

**SHARON SELECTBOARD  
REGULAR MEETING  
Minutes (DRAFT)  
Monday, June 3, 2019**

Board Members Attending: Joe Ronan Kevin Gish, Mary Gavin  
Staff Present: Margy Becker, Deb Jones, Frank Rogers  
Town Officials Present: Mona Foster (Delinquent Tax Collector); Ken Wright (Asst. Del.  
Tax Collector)  
Members of the public: Mike Dion (Indelible, Inc.); Steve Raymond, Kyle Gilbert, Chelsea Gray

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.**

**Selectboard Member Reports:** There were none.

**Approval of Minutes:**

**A motion was made by Mary Gavin to approve the minutes of the May 20, 2019 regular meeting without changes. Kevin Gish seconded. The motion carried unanimously.**

**Kevin Gish made the motion, which was seconded by Mary Gavin, to approve the minutes of the May 28, 2019 special meeting as modified. The motion carried unanimously.**

**Approval of Warrants:**

Check and payroll warrants were approved.

**Status of Delinquent Tax Collections:**

Mona Foster (Delinquent Tax Collector) and Ken Wright met with Selectmen to review the status of delinquent tax collections and to strategize for future collection of taxes owed by those who repeatedly do not pay or are unable to pay for a variety of reasons. Ken Wright has begun to work with Mona on collection of taxes owed by property owners who have been repeatedly delinquent since 2015. Their new goal is to institute a monthly payment plan for as many delinquent tax payers as possible.

The delinquent tax year runs from February to February, and begins the day after the 2<sup>nd</sup> installment of property taxes is due. Mona Foster reported that there was \$296,066.22 in

delinquent taxes in February. There is now \$150,044.47 in uncollected delinquent taxes. She has collected \$146,021.75 in delinquent taxes y-t-d. Selectmen thanked Mona for her efforts.

### **Website Development:**

Michael Dion from Indelible, Inc. spoke to Selectmen briefly regarding the status of design for the new website. He is in the process of migrating existing content to the new site; he will make available a staging area for Selectmen to view the new site while under development. Michael Dion asked for feedback regarding functionality of the site. At Selectmen's request Mike will look into a PDF search option to enable easier location of documents archived on the site (other than minutes or agendas). Content will need to be developed and updated for many sub-pages for town officials and/or boards/commissions. Michael Dion will work with staff and town officials to do so. Discussions touched on future maintenance of the site and who might have access. The Town's current IT consultant is continuing to host the website. Michael Dion reported he hopes to have a live site by the end of June.

### **Road Foreman Reports:**

Frank Rogers reported briefly on the status of **Howe Hill ditching** and stone lining. The work is underway and is funded by SFY19 grants-in-aid (Clean Aater Act Funding). After the work is completed on Howe Hill, Terry Rogers will assist the crew with the **culvert upgrade on Downer Road at the CCC Pond**. It is estimated that work will occur the week of June 10<sup>th</sup>. A 4-foot wide culvert is to be installed, as agreed upon with Scott Jensen (ANR stream alteration permitting) and authorized by the Selectboard. Frank will work with Margy Becker to notify folks about the upcoming road closure (estimated to be one day).

**Chloride Agreement:** Joe Ronan provided a status report on his negotiations with Innovative Solutions regarding a 3-year contract for chloride supplies and use of an applicator. Selectmen have taken issue with contract provisions that would dock the Town for under or over-consuming gallons. After further discussion about the Town's average seasonal consumption of chloride, it was agreed that Joe Ronan would contact Innovative Solutions with a proposal to purchase 14,000 gallons/year for 3 years. He will also continue to negotiate other provisions of the contract and report back at the next Selectboard meeting.

### **Rte 132 Stormwater Permit Compliance – Horizons PE Proposal:**

**Mary Gavin made the motion to accept Horizon Engineer's proposal for \$1,400 for engineering services pertaining to the FY20 annual inspection and compliance reporting on the Rte. 132 permitted stormwater infrastructure. Kevin Gish seconded. The motion carried unanimously.**

### **Howe Hill Paving – continued planning discussions:**

Selectmen confirmed their unanimous support for undertaking the Howe Hill reclamation and paving project in the next fiscal year – i.e. Summer 2020 or Spring 2021. Selectmen and Frank Rogers discussed what the road crew's summer work schedule might look like in order to

accommodate 5 culvert upgrades on Howe Hill. The Paving CIP also schedules culvert replacements on River Road this construction season. Discussions touched on the fact that the Town may have to subcontract the River Road excavation work if it is to keep to this timetable for base preparations.

Frank Rogers noted that Horizons Engineering calls for underdrain to be installed in certain locations, and he will follow-up with Jon Harrington to further discuss. It was agreed that Deb Jones will begin the formal process of working with bond counsel at the Vermont Bond Bank, in order to prepare for the upcoming bond vote anticipated later this fall. Planning discussions regarding Howe Hill paving will remain an active agenda item for the next several meetings.

