

**SHARON SELECTBOARD
REGULAR MEETING
Minutes (DRAFT)
Monday, April 20, 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 a modified agenda to reorder business. Kevin Gish seconded. The motion carried unanimously.

3. **Covid 19 Planning:**

Selectmen, staff, and local officials discussed the Governor's most recent **Addendum 10 to the Stay-At-Home Order**, and its applicability to town operations as follows:

Town Offices:

Town Clerk Debra St. Peter noted her office is too small to allow compliance with social distancing, if she were to allow one person at a time into the vault. Several other concerns about the need to screen the public prior to accessing the town offices were raised and discussed. The consensus reached among staff, the Town Clerk, and Selectboard is that the Town Offices will remain closed to the general public consistent with the Stay-At-Home Order. Staff will continue to work remotely to the extent possible. Selectmen asked staff to think about modifications to the town offices which may provide safer circulation and safer delivery of in-person services while adhering to social distancing requirements.

Dog Licenses:

Mary Gavin made the motion to extend the dog license due date to July 1st. Kevin Gish seconded. The motion carried unanimously.

Overweight Permits:

Beginning May 1st staff will resume processing annual overweight permit applications. Applicants may continue to submit these via mail or email with applicable fee and insurance certificates.

Driveway, Subdivision, and Flood Hazard Area Permit Applications:

Applicants may continue to submit driveway, subdivision, and flood hazard area permit applications with applicable fees and backup documentation. Electronic submission is preferred, but staff will be able to process paper applications. Point of contact: remains Margy Becker in the Selectboard Office.

Road Crew:

Per the Governor's Addendum 10 to the Stay-At-Home Order, the road crew will begin to haul hard pack and sand immediately. Deb Jones informed Selectmen the Town may continue to obtain sand for \$5.35 per cubic yard. Hauling can be accomplished on rainy days, allowing crew members to report to work who otherwise would be at home. Spring grading, raking, and chloride application will begin on or about May 1st. A crew member will be leaf blowing in preparation for grading. These activities can be done safely and with proper social distancing. When backhoe repairs are completed, ditching and culvert clean outs can begin.

Deb Jones has ordered thermometers and additional cleaning supplies, both for the Town Offices and Town Garage. Staff provided feedback concerning how the Town might go about assuring employees submit to temperature readings on a daily basis when they report to work.

4. **Road Foreman Reports:**

Frank Rogers reports the JCB Backhoe repairs will cost \$2,950 - \$1,750 for parts and \$1,200 in labor. He has never been confronted with a broken twist wrist before. Unfortunately, this is non-warranty work, as the Wayne Roy warranty has expired.

The culverts for River Road have been ordered. Selectmen agreed the culvert replacements could begin, when the excavator operator is available. Frank will provide sign boards announcing pending road closure, and additional notices will be posted on the listserv and at other locations. This work could begin by the end of April.

5. **Horizons Engineering Contract Amendment #2:**

Motion by Kevin Gish, seconded by Mary Gavin, to approve Horizons Engineers' Contract Amendment dated March 30th, 2020. The motion carried unanimously.

Staff made arrangements with Joe Ronan for signing and transmitting the contract back to Jon Harrington.

6. **M&W Soils Pricing for Materials Testing (2020 Paving):**

Mary Gavin made the motion to a) accept M&W 2020 Construction Season rates for soils compaction testing and for nuclear gauge testing dated March 30, 2020, and b) to instruct M&W Soils that the two types of testing services combined shall not exceed \$2,500. Kevin Gish seconded. The motion carried unanimously.

7. **2020 Crack Sealing:**

Selectmen agreed crack sealing will occur on River Road and Rte. 132. The 2020 operating budget of \$12,000 and highway infrastructure fund budget of \$15,960 will be applied towards sealing these roads. Margy Becker will prepare and circulate the RFP. Bids will be required to be submitted in time for review at the first Selectboard meeting in June.

8. **EC Fiber – Annual Appointments:**

Mary Gavin made the motion to appoint David Karon as Town Representative and Clare Holland as First Alternate Representative to the East Central Vermont Telecommunications District governing board. Kevin Gish seconded. The motion carried unanimously. Staff made arrangements with Joe Ronan for signing and transmitting the appointment form back to the District (overseeing EC Fiber).

9. **Approval of Minutes:**

Mary Gavin made the motion to approve the minutes of the April 14, 2020 with corrections. Kevin Gish seconded. The motion carried unanimously.

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

10. **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.

11. **COVID 19 Planning – IC Team Meetings:**

Mary Gavin attended today's IC Team meeting. The Food Shelf is not as busy as expected, and people are wondering why. Perhaps continued delivery of school lunches/breakfasts is partially fulfilling that need. Selectmen note the difficulty of finding data which documents how many residents in Sharon might be unemployed.

12. **Finance Manager Reports:**

Deb Jones reports she is collecting volunteer time sheets and requests for reimbursement of COVID 19-related expenses. Selectmen expressed agreement that mileage expense should be paid at IRS rates. She will continue to gather cost information that will be relevant to a potential FEMA claim. The schools will be directed to apply to the USDA for COVID 19-related expenses.

Selectmen are in receipt of year-to-date budget figures. Expenditures are on track for the period reported. Deb further reported the Class 2 paving grant application is of no concern to the VT Bond Bank, as long as the project costs financed by grant funds remains low with respect to the bond amount.

13. **Approval of Warrants:**

Warrant #1018: Selectmen tabled approval of this warrant in the amount of \$1,000, pending further clarification of the Horizons Engineering invoice from Jon Harrington.

Warrant #1017: Kevin Gish made the motion to approve check warrant #1017 in the amount of \$11,782.48, inclusive of payment of invoices to Casella Waste Systems, Health Equity, Magee Office Equipment, Mascoma Savings Bank (JCB Backhoe loan), NE Delta Dental, Rebecca Owens, Suburban Propane, and Susan Root. Mary Gavin seconded. The motion carried unanimously.

Warrant #1015 previously approved 4/14/20: Deb Jones reported that the \$612.30 in legal bills excluded from approval of check warrant #1015 on April 14, 2020 will indeed be paid from escrowed funds.

14. **Unfinished Business:**

- a. Margy Becker will inform Jacob Mayer, Green Mountain Mowing, that he may start grounds maintenance on May 1st.
- b. In preparation for discussions about renewal of the Windsor County Sheriff's contract, Margy Becker will research other community policing options and report back at a future meeting.
- c. Mary Gavin will assist Joe Ronan with contacting Royalton Selectboard members to further discuss activities occurring on a Harlow Road property abutting Sharon and courses of action available to the towns.
- d. Next Selectboard Meeting: will be 7:30AM, Tuesday, April 28th.

15. **Adjournment:** The motion to adjourn the meeting at 8:35PM was made by Mary Gavin, seconded by Kevin Gish, and passed unanimously.

Submitted by,
Margy Becker