

**SHARON SELECTBOARD  
SPECIAL MEETING  
Minutes (DRAFT)  
Tuesday, April 14, 2020**

*The meeting was held via teleconference and pursuant to the most recent revisions to the Vermont Open Meeting Law enabling all participants to dial-in remotely.*

Roll call attendance via teleconference:

Selectboard Members: Joe Ronan, Kevin Gish, Mary Gavin  
Staff: Deb Jones, Finance Manager, Margy Becker, Selectboard Assistant  
Frank Rogers, Road Foreman  
Local Officials: Debra St. Peter, Town Clerk;  
Emily Grube, Pomfret Selectboard; Jon Harrington, Horizons  
Engineering  
Public: Jon Harrington, Horizons Engineering; Emily Grube, Pomfret  
Selectboard

The Chair convened the meeting at 7:30AM as warned.

**Review and Approve Agenda:**

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

**Road Foreman Reports/Highway Business:**

Brief road reports were presented. A plan was agreed to for communications with ATG Westminster regarding unpaid invoices related to Meritor front-end problems. Discussions followed about road crew schedules for rainy days during this Stay-at-Home era. The Selectboard's prior action to approve administrative leave for COVID 19 was clarified for the benefit of the road foreman. Administrative leave will not count towards overtime.

**Horizons Engineering-Contract Amendment #2:**

Jon Harrington joined the teleconference. He explained in-house decisions Horizons Engineering has made recently to limit subcontracting generally. Horizons Engineering therefore encourages the Town to contract directly for materials and compaction testing for the 2020 paving projects. Jon assured Selectboard members M&W Soils is aware of the Town's not-to-exceed budget of \$2,500. Horizons will oversee and coordinate their work on the 2020 Paving Project. Selectmen agreed to proceed as Jon recommended. The contract amendment dated 03-30-20 will be approved at the next meeting.

**2020 Paving Projects: Status Report from Pomfret**

Emily Grube joined the teleconference. Pomfret is still planning to move ahead with paving Howe Hill if Pike is all set. Joe Ronan explained he had just obtained assurance from Pike that it thinks it can legally proceed. He will forward that email to Emily.

Emily stated her other concern was the moratorium on VTRANS grant-funded highway work during the Stay-at-Home order period. Pomfret has tree and culvert work to complete prior to paving. Emily expressed hope that these work activities can be completed during the last two weeks of May. Pike could always start paving on the Sharon side of Howe Hill. Frank Rogers expressed similar sentiments regarding the Town of Sharon's intent to replace 10 roadway culverts on River Road prior to paving.

### **2021 Class 2 Paving Grant Application:**

The grant application has been completed and reflects Class 2 paving expenses only as projected for Howe Hill, Broad Brook Road, and River Road. Margy Becker indicated the grant application will be submitted later in the day. She agreed to inquire with Chris Bump how soon the paving grant awards will be issued and whether work could proceed prior to full execution of the grant agreement.

### **2020 Crack Sealing:**

Margy Becker explained she has the draft RFP prepared but is requesting guidance as to the correct budget figures. It was agreed the highway operating budget has \$12,000. Deb Jones indicated the highway infrastructure budget also has crack sealing expense listed for projects listed in the Paving CIP Option 1C in the amount of \$15,960. Staff will further review the CIP recommendations. This matter will be further discussed at the next meeting.

### **Grounds Maintenance Bid Award:**

Margy Becker reported on discussions with Jacob Mayer regarding his bid. Jacob does mow for other towns in the area. 23 mows per season is very standard. The new aspect of the Town's bid specs this year was to add garden maintenance (i.e. actual planting of annuals). In the past Jacob has mulched the perennial beds around the Town Offices in the spring and has not performed any other garden maintenance. Eastern Star members (Martha Fisk) continue to volunteer to plant the flower boxes and barrels out front of the Town Offices, as they have done for many years.