### **Windsor County Sheriff Contract Renewal:**

Selectmen discussed some pros and cons of contracting with the Sheriff's Department, and they agreed to research alternatives for community policing in preparation for the FY21 budget season. In the interim Selectboard members agreed to renew the contract with the Sheriff's Department for the period July 1<sup>st</sup>, 2019 – June 30, 2020. The proposed FY20 contract is for a total of \$48,256, which is the amount in the budget approved by voters at March 2019 Town Meeting.

**Mary Gavin made the motion to approve the Windsor County Sheriff's proposed FY20 contract for an average of 16 hours/week at an hourly rate of \$58/hour. Kevin Gish seconded the motion, and the motion carried unanimously.**

### **Wallace Doubleday Cemetery Mowing:**

Margy Becker announced Green Mountain Mowing is unavailable to mow the town cemetery at the end of Kenyon Hill Road this season. Jacob Mayer has provided names of some other folks who may be willing to take on the work, and Margy will contact them. She will prepare an announcement for the listserv and distribution about town if needed.

### **Proposed Raymond Road 500kW Solar Array:**

Joe Ronan stated Norwich Technologies is to return to the Selectboard meeting on June 17<sup>th</sup> to further discuss decommissioning of the solar array at 2233 Rte. 132.

Margy Becker reported Norwich Technologies had met with the Planning Commission on May 14 to present its 45-day notice of application for the 500kW solar array on Raymond Road. Kevin Davis had also presented a request for a 'preferred site letter'.

Kevin Gish reported that in the absence of a completed enhanced energy planning process, **statutes** require the Town Selectboard and Planning Commission, in conjunction with the Regional Planning Commission, to issue a joint letter indicating the proposed site is a 'preferred site'.

A schedule for preparation of the 'preferred site letter' necessitates obtaining draft language for a letter in time for Planning Commission review on June 11, followed by Selectboard review and approval on June 17. Joe Ronan indicated his interest in attending the upcoming Planning Commission meeting to further discuss. Margy Becker will follow-up with TRORC and Norwich Technologies concerning template language for such a letter.

Steve Raymond, Chelsea Gray, and Kyle Gilbert were invited to submit additional comments and concerns regarding the proposed Raymond Road solar array. Steve Raymond expressed concern about the plan to remove trees on the west side of Raymond Road, which would shield the array from his property. He stated no further opposition to the project, if Norwich Technologies addressed concerns of neighbors and complies with all rules and regulations. Chelsea Gray and Kyle Gilbert indicated they may submit additional comments in writing and via email.

### **Selectboard Work Plan:**

Selectmen reviewed and made modifications to their workplan for FY20. Board priorities include the following in order of priority:

- CIP rollout (paving projects)
- Bond timing and structure
- Planning for compliance with the municipal roads general permit (stormwater)
- Review of 2018-2019 highway winter operations budget and overtime
- Review of actual Sharon state funding vs. possible funding sources
- **Review and update of conflict of interest policy (at 6/17/19 meeting);** policies for records retention and management of public records
- Review of ordinances for potential revisions, additions
- Follow-up from 4-town discussions: Joe Ronan and Kevin Gish continuing to participate in meetings
- Possible elimination of elected positions: i.e. appointed vs. elected school treasurer
- Interplay with Sharon Planning on revisions to the Town Plan and flood hazard regulations

The Board has completed and adopted job descriptions for staff and concluded discussions concerning security cameras on town buildings. Margy Becker will report to TSA, via email, concerning the Board's decision regarding TSA's request to install security cameras on the Old School House building (and consistent with advice from the VT League of Cities and Towns).

### **Finance Manager Reports:**

Deb Jones announced VLCT PACIF had approved the equipment safety grant she has submitted regarding safety improvements proposed for the town garage. She announced Baxter Library had a very successful fundraising event over the weekend. The quilt raffle, plant and bake sale had generated \$2,607.

### **Other Business:**

1. Job descriptions for the Selectboard Assistant and Road Foreman were signed as previously approved.
2. Margy Becker reported on the status of her work activities in support of the Board.
3. Joe Ronan will follow-up with Windsor County Sheriff regarding complaints of wrong-way parking at the stop sign at the 21 Fay Brook Road apartments and in-road ATV riding at this same location;
4. Selectmen agreed to cancel the July 1<sup>st</sup> Selectboard meeting (Mary Gavin vacation);
5. Deb Jones will follow-up with Will Davis, P.E. who is volunteering time to advise the Town concerning driveway repairs at Baxter Library;

**Executive Session: (legal matter)**

**Motion by Mary Gavin to enter executive session at 8:55PM to discuss a civil matter of which premature public knowledge would place the Town at a substantial disadvantage. Kevin Gish seconded. The motion carried unanimously.**

The Selectboard exited executive session at 9:12PM.

**Adjournment:**

**Mary Gavin made the motion to adjourn at 9:14 PM. Kevin Gish seconded. The motion carried.**

Submitted by, Margy Becker