

**SHARON SELECTBOARD  
SPECIAL MEETING MINUTES (DRAFT)  
Thursday, March 5, 2020**

Board members attending: Joe Ronan, Kevin Gish, Mary Gavin  
Staff attending: Margy Becker, Deb Jones  
Town Officials: Susan Root, Rebecca Owens – Emergency Co-Coordiators  
Visitors: Jon Harrington, P.E.; Will Davis, P.E. – Horizons Engineering

Organizational Meeting:

1. Call to order: Joe Ronan called the meeting to order at 7:35AM.
2. Nominate Temporary Chair: Mary Gavin made the motion to nominate Joe Ronan as temporary Chair; Kevin Gish seconded. The motion carried.
3. Election of Officers:  
  
Mary Gavin nominated Joe Ronan as Chair. Kevin Gish seconded. Motion carried.  
Joe Ronan nominated Kevin Gish as Vice Chair. Mary Gavin seconded. Motion carried.  
Joe Ronan nominated Mary Gavin as Clerk. Kevin Gish seconded. Motion carried.
4. Adoption of regular meeting schedule:  
  
Board members agreed to adhere to the regular meeting schedule of 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays.
5. Public Comments: there were no public comments.
6. Review/Approve Agenda:  
  
Mary Gavin made the motion to approve the agenda without changes. Kevin Gish seconded.  
The motion carried.
7. Selectboard Member reports:  
  
Joe Ronan reported he will be coordinating a meeting with the Selectboard, Sharon's State Representatives, and Pomfret Selectmen to discuss the topic of state funding for highways.
8. Approval of Minutes: Feb. 24 & Feb. 27, 2020 special meetings:  
  
Mary Gavin made the motion to approve the minutes of the February 24, 2020 special meeting as modified. Kevin Gish seconded. The motion carried. Mary Gavin made the motion to approve the minutes of the special meeting on February 27, 2020 as corrected. The motion was seconded by Kevin Gish and carried unanimously.

9. Approve Warrants:

Check warrants were reviewed and approved.

10. Construction Phase Engineering Services – 2020 Paving:

Selectmen discussed a proposed Change of Scope #2 to the Town's contract with Horizons Engineering. Jon Harrington, P.E. and Will Davis, P.E. were in attendance. The change of scope is for 2020 paving construction oversight. The proposal is to have an engineer on-site for 2 – 4 hours each day for construction inspections over a 30-day period. Construction is estimated to take 5 – 6 weeks. Horizons will be responsible for quality control, measurement and payment of in-place quantities, addressing design questions, review of change orders. The engineer will provide regular updates and communications with the Selectboard.

After some discussion it was agreed that inspection services would be provided by a combination of an Engineer II and Engineering Intern staff. Jon Harrington, Senior Engineer, will participate in construction administration tasks to a lesser degree. The need for materials testing was discussed, and it was also agreed that Horizons will subcontract M&W Soils for compaction testing at strategic times during the paving of each road. An additional \$2,500 expense was agreed to.

Mary Gavin made the motion to accept Horizons' Option 2 Change in Scope of Work for construction observation and administration with a cost estimate of \$9,000 - \$16,000, including the directive to subcontract with M&W Soils for compaction testing. Kevin Gish seconded the motion and it carried unanimously. Jon Harrington will forward the final revised amendment for signature.

11. Approval of 2020 Liquor License Applications: Inn at Idlewood:

Mary Gavin made the motion to approve the First Class and Third Class Hotel liquor license applications and Outdoor Consumption Permit for the Inn at Idlewood. The motion was seconded by Kevin Gish and carried unanimously. Board members signed each application and permit. They will be transmitted back to the Town Clerk for further action and submittal to the State.

12. Town Meeting Follow-up:

Kevin Gish presented the letter to be forwarded to the Governor and other Vermont Officials as a result of passage of the Climate Change Resolution. This letter will be put on Town letterhead, signed, and then distributed.

Joe Ronan noted the Selectboard should not lose sight of the discrepancy between the town meeting warning and Australian ballot with respect to the second constable position. It appeared on the ballot and not on the warning. This inconsistency needs to be addressed by the voters at Town Meeting 2021, and the VLCT has sent the Selectboard the language to appear on that warning. Selectmen acknowledged acoustics were challenging and that perhaps two microphones should circulate. It was agreed that a meeting with the Town Clerk and Town Moderator prior to next year's town meeting may be helpful.

13. COVID19 Planning:

Selectmen met with Emergency Co-Coordinator Rebecca Owens and Susan Root. Margy Becker shared the draft school emergency plans prepared by Dan Pontbriand for consideration by SES and The Sharon Academy. Susan Root informed the Selectboard of an upcoming regional emergency preparedness meeting, and Selectmen agreed to attend. The Selectboard agreed to convene a meeting of key town officials, health professionals, school representatives, and first responders the week of March 23.

14. Finance Manager Reports:

Deb Jones indicated she would further report on State's bond issue at the next meeting.

15. Selectboard Assistant Reports/Unfinished business:

Selectmen agreed to revise their March meeting schedule. A March 16<sup>th</sup> regular meeting will be held in lieu of a March 23<sup>rd</sup> special meeting that had been considered.

16. Adjournment:

Mary Gavin made the motion to adjourn at 8:48AM.

Joe Ronan  
Kevin Gish  
Mary Gavin