

**SHARON SELECTBOARD
SPECIAL MEETING
Minutes (DRAFT)
Monday, March 16, 2020***

Note: The meeting was held via teleconference, with one Selectboard member present in Town Offices. Roll call votes were not taken due to unanimity of actions.

Attending:

Selectboard Members: Joe Ronan (via phone), Kevin Gish (via phone), Mary Gavin;

Staff: Deb Jones (Finance Manager), Margy Becker (Selectboard Assistant), Frank Rogers (Road Foreman – via phone)

Public Present: Nathan Potter, Fire Chief, Emergency Management Director, Susan Root & Rebecca Owens, Emergency Co-ordinators;

Public Present via phone: Nicole Antal, Ira Clark, Jessica Zeba-Snow

The meeting was called to order by Mary Gavin at 6:30PM.

1. Public Comments:

There were no public comments.

2. Approval of Agenda:

A motion was made by Kevin Gish to approve the agenda with reordered items in order to take care of administrative business prior to COVID19 discussions scheduled for 8:00PM. Mary Gavin seconded. The motion carried unanimously.

3. Approval of Minutes:

Kevin Gish made the motion to approve the minutes of March 5, 2020 with changes. Joe Ronan seconded. The motion carried unanimously.

4. Warrants:

Mary Gavin signed warrants. Other Selectboard members will sign Tuesday. Warrants are to be left on table in conference room.

5. Road Foreman Reports:

The Fairfield warranty does not cover the repair to Truck 2's oil pan. The cost is estimated at \$925. The problem is attributed to potentially defective hydraulic hoses. Selectmen agreed further discussions with Fairfield were needed.

5a. Approval of Pike Bid Tabulation (Quantities):

It was noted Pike Industries' bid tabulation of quantities is one dollar more than the bid amount approved by the Selectboard on February 27th. It was agreed this was not a substantive issue. **Kevin Gish made the motion to approve Pike Industries' bid tabulation in the amount of \$1,412,211. Joe Ronan seconded. The motion carried unanimously.**

5b. Approval of Pike Construction Contract (Stipulated Price Agreement):

Mary Gavin made the motion to authorize the Chair to sign the Agreement Between Owner (Town of Sharon) and Pike Industries for a Construction Contract (Stipulated Price). Kevin Gish seconded. The motion carried unanimously.

5c. Bid Award: Excavator Services – River Road Culverts:

The bid unit was hourly rate for excavator and operator. Replacement of 10 roadway culverts on River Road is expected to take 5 or more days, weather cooperating. 11 bids were received and considered as follows:

RL Nott:	\$ 80/hr.
Terry Rogers:	\$110/hr.
G&N Excavation:	\$120/hr.
Chase Site Svs:	\$125/hr.
Willey Earthmoving:	\$125/hr.
Daniel Lesnick:	\$140/hr. or \$160/hr. depending on machine
ECS Excavating:	\$165/hr.
MAK's Trucking:	\$220/hr.
M.A. BEAN Assoc.	\$250/hr.

It was noted that M.A. BEAN Associates' bid was a non-conforming bid. No insurance certificate was submitted. **Mary Gavin made the motion to accept RL Nott's bid of \$80/hr. contingent on reference checks. Kevin Gish seconded. The motion carried unanimously.**

5d. Bond Loan Documents:

Mary Gavin made the motion to authorize the Chair to sign the bond loan documents. Kevin Gish seconded. The motion carried unanimously.

6. Town Treasurer: Review of Investment Options for Solar Decommissioning Funds:

Discussions were postponed to a future date.

7. Regional Energy Coordinator Position:

Kevin Gish reported more Towns may want to join the regional energy planning initiative, and Pomfret voters rejected the article. The final configuration of towns is not known. Nick Clark will provide no action is needed at this time. Selectmen raised many questions among themselves regarding defining the job description, who would participate in hiring the person, etc. These questions will presumably all be answered later in the spring. The position does not start until the beginning of the next fiscal year, July 1st.

8. Annual Appointments of Town Officers:

It was noted there continues to be one vacancy on the Planning Commission. Kevin Gish made a suggestion of a potential appointee. Margy Becker will follow-up.

Mary Gavin made the motion to appoint the following Town Officers for a term of one year:

E911 Coordinator	Galen Mudgett
EC Fiber (Alternate)	David Karon (Representative); Clare Holland
Emergency Mgmt. Director	Nathan Potter
Emergency Co-Coordinators	Susan Root, Becky Owens

Joe Ronan seconded the motion and it carried unanimously.

Mary Gavin made the motion to approve the following appointments for a term of one year:

Stagecoach Transportation	Brad Atwood, representative
South Royalton Rescue	Mary Gavin, Dustin Potter
Tree Warden	Vince Gross
Two Rivers RPC	Peter Anderson, Town Commissioner
	Deb Jones, Alternate Commissioner
	Deb Jones, Transportation Advisory Committee rep.
Flood Hazard Bylaw Administrator	Thomas (“Geo”) Honigford

Kevin Gish seconded the motion and it carried unanimously.

