

**SHARON SELECTBOARD
REGULAR MEETING
Monday, May 20, 2019
Minutes (DRAFT)**

Board Members Attending: Joe Ronan Kevin Gish, Mary Gavin
Staff Present: Margy Becker, Deb Jones, Frank Rogers
Members of the public: Pomfret Selectmen Emily Grube, Art Howe, Scott Woodard; Jon Harrington, P.E. (Horizons Engineering)

Joe Ronan called the meeting to order at 6:30PM.

Public Comments: There were none.

Review/Approve Agenda:

Mary Gavin made the motion to approve the agenda without modifications to the order of business. Kevin Gish seconded. The motion carried.

Approval of Minutes:

A motion was made by Mary Gavin to approve the minutes of the May 6, 2019 regular meeting with a few corrections. Kevin Gish seconded. The motion carried unanimously.

Road Foreman Reports:

Frank Rogers reported on his meeting with Stream Alteration Engineer Scott Jensen to inspect propose culvert replacements on Quimby Mountain and Downer roads. Jensen has approved replacement of culvert by the CCC Pond with a 48" culvert. Frank Rogers noted construction will involve a 2-day road closure.

Motion by Mary Gavin to authorize purchase and installation of a 48-inch x 30-foot culvert on Downer Road. The unplanned FY19 expense is to be charged to the highway infrastructure reserve fund. Kevin Gish seconded the motion. The motion carried.

The front-end repairs on the Freightliner are complete. Sand hauling is underway.

Frank Rogers provided an update on his research regarding summer chloride application. He is recommending leasing a storage tank and spray bar (applicator) from Innovative Solutions. The Town would own the applicator system after leasing for three years. No monthly lease payments are required. The arrangement would require the purchase of liquid chloride at 89 cents per gallon (for current year). Selectmen asked that they be provided a copy of the proposed lease agreement with Innovative for further review. Action on the Innovative Solutions was postponed.

Frank Rogers provided a proposed summer work schedule. The May/June schedule includes ‘top dressing’ and ditching the remaining portion of Moore Road. May’s stormwater repairs to Howe Hill have been pushed back into early June, due to the unavailability of flaggers.

Driveway Permit Application – Broad Brook Road:

Frank Rogers reported on his inspection of the proposed Rikert driveway location. No culvert will be required, and sight distances for turning movements in one direction fully meet highway policy’s 150-foot sight distance requirement. The driveway location only measures 125 feet to the trestle in the other direction. Selectmen concurred the driveway is situated at the best location given limitations of the site.

Motion by Mary Gavin to approve the driveway permit application from Jeanne Rikert (landowner) on behalf of Steve Rikert for a new curb cut onto Broad Brook Road. Kevin Gish seconded the motion. The motion carried unanimously.

Horizons Engineers – Paving CIP Implementation:

Jon Harrington of Horizons Engineers presented final recommendations concerning a paving program for the town over the next 10 years. Treatment recommendations for Fay Brook Road, Broad Brook Road, and Quimby Mountain Road Potential include cost projections for reverting to gravel surfaces in addition to rehabilitation of paved surfaces on these segments. Several alternatives to repairs and bond or loan procurement over the course of 1 – 4 years were reviewed.

Howe Hill paving was central to discussions. Horizons’ budget projections seem to indicate modest upfront capital outlays for patching or a ‘drag shim’ this 2019 season could effect overall cost savings in the amount that would needed to be bonded for the major reclamation work.

Discussions with Pomfret Selectboard

Jon Harrington noted potential estimated cost savings of \$37,000/mile to the towns of Pomfret and Sharon, should they bid Howe Hill paving as a one project. The recent escalation in asphalt prices was noted as a reason to consider 2021 construction versus 2023-2024.

Pomfret Selectmen Emily Grube and Scott Woodward expressed interest in proceeding with a joint project. They indicated the town is not behind with its paving projects. Pomfret could conceivably rely upon paving budgets over two fiscal years to cover a major portion of estimated reclamation and paving expense. The Town would not have to borrow. This is not the case for Sharon, hence the timing of a loan or bond application factors as a key variable in when construction would proceed.

The feasibility of procuring synchronized paving grants from VTRANS District 4 is unknown. But Selectmen agreed generally this is an objective worth striving for. Selectmen agreed to enlist the support of area legislators to achieve this goal, and accordingly Joe Ronan agreed to draft that letter for consideration by both boards.

Emily Grube indicated the Pomfret Selectboard will be meeting in special session on Wednesday, May 22 and it will be discussing Howe Hill paving. She will follow-up with Joe Ronan concerning the outcome of those discussions prior to the Sharon Selectboard's May 28th meeting special meeting. Deb Jones, Finance Manager for the Town of Sharon, agreed to consult the Vermont Bond Bank again concerning bond application timelines. She will report on her research on May 28th.

