

**SHARON SELECTBOARD
REGULAR MEETING
Monday, October 1, 2018
Minutes (Draft)**

Attending:

Board members present: Kevin Gish, Joe Ronan, Mary Gavin

Staff present: Frank Rogers, Road Foreman; Deb Jones, Finance Manager; Margy Becker, Selectboard Assistant

Visitors present: Andrew Lane, The Sharon Academy; House Representative Tim Brigland (Thetford); Matthew Seiple, Seiple Home Inspections (Woodstock)

1. **Public Comments:** there were none
2. **Review/Approve Agenda:** there were no changes to the agenda
3. **Selectboard Member reports:** Representative Tim Brigland was recognized and welcomed.
4. **Review & Approve Minutes:**

A motion was made by Kevin Gish to approve the minutes of September 17, 2018 with changes. Joe Ronan seconded. The motion carried unanimously.

5. **Approve Warrants:** check and payroll warrants were approved.
6. **The Sharon Academy:**

Andrew Lane provided details of TSA's plans to install a **GaGa Ball Pit** on the playground area at the Town Offices, should Selectmen grant approval to do so. The apparatus will not be truly 'transportable' and will be more permanent than originally represented. It does not need to be sheltered from the weather.

The Town has heard from its insurance carrier, and the VLCT PACIF discourages 3rd party installations of recreational equipment on town property. But the VLCT PACIF also suggested items for a 'letter of agreement' concerning use of the GaGa Ball Pit, should the Town allow the equipment installation. It was noted that the TSA has already installed, and students have access to, a basketball hoop and a backboard on town property. The Selectboard again reaffirmed its general support for the GaGa Ball Pit. But it requested Andrew Lane follow-up with two items: 1) the Town shall be added to TSA's insurance coverage as an additional insured regarding 3rd party use of recreational equipment on town

property, 2) a proposed 'letter of agreement' regarding maintenance and operations of the GaGa Ball Pit should be submitted for Selectboard consideration at the October 15 meeting.

Andrew Lane also reported he has received requests from outside organizations to use the Old School House building. The existing lease does not address 3rd party use of the building. Trout Unlimited has asked to use the OSH for a meeting. Revels North is requesting use of the basement for a weekend rehearsal. TSA staff are involved with both these organizations, and they would be on premise at the time of use. Selectmen noted that the addition of the Town as a named insured on TSA's insurance coverage, as previously discussed, would address 3rd party use of the building and grounds.

Andrew Lane inquired whether Selectmen would like to proceed with power washing the OSH building for \$700, as quoted by Dean Morgan in Royalton. He indicated TSA would contribute to this cost. Selectmen postponed action, pending receipt of information verifying power washing would not accelerate deterioration and peeling of exterior paint. It was also noted that there are areas of rotten clapboards and trim that need to be replaced. This item will be placed on the agenda for the next meeting on October 15th.

7. **Review/Discussion of Town Buildings Capital Improvement Plan:**

Matt Seiple, of Seiple Home Inspections in Woodstock, presented a summary of inspections of 5 town-owned buildings including the Old Town Hall (Historical Society), the Town Offices, Old School House, Baxter Library, and the Town Garage. He has prepared detailed inspection reports for each building and a summary capital improvement plan.

When asked by Selectmen and staff what repairs needed to be addressed for safety purposes, he recommended making the furnace accessible at the Town Garage. The furnace needs to be replaced, possibly in the near future. He also noted the loft guard rails should be brought up to code. Deb Jones reported the Town has been asked to establish a load rating for the loft. Matt Seiple stated he could provide some assistance with this task.

Matt also recommended the underground storage tank at the OSH be dug up and replaced with an above ground tank. Margy Becker reported the 1,000-gallon double-walled UST was installed in the mid-1990's.

Matt explained in more detail his observations concerning rotting clapboards, trim, and substrate at the Town Offices and Old School House buildings. Rot is concentrated along the north wall of the OSH, whereas rot is spread across the exterior of the Town Offices. He recommended the optimal timing for these repairs would be prior to painting. The Town could include the carpentry work as part of its paint bid specs. Selectmen will proceed to review the building inspection reports. Matt acknowledged he is available to answer any follow-up questions.

8. **Road Foreman Reports:**

Frank Rogers reported an agreement has been reached with Blaktop concerning the amount of their Rte. 132 paving invoice. \$250,000 has been agreed to.

The crew is requesting a modification to the paid holiday schedule. Crew members would like to work Columbus Day and take off the day after Thanksgiving instead. Deb Jones noted this raises a minor payroll issue, because a 10-hour October workday is being swapped for an 8-hour workday in November.

