

**SHARON SELECTBOARD
SPECIAL MEETING
Minutes (DRAFT)
Monday, August 19, 2019**

Board Members Present: Joe Ronan, Kevin Gish, Mary Gavin
Staff Present: Margy Becker, Deb Jones, Frank Rogers
Residents present: Peter Anderson & Sue Sellew (Planning Commission), Roger Abraham;
Visitors present: Nick Clark, Thetford; Andrew Lane (The Sharon Academy), Mike Tisdale (IT Consultant)

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

Public Comments:

Sue Sellew, Steward for the town-owned “Rikert Parcel” on River Road, inquired whether road crew time and equipment could be provided to assist with improvements to the access and parking area for this White River shoreline parcel. Kevin Gish suggested the access drive from River Road be located on the south side (Sharon side) of the cemetery. Mary Gavin requested that Mary Russ (White River Partnership) and the River Conservancy be contacted with a reminder that signage was supposed to have been installed.

A motion was made by Mary Gavin to authorize the Sharon Road Foreman to provide labor and equipment to dig holes for installation of a gate on the access drive into the Rikert Parcel. The motion was seconded and carried unanimously.

Review/Approve Agenda:

Mary Gavin made the motion to take up agenda #11. FY20 Municipal Planning Grant Application after #4 Approval of Minutes. Kevin Gish seconded. The motion carried.

Revised September Meeting Schedule:

The Selectboard will not meet Labor Day, Monday September 2nd. It will meet Mondays September 9th and September 16th at 6:30PM.

Approval of Minutes:

A motion was made by Kevin Gish to approve the minutes of the August 5, 2019 regular meeting as prepared by Mary Gavin as submitted. Mary Gavin seconded. The motion carried.

A motion was made by Kevin Gish to approve the minutes of the August 8, 2019 special meeting as submitted. Mary Gavin seconded. The motion carried.

Approve FY20 Municipal Planning Grant Resolution:

Sue Sellew and Peter Anderson explained the Planning Commission's intent to submit an FY20 municipal planning grant ("MPG") application for \$10,000 to fund town plan revisions. TRORC staff member Tory Littlefield is assisting with preparation of the application. Peter Anderson stated the MPG program allows regional planning commission staff to provide MPG planning services to small towns with population less than 2,500 without formal procurement if the grant award \leq \$10,000. (Mary Gavin noted, however, the Town's procurement policy will require competitive bids.)

The Resolution and excerpts of the draft application were reviewed. It was agreed TRORC staff will be designated as 'grant administrator'. Selectmen requested that TRORC staff be directed to substantially reallocate the proposed budget for travel time and expense (\$1,600) to planning tasks. Selectmen expressed agreement with Deb Jones the Town's FY20 local share match of 10% (\$1,000) will be absorbed by the FY20 general fund budget.

Motion by Mary Gavin to approve the FY20 Municipal Resolution for Municipal Planning Grant as completed. The motion was seconded and carried unanimously.

Road Foreman Reports & Highway Business:

Summer Maintenance: Frank Rogers reported mowing has concluded. The crew has been ditching and grading up on Quimby Mountain Road and Highlake Road.

Howe Hill base preparations: The 4 culvert upgrades on Howe Hill in preparation for next year's paving project are in process.

Bond Vote: Resident Roger Abraham inquired why the Town needs to bond for the upcoming paving project on Howe Hill. He stated the Board should consider pulling up pavement and reverting to gravel there. Selectmen and Frank Rogers responded this option had been considered but deemed unsuitable for Howe Hill's topography and traffic loads. Other shorter and less-travelled paved roads are under consideration for reversion to gravel (i.e. segments of Broad Brook, Fay Brook, Quimby Mountain Road).

Roger Abraham inquired how the projected expense of Howe Hill paving (bond of \$1 million + approximately \$103,000 interest) will affect his taxes. Mary Gavin noted the projected cost will be approximately a \$.66-cent increase (each .01 cent on the tax rate raises approximately \$15,000 in taxes). Selectmen explained there will be public information meetings in September/October about the upcoming bond vote, tentatively scheduled for Tuesday, October 29th. The Town Clerk is awaiting confirmation from Sharon Elementary School that the gym is available that day.

2017 Freightliner 4 x 4 Truck Warranty (Meritor Front End): Deb Jones reported further on the status of her communications with Daimler, which holds the warranty for the Meritor front-end. It appears that Daimler is now talking with Patriot (Freightliner). Joe Ronan pointed out the absurdity of the fact that the manufacturer (Meritor) represents that at least 5 other area towns are

all being told that these trucks are being mis-used or otherwise being driven incorrectly in exactly the same manner. Selectmen agreed the towns should now work collectively to fight for warranty coverage. Frank Rogers and Deb Jones were directed to collaborate on this matter.