Road Foreman Frank Rogers later expressed his hope that Sharon would preserve pavement on Fay Brook, Broad Brook, and Quimby Mountain roads. He said the Town would see increased maintenance costs, should those segments revert to gravel. Selectmen expressed their desire to see cost data to support this position.

Generator Bid review:

Selectmen met with Dan Jones and Margy Becker to review final adjusted bids for a generator in response to the Board's May 6th revisions to bid specifications. Bid specs call for one generator sized appropriately to 1) provide power to all essential systems in the Town Offices necessary to support its function as an emergency operations center (including heat, lighting, computer network, internet connectivity), and 2) provide sufficient power to the Old School House to maintain pressure in the water line to boost water to the Town Offices during an extended power outage.

The final bids, inclusive of all electrical and site work, are as follows:

1. Brookfield Services: \$13,685
2. Fifield Electric/Yankee Generator: \$18,400, inclusive of 1st year annual maintenance.

Mary Gavin made the motion to approve the bid from Brookfield Services to install a 20kW generator at Sharon Town Offices as follows:

- 1. Purchase/installation of generator (including all electrical and site work) for \$13,685**
- 2. Purchase of an angle iron snow stand for \$385.00**
- 3. Purchase of annual maintenance plan at \$355 per year**
- 4. That the bid be revised finally with a statement that the \$13,685 bid price includes a 20kW generator and all site work and pavement patching after conduit is run between the Town Offices and Old School House.**
- 5. Funding for the project is to be drawn from the Emergency Operations Reserve Fund.**

Kevin Gish seconded the motion, and it passed unanimously.

Job Descriptions:

Mary Gavin made the motion to approve the job description for the Selectboard Assistant with minor modifications. Kevin Gish seconded. The motion carried.

Mary Gavin made the motion to approve the job description for the Finance Manager as presented. Kevin Gish seconded. The motion carried.

Finance Manager Reports:

Year-end budget projections: Highway revenues are right on target at 100% of budget - with \$831,060 in revenues budgeted and 830,612.90 received to-date. However, highway operating expenses are at 90% of budget with two months remaining in the fiscal year. And expenses are projected to be over-budget by \$70,000 at June 30th. Cost overruns reflect the difficult winter and equipment use.

Frank Rogers reported he is monitoring overtime carefully. It was agreed that expenditures for certain line items would cease immediately as follows: guardrails, signs, and chloride. There will be no crack sealing expense prior to June 30th. The sum of these line item savings is projected at \$33,370, which reduces the anticipated budget overrun to approximately \$36,000.

The Board remains uncertain as to whether cost overruns in the highway budget reflect an emerging trend in expenses due to more difficult climate conditions and related increases in overtime and equipment expenses.

Projections indicate the general fund will end the year as budgeted. As of April 30th the Town has received more revenues than budgeted. Expenses as of April 30th are at 81% of budget and projected to be as budgeted by June 30th. The FY19 budget includes reliance on the general fund Fund Balance in the amount of \$40,223 to balance the budget.

Dental Insurance Benefits: Deb Jones provided Selectmen information concerning renewal rates for dental benefits for eligible town employees. Renewal rates reflect a 3.39% increase for the town's existing plan, Delta Dental Plan 7. Selectmen agreed the Town will continue to provide employees the existing dental plan for one more year.

Mary Gavin made the motion to approve renewal of Delta Dental Plan #7 at the following monthly premium rates: Single \$37.19, Two Person \$70.04, Three or more persons \$76.91, and a total monthly premium payment of \$231.72.

Fire Alarm Panel Upgrade – Town Offices: After reviewing a proposal from Fifield Electric or Town Office **fire alarm panel upgrades**, Selectmen requested the work be bid competitively and in keeping with the Town's procurement policy.

Annual Financial Management Report: Deb Jones presented Selectmen the Treasurer's self-assessment of the Town's financial management procedures. This report is required to be submitted to the State on an annual basis by Town Treasurers. **Mary Gavin made the motion that the Chair sign the Treasurer's financial management report as presented. Kevin Gish seconded the motion, and it carried unanimously.**

Selectboard Assistant Report:

Margy Becker reported she visited with Joe Cocci on Thursday afternoon, after reports that his Highland bull had been roaming loose again. She reported that Mr. Cocci is actively in the process of finding new homes for these animals. He hopes they will be re-settled by the end of the month.

Margy Becker reported she has received an estimate from Horizon's Engineers for the engineering work associated with filing this year's annual compliance statements for the Rte. 132 stormwater operating permit. This will be an action item on the June 3rd agenda.

Kevin Gish requested the topic of lighting at the Exit 2 Park & Ride be put on the next meeting agenda. Margy Becker will distribute the Selectboard workplan for FY20 as prioritized at a prior meeting.

Approval of Warrants:

Check and payroll warrants were reviewed and approved.

Adjournment:

Mary Gavin made the motion to adjourn at 8:55 PM. Kevin Gish seconded. The motion carried.

Submitted by, Margy Becker