Mary Gavin made the motion to approve appointments to boards and commissions as follows:

Conservation Commission	Mike Zwickelmaier, Karen Hewitt, Scott Chesnut, Dick Ruben, Eric Boen
Energy Committee	Dee Gish, Ryan Haac, Jill Wilcox
Planning Commission	Sue Sellev (3-year term)

Recreation Committee**Georgia Potter, Miranda Potter, Samantha Potter,
Tiffany Clark**

Joe Ronan seconded the motion and it carried unanimously.

9. VTRANS Annual Financial Plan/Codes and Standards:

Mary Gavin made the motion to approve the FY21 Annual Financial Plan for Highways. The motion was seconded and carried unanimously.

The annual report to the VTRANS regarding the Town's FY21 financial plan for highways indicates the sources of highway revenues, planned expenditures, and lists the major construction projects planned (paving) for the fiscal year.

Mary Gavin made the motion to approve the Annual Compliance Statement regarding adoption of the 2019 Town Highway Road and Bridge Standards. The motion was seconded by Joe Ronan and carried unanimously.

The Selectboard had adopted the 2019 standards back on July 22, 2019, as all communities were encouraged to do so by the State of Vermont. These standards now include storm water best management practices.

10. Liquor License Approval – Midway Station:

Kevin Gish made the motion to approve the liquor license application submitted by Midway Station. The motion was seconded and carried unanimously.

11. Annual MRGP Compliance Reporting:

Kevin Gish made the motion to approve the Annual Stormwater MRGP Planning Report. Mary Gavin seconded. The motion carried.

12. Rikert Trail Closure – Harlow Road:

Selectmen noted this recreational trail off Harlow Road has been closed by the VT Land Trust in conjunction with the VT State Police. It is currently deemed unsafe.

13. Finance Manager Reports:

Selectmen briefly discussed year-to-date financials and budget reports. It was noted that some employees have very little sick time available.

A COVID19 sick time allotment was discussed and agreed to. The Board's action temporarily amends the Town's HR policies through May 31, 2020 with the following sick time policy:

Kevin Gish made the motion that employees be granted 10 days of COVID19 sick time to be used for the purposes of self-isolation when sick. If an employee demonstrates any COVID19 symptoms identified by the CDC, they must stay home and call their doctor. This sick time is to be drawn down first and prior to other accumulated sick time. Employees may return to work when they have displayed zero symptoms, no fever, and have not taken medications for a period of 24 hours OR in accordance with the most current CDC guidelines for 'return to work'.

Joe Ronan seconded. The motion carried unanimously. The Selectboard agreed to revisit this policy as-needed.

14. COVID19 Planning:

Kevin Gish and Mary Gavin reported on their attendance at COVID19 planning meetings over the weekend.

Nathan Potter, Fire Chief and Emergency Management Director, reported he has been consulting with other fire departments. He and Emergency Co-Coordinator Susan Root and Becky Owens have instituted the Incident Command System for COVID19 response. This means all communications and response planning is to be directed through the Fire Chief/EMD via phone (802) 763-7331 (fire station) or sharonfirehouse@gmail.com.

A meeting was planned to address appointment of a communications officer for 5PM, Tuesday, March 17th.

Margy Becker expressed concern that the town's new website is not fully-developed. She will be working with Indelible Inc. to develop more content. The Town's website could still be a portal for COVID19 information, once it is structured to do so.

Nathan Potter raised the concern that many older residents and those without internet access need to be reached with helpful information. A mailing was discussed and approved.

Motion by Mary Gavin to approve up to \$1,000 for the town-wide mailing. The motion was seconded and carried unanimously.

Concerns about identification of vulnerable populations and provisioning of food were discussed. These concerns will continue to be addressed in future meetings.

It was agreed the Town's EMD, Emergency Co-Coordinator, and Selectboard will meet twice a week for COVID19 planning until decided otherwise. These meetings will be held Mondays and Thursdays at 5:00PM. Nathan Potter will make the Fire Station available for those wishing to physically attend the meetings. He will work on dial-in capabilities.

After further discussions Selectmen agreed that all town buildings be closed to the public and that essential services will be provided by appointment only. It was further agreed that all

non-essential board and commission meetings are suspended immediately. Selectmen asked that the doors to town buildings be posted accordingly.

It is noted that the VT League of Cities and Towns and State are considering whether or not to waive or amend the current open meeting law requirements for telephonic meetings. The open meeting law currently requires one Selectboard member, or designee, be physically present in order for the public to access the meeting.

COVID19 planning discussions will resume 5:00PM on Thursday, March 19. The Sharon Fire Station, 5808 Rte. 14, is available for these ongoing preparedness meetings. The telephone number at the Fire Station is 802-763-7331.

15. Adjournment:

Mary Gavin made the motion to adjourn at 8:50PM. Kevin Gish seconded and the motion carried unanimously.

Submitted by,
Margy Becker