Margy Becker reviewed the Selectboard's options for bid award. Cemetery mowing was a 'bid alternate' and can be considered independently of mowing the Town Offices/OSH and Library areas. She further reported Jacob mows Pomfret cemeteries, and he has the proper grass whips for headstone mowing. But he has indicated the Wallace Doubleday Cemetery is a long way away for him to travel to. That is why the rate is high. Mary Gavin noted the Town was not paying for maintenance of other town cemeteries, and that she opposed paying a subcontractor to mow Wallace Doubleday cemetery. Selectmen agreed to proceed to award the 2-year mowing contract exclusive of cemeteries and garden maintenance.

**Motion by Kevin Gish, seconded by Mary Gavin, to award the mowing of town grounds and buildings to Green Mountain Mowing for a 2-year period for a total of \$5,070, inclusive of spring and fall cleanup (\$700), Town Offices and Old School House mowing (\$2,300) and Baxter Library and Rte. 14 parcel mowing (\$2,070). Mary Gavin seconded. The motion carried 3-0-0.**

**Covid 19 Updates:**

Kevin Gish provided a brief synopsis of the most recent weekly IC meeting, which occurred last evening at 5PM. The Food Shelf is the recipient of several recent generous donations, and volunteers are able to shop directly to round out the type of supplies being provided. The topic of housing for EMS and fire department personnel who have nowhere to self-isolate was again discussed. Kevin Gish informed IC team members the Town would step in and help pay for this housing need. The expense will be eligible for FEMA reimbursement.

The manner in which the Town would consider and pay for this “non-congregate housing” was only briefly discussed, and more questions raised than answered. Further research is needed and the topic will be on the next Selectboard agenda.

It was agreed Mary Gavin will participate in the next IC meeting, which is scheduled for 5PM Monday, April 20<sup>th</sup>.

**Selectmen continue to meet weekly during COVID 19 as follows:**

**1<sup>st</sup> and 3<sup>rd</sup> Mondays: 6:30PM regular meetings**

**2<sup>nd</sup> and 4<sup>th</sup> Tuesdays: 7:30AM special meetings**

**Public Access is by dial-in. Video capability is not required.**

**Each Agenda will include dial-in information.**

**Finance Manager Reports:**

Deb Jones reported the truck is now at HP Fairfield and the Town could expect delivery within three weeks. The Selectboard agreed the loan should be executed at that time.

**Approval of Warrants:**

**Kevin Gish made the motion to approve the payroll warrant 2020-0411 for the period of 3/29/20 - 4/11/20 and a cash draw of \$12,812.79. The motion was seconded by Mary Gavin and carried unanimously.**

**Mary Gavin made the motion to approve check warrant #1014 in the amount of \$18,366.44, inclusive of invoices from Evans Motor Fuels, Foley Services, Have Trash Will Travel, Health Equity, Magee Office Supplies, Pike, Royal Auto, Two Rivers ORC, Welch's, and Windsor County Sheriff. The motion was seconded by Kevin Gish and carried unanimously.**

Check warrant #1015 was discussed. It includes an invoice for legal fees. Legal fees are also being escrowed as a result of ongoing litigation. Deb Jones was asked to further research how the escrowed funds might be used to pay down the invoice under consideration.

**Motion by Kevin Gish to approve check warrant #1015 exclusive of payment of legal fees (\$612.80) and inclusive of payment of the ATG invoice in the amount of \$309.16. Mary Gavin seconded. The motion carried unanimously.**

Deb Jones will issue a revised warrant accordingly. Selectmen noted they were having a few issues with DocuSign recently, and Deb Jones will standby to assist board members.

**Other Business:**

Selectmen agreed to attend a Royalton Selectboard meeting to pursue discussions regarding the situation on Harlow Road at the town line.

Selectmen have taken notice of the Greater Upper Valley Solid Waste District's cancellation of special waste stream collections for the Vershire and Sharon GreenUp Days originally scheduled for May 2<sup>nd</sup>. The District will consider planning for collections if GreenUp days are re-scheduled to May 30<sup>th</sup>. Kevin Gish reports the Sharon Conservation Commission is planning for a May 30<sup>th</sup> GreenUp Day.

**Adjournment:**

**Kevin Gish made the motion to adjourn at 9:15AM. Mary Gavin seconded. The motion carried unanimously.**

Submitted by,  
Margy Becker