Hardpack: Frank Rogers noted Pike made a counter-offer to Twin State Sand & Gravel's proposal accepted by the Selectboard on August 5th, and he has been able to obtain hardpack and top dressing material for less than noted in the Board's motion made on August 5th. Pike reduced its materials/cost per ton from \$8.55/ton to \$8.25/ton for 4300 tons of hardpack and 1700 tons of top dressing. Pike quoted the same \$6.55/ton to haul.

Frank plans to have the road crew haul 4300 tons to stockpile at the garage. The road crew will also haul 1,000 tons of top dressing to Moore Road. Frank will have Pike haul only 700 tons of top dressing to Moore Road. A summary of Frank's negotiations with Pike is as follows:

Purchase cost of materials (6,000/tons x 8.25/ton)		\$49,500
Haul costs		
4300 tons hardpack to stockpile:	\$0/ton	
1000 tons top dressing to Moore Rd:	\$0/ton	
700 tons top dressing to Moore Road:	\$6.55/ton	<u>\$ 4,585</u>
Total Materials & Hauling		\$54,085

Chairman Joe Ronan suggested the Board rescind and ratify its action on August 5th.

Motion by Kevin Gish to rescind the Selectboard motion of August 5, 2019 to purchase 6,000 tons of ¾" hardpack at \$8.30/ton for material and \$5.20/ton for delivery from Twin State Sand & Gravel. Mary Gavin seconded. The motion carried.

Motion by Kevin Gish to ratify the Selectboard's action on August 5 as follows: 1) to purchase 6,000 tons of material (4,300 tons/hardpack and 1,700 tons top dressing) from Pike Industries at \$8.25/ton (\$49,500), and 2) Authorize Pike Industries to haul 700 tons/top dressing to Moore Road for an additional cost of \$6.55/ton (\$4,585).

The motion was seconded and carried unanimously.

Cybersecurity: Selectmen met with IT Consultant Mike Tisdale to review the security status of the computer systems, network, and emails. Mike Tisdale explained potential major cyber vulnerabilities and recommendations for firewall upgrades for enhanced intrusion detection and anti-virus protection in addition to more robust backups. He also recommended the Town consider switching to a managed services contract versus the current break-fix arrangement he now provides. Mike calculates a managed service contract may cost an additional \$1,200/year on average, inclusive of upgrades to the firewall and utilization of more robust backups. Selectmen requested that Mike include the cost of staff training in cybersecurity best practices and policies as an additional feature of a proposed contract. Mike Tisdale will forward estimates for firewall and backup upgrades in addition to a proposed managed services contract prior to the next Selectboard meeting.

Old School House Maintenance and Repairs:

Andrew Lane met with Selectmen and discussed the following maintenance activities needed at the Old School House prior to school opening August 28th:

1. Ramp painting: Kyle Paquette's estimate for labor & supplies totals \$331.99. It was suggested to Andrew Lane, who agreed, that Kyle Paquette be paid by The Sharon Academy. The Town will reimburse TSA for this cost.

Motion by Mary Gavin to reimburse TSA in the amount of \$331.99 for ramp deck painting. The motion was seconded by Kevin Gish and carried.

2. Locksmith: It was agreed Margy Becker will contact Gatekeeper Lock & Safe to rekey the new rear exterior door installed by Royal Glass to match the front door lock.
3. Basement Windows: Dan Jones is still on-call to install them
4. Water Distribution System Update: P2 Environmental has had Jerry Swasey disconnect the storage tank and booster pump in the basement of the OSH from the distribution system. The Elementary School will now pressurize lines directly to the Town Office. If additional pressure is needed, Jerry Swasey indicates an in-line pump is not difficult or costly to install. Jerry Swasey has emptied and cleaned the tank. The tank remains in the basement. *Water filters still need to be changed out.* Margy Becker will inform Patricia Beavers this is the case.
5. In-Ground Basketball Hoop: Andrew Lane and Frank Rogers will agree on the location of this new feature to be installed near the backboard on the grass at the edge of pavement.
6. Security Cameras: Andrew Lane described TSA's intent to have Countryside Lock & Alarms (or perhaps TASC0) install the magnetic lock system for the exterior doors in addition to security cameras and would have to make the footage available upon request to a 3rd party. Joe Ronan clarified the Selectboard is requesting TSA, as building tenant, adopt a policy regarding management and retention of the security camera records. He agreed to review Countryside Lock & Alarms' records management agreement (which Andrew will forward to Joe), and in turn Joe will forward to Andrew a copy of UVM's electronic records management policy. Through continued collaboration a policy for management and access to these (public) security camera records will be put in place. It was agreed that should TSA desire to work with TASC0 rather Countryside, this is acceptable to the Selectboard.
7. Park'N Ride Lighting: Andrew is interested in resurrecting efforts to investigate installation of additional lighting at the Park'N Ride via a) pole on horsehoe parcel, b) pole on Church parcel. Margy Becker noted GMP has been standing by as well, at her request, to investigate what it could do to provide greater illumination of the park area. VTRANS indicates that advancement of the design/scoping process for expansion of this Park'N Ride has been delayed.
8. Garbage/Recycling Shed: Andrew Lane presented a concept for location of free-standing shed for storage of garbage and recyclables along the easterly (interstate) side of the Old School House at the edge of pavement. This area coincides with the leach field location, however the building would be portable. Town staff will get back to Andrew Lane

