTRANS G-1 standard. Change Order #2 in the amount of \$1,176.00 justifies purchase and installation of additional guardrail length. Approved change orders total \$7,140.00. The original contract price was \$182,062. The contract price with approved change orders is \$189,202. The project engineer had made the Selectboard aware of the need for the change orders during prior meetings.

Margy Becker will contact Ian MacKenzie with regards to project closeout. The Contractor will provide a one year warranty on construction. Upon confirmation that all final documents and the final pay requisition have been obtained by the project engineer, a special Selectboard meeting will be scheduled to approve the pay requisition. This will enable the Town to close out the VTRANS Structures grant. The State of Vermont has pledged \leq \$175,000 in grant funds to offset the costs of the project.

7. **Management of Green's Trailer Park Flood Buyout Parcel**

Kevin Blakeman reported a sign "private - do not enter" has been posted on the parcel for some time. The Town now owns the parcel, as a result of federal grant assistance through the Flood-Damaged Property Buyout Program. Kevin Blakeman suggested the site be considered for river

access, since the Town now owns the property. Mary Gavin stated disagreement. She noted that the flood buyout agreement stated the property would revert to shoreline, once all improvements had been removed by the Town. At the time of the Buyout, the Selectboard decided against having the land become a park. Margy Becker will provide copies of the original buyout agreement in support of future discussions on management of the property.

Board members and the Road Foreman agreed the chain barring entrance to the north entrance to the parcel on Rte. 14 will be removed. Rocks will replace the cable to prevent people from driving onto the property.

8. **Health Insurance Options:**

Deb Jones presented more detailed calculations of the potential costs to employer versus employees for various BCBS plans to be offered January 2017. The detailed spreadsheets also illustrated impacts of various options upon the town budget.

After substantial discussion the Selectboard agreed to provide continued health benefits to employees for calendar year 2017 as follows:

Employee and Employer will split the cost of premium increases over last year. In place of funding health savings accounts, the Town will fund health reimbursement arrangements. The amount of the Town's contributions to an employee's HRA will be determined upon the level of coverage selected – i.e. gold, silver, or bronze.

Mary Gavin made the motion as follows:

The Town's total annual expenditure for employee health insurance coverage in calendar year 2017 (inclusive of premium and HRA contributions) will not exceed the following amounts:

\$7,589.72 for individual coverage
\$13,664.00 for couples coverage
\$13,758.92 for parent/child coverage
\$18,192.00 for family coverage

Employees may select from Blue Cross Blue Shield plan offerings.

The Town will CAP its contributions towards the monthly costs of premiums at a level not to exceed the following amounts:

\$530.00/month for individual coverage
\$972.00/month for 2-person (couples) coverage
\$943.00/month towards parent/child coverage
\$1,316.00/month towards family coverage

Luke Pettengill seconded the motion. The motion carried unanimously.

9. **Finance Manager Reports:**

Deb Jones distributed preliminary FY18 budgets. The Selectboard will resume discussions on budget preparation on November 21st.

10. **Snow Removal at Old School House (OSH):**

11. Selectmen agreed to invite Michael Livingston and a Trustee of The Sharon Academy to the next meeting to discuss increased rental payments to cover the cost of snow removal.

12. **Countryside Property Maintenance – Agreement for Services:**

Selectboard Chair Kevin Blakeman signed the 2-Year Agreement for Services with Kolbi Walton-Strong for snow removal from Village sidewalks, ramps, and entryways of town buildings – including the Old School House.

13. **Royalton Policing Contract:** Chief Beraldi to visit with the Board on November 21st.

14. **Boiler Repairs – Old School House Building (OSH):**

Margy Becker reported that ARC Mechanical will begin installation of boiler #2 will begin Nov. 2nd. Selectboard members asked her to follow-up with ARC Mechanical concerning an estimate for installation of 2 above-ground fuel tanks and replacement of fuel lines. Margy Becker will also research the State regulations, and associated costs of compliance, for removal and decommissioning of the 1,000 gallon underground fuel tank adjacent to the OSH.

15. **Website Maintenance:**

Margy Becker reported that though the website is functional, the conversion to WORDPRESS is not yet completed. Pages need to be updated and links repaired. Graphics need to be enhanced. GovOffice.com has provided a proposal for design and maintenance to be considered by the Selectboard at a future date.

16. **Dayco – Residential Use of Commercial Building (Act 250)**

It was agreed the Selectboard Assistant will inform the District 3 Coordinator that DayCo, a company in Sharon Commerce Park, is housing temporary guest employees in the commercial building. The Board had been informed of this situation after the Fire Department responded to an alarm there. The company's owner has confirmed the temporary employees will be housed in the building until December. Selectmen had followed up with a letter to inquiring whether the company was in compliance with its Act 250 permit. The company did not respond. Selectboard members agreed it will be up to the State to decide if the Act 250 permit is being violated or not. It was agreed the Town has no permitting authority in this matter.

17. **Enhanced Energy Planning:**

Margy Becker explained the Regional Planning Commission is offering “energy planning services” to its member towns. If a Town demonstrates, through bylaws, plans, maps that it has provided for renewable energy facilities – it’s Town Plan/Energy Plan would have greater influence in facility siting proceedings under review by the Public Service Board. However, the Town Energy Plan and Regional Energy Plan will have to be compliant with the State Public Service Department Energy Plan. Selectmen postponed action on a draft letter to the TRORC requesting this additional technical assistance.

Adjournment: Motion by Mary Gavin to adjourn at 8:58pm. Luke Pettengill seconded. The motion carried.

Submitted by,
Margy Becker, Selectboard Assistant

DRAFT