

**SHARON SELECTBOARD
REGULAR MEETING
MINUTES
Monday, November 7, 2016**

Board Members Present: Mary Gavin, Luke Pettengill

Board Members Absent: Kevin Blakeman

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

The Vice Chair convened the meeting at 5:30pm.

1. **Minutes:**

Motion by Mary Gavin to approve the minutes of November 1, 2016 without changes. 2nd by Luke Pettengill; Motion carried 2-0-0.

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

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

4. **Downer Culvert Replacements: Final Pay Requisition:**

Final requisition documents presented by Pathways Engineering were reviewed. The Selectboard noted Waiver of Liens had been obtained from the important subcontractors on the project.

The Selectmen accepted the Certificate of Substantial Completion. This document confirms the beginning of the Griffin & Griffin 12-month warranty period was September 15, 2016.

The Griffin & Griffin performance bond will be released at the end of the 12-month warranty period.

Luke Pettengill made the motion to accept and sign the Contractor's final pay requisition in the amount of \$45,332.60. Mary Gavin seconded. The motion carried.

5. **Executive Session: Personnel**

Motion by Mary Gavin to enter Executive Session at 5:50PM, with the Finance Manager in attendance, in order to discuss a personnel matter. Luke Pettengill seconded. The motion carried. The Board exited Executive Session at 6:30pm. No formal action was taken.

6. **Adjournment:** Motion by Mary Gavin to adjourn at 6:30pm. Luke Pettengill seconded. The motion carried.

Submitted by, Margy Becker, Selectboard Assistant