

**SHARON SELECTBOARD
REGULAR MEETING
Monday, April 1, 2019
Minutes (Draft)**

Board Members Attending: Joe Ronan, Mary Gavin, Kevin Gish
Staff Present: Margy Becker, Deb Jones, Frank Rogers

Members of the public: Becky Owens, Emergency Coordinator and resident, Andrew Grimson, Director Habitat for Humanity, Representative Jim Masland (participating via phone), Joel Stettenheim, Norwich Technologies

Chair Joe Ronan convened the meeting at 6:30PM.

Public Comments

Becky Owens expressed interest in upcoming discussions concerning naloxone (Narcan) availability in the Town Offices.

Review/Approve Agenda:

Motion by Kevin Gish to reorder the agenda and move item 11 “Naloxone – Availability in Town Offices/training” to item 4. Mary Gavin seconded. The motion carried.

Selectboard Member Reports:

Joe Ronan reported on his attendance at a Selectboard training. He has circulated some pointers he learned for the benefit of staff. Selectmen agreed to consider items for an FY20 workplan, and each board member is encouraged to share their ideas. Discussions on Selectboard policies, procedures, and workplan are scheduled for the April 15 meeting.

Naloxone Availability/Training:

Kevin Gish explained a staff person from HIV/HCV in Lebanon has volunteered to provide training on the administration of naloxone (Narcan) should the Town desire it. Kevin Gish stated he supports having the medication available at the Town Offices or in Town. Becky Owens, who is a first responder with South Royalton Rescue, described pros and cons of having naloxone available. Kevin Gish stated that pursuing the training opportunity would not obligate the Town to have naloxone on-site. After brief discussions Selectmen agreed to schedule a training session. Kevin Gish will follow-up. More discussions on this topic will occur at the meeting on April 15. It was noted that Town Office staff have not been offered first aid training in many years.

Road Foreman Reports:

Frank Rogers provided an update on road conditions and on his research on the feasibility of repairing the 1-ton frame. He announced M&W Soils has scheduled pavement borings for April 18. He will be talking with Innovative Solutions regarding purchasing magnesium chloride. Winter sand procurement for next season is underway.

Mary Gavin made the motion to approve the FY20 Annual Highway Financial Plan and Structures grant application to upgrade a cement culvert on Quimby Mountain Road (below Morrill Hill Road). Kevin Gish seconded. The motion carried.

Town Meeting Follow-Up – Security Cameras:

The recent Valley News editorial was noted. Becky Owens asked what the Board's position was regarding surveillance. Mary Gavin explained the Board did not have a position yet. Joe Ronan commented the videos will almost certainly be treated as public records, and staff would have to accommodate public records requests. He has spoken with a law enforcement consultant to the VT League of Cities & Towns, and this former policeman indicated he is against the towns getting into off-site surveillance (i.e. of the Park & Ride). He also informed Joe Ronan he did not know of any other town conducting off-site surveillance for law enforcement purposes.

Margy Becker said she has made inquiries with the VTRANS and Windsor County Sheriff on the topic, and she expects to hear back soon. Selectmen reaffirmed the need for a policy for security cameras on town buildings. Selectmen tentatively voiced support for TSA's desire to mount security cameras on the Old School House building, once a town policy was in place.

The VLCT has provided commentary regarding on-site security cameras to monitor building premises for security purposes. Selectmen agreed the TSA itself, as the tenant occupying the Old School building, would need to have its own policy regarding operations of security cameras in compliance with any rules/regulations for schools. This topic will remain on future agendas.

Habitat for Humanity: Request to reclassify Luke's Lane PVT as a town highway

Andrew Grimson, Director of the local chapter of Habitat for Humanity, met with Selectmen to request the Town consider options for reclassifying Luke's Lane from a private road to a town highway in order to allow homeowners to secure USDA mortgage financing. The USDA conditions mortgage approval on dwellings being located on a public road. Habitat for Humanity has purchased two lots on Luke's Lane, which is a private drive off of Sharon Meadows. The Cayer's closing on the home is scheduled for May. The USDA representative involved with procuring mortgage financing missed the fact that Luke's Lane is a private road.

Andrew Grimson explained that conditions of purchase from the Pettengills included a requirement that Luke's Lane be built to town standards. Road Foreman Frank Rogers indicated that though he is not intimately familiar with the road, it appears the surface still needs to be upgraded and that more gravel has to be put down.

Andrew Grimson requested the Town consider reclassifying Luke's Lane to a Class 4 road. Selectmen noted any reclassification to town highway status would have to comply with town highway policy standards for construction. A petition for reclassification is needed. Mary Gavin encouraged formation of a road association to address maintenance of the road. She said she was not in favor of the Town taking over the road as a Class IV road. Mary Gavin noted a major portion of the road has not been plowed and inspections would be needed to determine how the road was actually constructed.