Mary Gavin made the motion to authorize the road crew to work Columbus Day instead of the day after Thanksgiving. Joe Ronan seconded. The motion carried.

9. **Highways - Bid review and actions:**

Backhoe:

Deb Jones provided a summary of backhoe bids. LifTech (JCB) is the apparent low bidder. A representative from LifTech (JCB) was present for discussions regarding JCB's bid, detailed specifications of the proposed equipment, and financial terms of the bid. Selectmen agreed to consider purchase separate from financing options.

Mary Gavin made the motion to accept the bid from LifTech (JCB) for a net purchase price of \$90,695.65 for a JCB 3CX15 Super including a full machine warranty for an additional \$5,300, and contingent upon successful demo and test drive. The motion was seconded and carried unanimously.

Motion by Mary Gavin, seconded by Joe Ronan, to authorize Kevin Gish to sign the Sales Agreement, which was modified to indicate purchase is conditioned upon successful demo and test drive. The motion carried unanimously.

Deb Jones will continue to research financing options and report at the October 15 meeting.

Winter Sidewalk Maintenance:

No bid received. Frank Rogers will follow-up with Countryside Property Maintenance.

Plowing Sharhart Road and Ogden Lane:

Two bids were received. Steve Phelps of SMP Tree Service bid \$90/plow and \$80/sand on Sharhart Road and \$110/plow and \$80/sand on Ogden Lane. Chase Site Services bid \$55/plow and \$55/sand for each road.

Motion by Mary Gavin to accept the bid from Chase Site Services for \$55 per plow and \$55 per sand on Sharhart Road and Ogden Lane. The motion was seconded by Joe Ronan and carried unanimously.

Frank Rogers reports he will inspect the stream bank erosion site at the intersection of Highlake Road and Day Road with Steve Jensen (stream alteration permit specialist). The inspection is scheduled for October 2nd. This erosion site is a candidate for repairs financed by the Better Roads grant program. Margy Becker expressed concern regarding the deadline for the 2018 application – which is October 6th. The stream alteration permit is needed prior to submittal of an application. It was agreed a 2019 grant application will be submitted.

Pavement borings on Howe Hill are scheduled for Friday, October 5. The crew will work overtime in order to provide flagging services from 8am – to 1pm.

Frank Rogers and Selectmen discussed the fact that the TSA high school access road is a town road. The paved surface has deteriorated. This paved road will have to be added to the Town's Paving CIP, so that repairs will be scheduled.

10. Water Line Repairs – Baxter Library Well:

Melissa Shekinah owns the house and apartments at #5114 VT Rte 14. Her water is supplied by the well on the Baxter Library parcel. In return for access to the well at the Library, Trustees deeded #5114 VT Rte. 14 the responsibility to pay for the electricity to run the well pump and the responsibility to pay for repairs to the distribution system from the well to the house.

Melissa indicated to the Selectboard in a prior meeting that the pump is in the basement of the Library. She has not had access to the Library. She has asked the Town for access to the Library (in order to access the well pump), and for reimbursement of 50% of the cost of water line repairs. Selectmen have already agreed to provide Melissa access to the Library. The invoice from the plumber in the amount of \$304.78 for well switch and control box was reviewed.

Motion by Joe Ronan, seconded by Mary Gavin, to pay 50% of the \$304.79 invoice as submitted by Melissa Shekinah as a one-time-only reimbursement for water system repairs. The motion carried unanimously.

11. Finance Manager Reports:

Health Insurance 2019: Deb Jones presented information regarding BCBS plan offerings in 2019. She also presented possible scenarios for employer vs. employee contributions towards the increased costs. Discussions will continue October 15th.

Salt Pricing: Deb Jones and Frank Rogers presented quotes for salt as follows: American Rock Salt quoted 83.75/ton. Cargill quoted 80.67/ton, which is the 'state rate'. **Mary Gavin made the motion to accept Cargill's bid of \$80.67/ton. Kevin Gish seconded. The motion carried.**

FY18 financial audit fieldwork has been completed. The audit went well.

Rental Increase – TSA: Deb Jones and Mary Gavin will collaborate to confirm the CPI increase to be used for the basis of the increased rent owed to the Town.

12. **Selectboard Assistant Report:**

Selectmen agreed to proceed to ‘re-key’ the Town Offices. Margy Becker will contact Gatekeeper Lock & Safe and instruct them to proceed. Website bids are due October 11th, and she is working with the Town’s electrician on sizing of the generator for the Town Office and Old School House (if needed). An RFP for engineering services to oversee implementation of the Paving CIP is in the works.

13. **Adjournment:**

Mary Gavin made the motion to adjourn at 9:35PM. The motion was seconded and carried unanimously.

Kevin Gish
Joe Ronan
Mary Gavin