

**SHARON SELECTBOARD
REGULAR MEETING
Minutes (Final)
Monday, April 6, 2020**

*The meeting was held via teleconference and pursuant to Open Meeting
Law amendments in place for COVID 19.*

Attendance confirmed via roll call:

Selectboard Members:	Joe Ronan, Kevin Gish, Mary Gavin;
Staff:	Deb Jones (Finance Manager), Margy Becker (Selectboard Assistant), Frank Rogers (Road Foreman)
Town Officials:	Debra St. Peter, Town Clerk
Public Participating:	None

The meeting was called to order by Joe Ronan at 6:30PM.

1. Public Comments:

There were no public comments.

2. Approval of Agenda:

A motion was made by Mary Gavin to approve the agenda without changes. Kevin Gish seconded. The motion carried unanimously.

3. Approval of Minutes:

Mary Gavin made the motion to approve the minutes of March 16, 2020 with corrections. Kevin Gish seconded. The motion carried unanimously.

Kevin Gish made the motion to approve the minutes of March 24, 2020 as submitted. Mary Gavin seconded. The motion carried unanimously.

Mary Gavin made the motion to approve the minutes of March 31, 2020 with modifications. Kevin Gish seconded. The motion carried unanimously.

Consideration of March 3rd Town Meeting minutes was postponed for re-confirmation of budget figures. Action to take place on April 14th.

Selectmen agreed to meet a month prior to March 2021 Town Meeting with the Moderator and Town Clerk to plan for the town meeting order of business and meeting recording.

4. **Road Foreman Reports:**

Frank Rogers presented brief reports regarding truck repairs. Downer Road and Cross Road are still very soft, but the other roads are in okay condition for mud season.

5. **Highway Maintenance: “Essential and Critical Work”**

It was agreed the road crew will continue on with highway maintenance *safely and with social distancing*. This will include culvert maintenance, ditching, and grading. Frank Rogers noted the problem posed by rainy days; the garage does not provide enough space for the crew to safely distance themselves while working on truck repairs in the garage. He had to excuse the crew two days last week. Selectmen and the Road Foreman discussed a number of options available to ensure safe work conditions, including flex time and alternate shifts. Selectmen were unanimous in their reluctance to furlough employees. Deb Jones explained how ‘administrative leave’ could be used to address intermittent absences and reduction in work hours.

Motion by Kevin Gish that due to special circumstances required for worker safety imposed by Covid 19 the Selectboard approves use of administrative leave by road crew members, to be used at the discretion of the road foreman, and to be used to address conditions when Covid 19 worker safety requirements cannot be achieved. Administrative leave will not count towards overtime. This amendment to the personnel policy is effective immediately and through May 31st. Mary Gavin seconded. The motion carried.

Frank Rogers agreed to research the crew’s ability to participate in online training, while at home on administrative leave.

6. **Highway Improvement Projects – “Essential and Critical”:**

Selectboard members are still in agreement about proceeding with 2020 paving projects. It is thought that if Pike can go forward with the project, it would have its worker safety protocols in place. Joe Ronan will follow-up with Pike and the Town of Pomfret. It was agreed the Town will keep an eye on the Governor’s Stay-at-Home order timeline. Frank Rogers will proceed to schedule culvert work on River Road beginning the week of May 18th.

7. **Horizons Engineering Contract Amendment:** discussions postponed to April 14th.

8. **Class 2 Paving Grant:**

Margy Becker will inquire with Chris Bump as to whether the Town would be eligible for paving grant funds even though it has bonded for the lions’ share of costs. The grant application is ready for submittal, and its purpose is to help offset the higher-than-expected costs bid for 2020 paving.

9. Grounds Maintenance & Mowing:

Selectmen asked Margy Becker to clarify aspects of the bid from Green Mountain Mowing. Despite advertising in the paper, online, and on notice boards in town, this was the only bid received. She will report back at the April 14th meeting. No action was taken to accept the bid at this time.

10. Regional Energy Coordinator Position:

Selectmen will contact Ryan Haac to inquire if he is willing to serve as the Town's liaison on the committee overseeing the hiring of a regional energy coordinator. Selectmen expressed their desire for regular feedback as to the oversight committee's activities. At this time the committee will be focusing on refining the job description. Provisions of the inter-municipal agreement also needs to be agreed to by participant towns. The Two Rivers Ottauquechee Regional Planning Commission will provide office space for this person.

11. COVID 19 Planning:

Joe Ronan summarized reports made from participants in the April 5th IC meeting. Mary Gavin noted she has been participating in the VT Emergency Management meetings on Friday afternoons. The Selectboard will ask the IC team whether it should have a Selectboard member participate in the region-wide meetings sponsored by the VT Council on Rural Development. The Sharon Fire Department now has an account ready to accept donations for COVID 19 aid to residents throughout town. The SFD is creating an oversight committee for those funds. Should the IC Team be awarded the \$1,000 grassroots grant, it is understood those funds will go into that account.

12. Finance Manager Reports:

The new truck has been built and is at Ted Green Ford. TGF will deliver it to Fairfield for body installation. It was agreed Deb Jones will wait on the truck loan until delivery. The Town's independent auditors have indicated they would agree to extend their audit services for one year for an additional cost of \$200, which would bring the projected cost of the audit to \$13,400. Deb Jones indicated she works hard to keep the costs of annual audits to a minimum. Last year the Town was only billed \$11,800.

Mary Gavin made the motion to contract with Mudgett Jennett & Krogh-Wisner PC for the FY20 independent audit for an amount not to exceed \$13,400. Kevin Gish seconded. The motion carried.

13. Approval of Warrants:

Kevin Gish made the motion to approve warrant #1013 in the amount of \$11,777.78, which includes payment of invoices from Compucount, EC Fiber, Eyemed, Pike, South

Royalton Rescue, VMERS, and WB Mason. Mary Gavin seconded the motion and it carried unanimously.

14. Executive Session:

Mary Gavin made the motion to enter executive session at 8:17PM with Selectboard members only to discuss a personnel and a contract negotiation matter. The motion was seconded by Kevin Gish and carried unanimously.

The Board exited from executive session at 8:32PM, and there was no subsequent formal action.

15. Adjournment:

The motion to adjourn the meeting at 8:32PM was made, seconded, and carried unanimously.

Submitted by,
Margy Becker