The status of build-out of the Pettengill's subdivision along Luke's Lane was discussed. It was noted that only one other house has been built on Luke's Lane to-date (Clark). Another lot has

recently been sold. Margy Becker explained the Pettengills have just submitted an application for final subdivision of the remaining undeveloped acreage (20+ acres) into 5 lots.

Selectmen inquired a much of Luke's Lane Habitat would like to have reclassified. Jim Masland requested the Town consider reclassifying the entire road to its terminus. Road Foreman Frank Rogers noted that once the road becomes a public road, anyone can access it. The terminus has to have a radius to accommodate the grader and fire trucks.

Andrew Grimson noted Habitat has made a contingency plan for the Cayer family. Habitat will complete building the Cayer's house and then 'lease' to the Cayers, until Luke's Lane becomes a town highway and the family assumes the mortgage.

Margy Becker agreed to circulate a copy of the Town's highway policy, which addresses town specifications for road construction. Andrew Grimson thanked Selectmen for the meeting, and noted that volunteers gather on Saturdays and Mondays for the Cayer house construction project.

Norwich Technologies: Decommissioning Rte. 132 Solar

Joel Stettenheim met with Selectmen to resume negotiations suspended from November 2018 regarding financial assurance of decommissioning a solar installation on Rte. 132. Mr. Stettenheim stated he believes his banks are in favor of the idea of a lien. The banks' lien is on 'hardware' and not land. Mary Gavin pointed out the Selectboard had given Norwich Technologies sufficient time to produce the financial instrument. She asked, and other Board members concurred, that Norwich Technologies submit the lien paperwork to the Selectboard at the May 6th meeting. Mr. Stettenheim agreed.

Joe Stettenheim then indicated that he would be approaching the Town to request a 'preferred-site letter' for construction of another solar array on Rte. 132 on the former Ecuyer property. This proposed solar project will also be a 500kW facility. Access to the site will be from Raymond Road and not Rte. 132.

Job Descriptions:

Selectmen briefly reviewed job descriptions of the Selectboard Assistant and Finance Manager and made suggestions for revisions. Joe Ronan suggested the FLSA status of each position be determined. Discussions will continue at the May 6th meeting.

Green Mountain Water Environment Association:

GMWEA is a non-profit working to educate the public about protecting water quality. The GMWEA has reached out to towns and asked for assistance with distributing educational materials to the public.

Joe Ronan made the motion to direct Mary Gavin to further collaborate with the GMWEA on town-wide distribution of a brochure, once she is satisfied with the materials to be distributed. The motion was seconded by Kevin Gish and carried unanimously.

Finance Manager Reports:

Mary Gavin mad the motion, and Kevin Gish seconded, that the Chair accept and sign the estimate from Royal Glass in the amount of \$6,792 for replacement of the Old School House rear door. The motion carried unanimously. Joe Ronan signed the estimate.

Deb Jones reported on her progress on procurement for sand. She informed Selectmen a town official has filed a workman's compensation claim.

Appointments to Town Officer positions/Boards & Commissions – continued:

Mary Gavin made the motion to appoint Brad Atwood to the advisory board for Stagecoach Transportation. Joe Ronan seconded. The motion carried.

Mary Gavin made the motion to appoint Richard Wilson as Health Officer. Kevin Gish seconded. The motion carried.

Mary Gavin made the motion to appoint Becky Owens as Emergency Coordinator. The motion was seconded and carried unanimously.

Margy Becker will follow-up with Jason Flint to inquire whether he would like to be re-appointed as Emergency Management Director. An appointment to the town officer position of 'road commissioner' has not been made in some time. Staff will continue to research duties of the road commissioner and which towns have appointed one.

Review/Approve Minutes:

Mary Gavin made a motion to approve the minutes of Town Meeting March 5, 2019 with changes noted. Kevin Gish seconded. The motion carried.

Mary Gavin made a motion to approve the minutes of special meeting on March 25, 2019 as submitted. Kevin Gish seconded. The motion carried.

Selectboard Assistant Report:

Margy Becker announced generator bids are due April 25 and a pre-bid meeting is scheduled for 2:00PM on Wednesday, April 10th. Indelible, Inc. has provided a mock-up of a proposed website, and she hopes to spend time looking at it next week. She will forward Mary Gavin's comments to Mike Dion.

Approval of Warrants:

Check and payroll warrants were reviewed and approved.

Adjournment:

Mary Gavin made the motion to adjourn at 9:07PM. Kevin Gish seconded. The motion carried.

Submitted by, Margy Becker