regarding the distance from the building required for garbage storage. This item will remain on the next agenda.

9. **Lighting Ballasts:** TSA is requesting the Town replace all ballasts and upgrade to LED's. He estimates 30 – 35 ballasts and a cost of \$<u>\$2,500</u> to do the work, IF TSA could employ the School Safety Officer to perform the work. The lease requires services of a licensed electrician. No final agreement was made regarding the process for moving forward, and the topic will be addressed again in a future meeting.
10. **Bathroom Upgrades:** Andrew Lane noted the bathrooms have not been improved since the 1990's. Schools are now required to make LBGTQ restroom accommodations. A major reconfiguration of the girls/boys/faculty bathrooms into 4 half-stalls is envisioned. Andrew Lane asked Selectmen to consider how best to proceed with these improvements, while stating he hoped the construction work could occur June-July 2020. Deb Jones questions whether or not building improvements such as these will trigger ADA compliance for the entire building. This item will remain on future agendas.

Proposal for Regional Energy Coordinator: Nick Clark, Thetford resident and Selectboard member, met with the Selectboard to discuss his efforts to create a position for a regional energy district coordinator which would be accountable to several towns in the area, including (but not limited to), Thetford, Norwich, Strafford, Sharon. There is a statutory framework for such a position. Nick Clark envisions the Towns would appoint a representative to the regional energy district and adopt bylaws to govern the district. It is currently envisioned the TRORC in Woodstock would provide the office space.

The proposal is a work-in-progress, with several towns still wondering how such a position would be accountable to each town with differing needs and objectives. Mary Gavin inquired why the TRORC was not, itself, leading this initiative. Nick Clark explained the TRORC has indicated it would be interested in providing a staff person for the position only if the towns desired and paid for the position. Discussions closed with Selectmen expressing support for a regional energy coordinator. Nick Clark was asked to re-submit the proposal when it has reached its final form.

Long-Term Disability Insurance: Joe Ronan spoke of his interest in having the Town provide employees long-term disability insurance. The VLCT has informed him that at least 50% of towns provide this benefit. Mary Gavin and Kevin Gish expressed support for this benefit, and it was agreed that Deb Jones will take on the task of researching and pricing options for the Board to consider.

Finance Manager Reports: Deb Jones inquired how the Selectboard intends to educate residents about the upcoming bond vote for Howe Hill paving. She also stated the Selectboard and Road Foreman need to determine whether work identified in the FY20 column of the Paving CIP will actually occur in FY20. For instance, will the Town proceed to install a 1" overlay on the access drive to Sharon Elementary and Town Offices prior to June 30th, 2020? Assumptions concerning the timing of grant inflows/outflows need to be modified, since the Town is not to receive a FY20 Better Roads grant. The CIP notes a \$40,000 inflow/\$90,000 outflow for that year.

Deb Jones suggested the Board needs to finalize its FY20 paving work program prior to releasing public education materials for the bond vote. **Selectmen agreed to hold a special meeting on Wednesday, August 29 at 5:00PM to continue review of Paving CIP details.**

In the course of discussions Margy Becker noted that Elementary School principal Keenan Haley reports the school will *NOT* pave the parking lot this fall, due to the widely disparate and inconsistent bids that were received. Keenan is enlisting Horizons Engineering to devise a new set of bid specs, and he hopes paving would occur next summer. Keenan has asked for an indication as to whether the Town will plow the parking lot this winter.

Selectboard Assistant Reports/Unfinished Business:

Discussions were postponed to the next meeting. Norwich Technologies and decommissioning of the Rte. 132 solar array will be added to the agenda for the first September meeting (Sept. 9).

Approval of Warrants: Check and payroll warrants were approved.

Adjournment: Kevin Gish made the motion to adjourn at 9:25PM. Mary Gavin seconded. The motion carried.

Submitted by, Margy Becker