

**SHARON SELECTBOARD  
SPECIAL MEETING  
Tuesday, MAY 12, 2020  
Minutes (DRAFT)**

*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
Member of the Public:	Jon Harrington, P.E., Horizons Engineering

The meeting was called to order by Joe Ronan at 7:30AM.

1. **Review/Approve Agenda:**

**Kevin Gish made the motion to approve the agenda. The motion was seconded and carried unanimously.**

2. **Public Comments:** There were no public comments.

3. **2020 Paving Specifications:**

Jon Harrington, P.E., Horizons Engineering, reported on Pike Industries' concerns regarding the practice of windrowing. This is a cost-saving method of storing excavated material on-site in berms for reuse as shoulder material. The plan is to reclaim, then 'box cut' and dig down 8", lay fabric, install base, compact, than windrow 1 to 2" of materials onto the shoulders prior to paving. After paving the windrows are re-graded to create shoulders. The windrows may be in place for a few weeks, Pike is concerned about erosion, and Avery Excavations is purportedly concerned about ditches filling in during rain events.

Jon Harrington reported Pomfret has successfully used windrowing on other paving projects. The road crew would create 'punch-outs' in the berms for runoff. Jon Harrington noted Pike never raised this concern during the pre-bid meeting, and Pike did bid quite a bit lower on this pay item. He further advised that if windrowing has to be replaced by shoulder aggregate, the Town would see a substantial increase in cost. In subsequent discussions Deb Jones suggested asking Pike for a 'bid neutral' solution. It was agreed Jon Harrington would report back about the Pomfret Selectboard's decision on the same matter. Joe Ronan will then follow-up with Pike.

4. **Approval of Minutes:**

**Mary Gavin made the motion to approve the minutes of the May 4, 2020 regular meeting with corrections as noted. The motion was seconded by Kevin Gish and carried unanimously.**

5. **Road Foreman Reports:**

Frank Rogers reported culvert work has begun on River Road. Two compactors are in use. Once River Road work is complete, the crew will begin the Quimby Mountain Road ditching project. A resident on Beaver Meadow had reported that someone had been digging up the road by Matt Cardillo's. Frank reported he found the road in good condition upon his inspection. It appears a tree may have been taken down.

It was noted that the mobile home being installed at 62 Harlow Road still needs a driveway permit. Frank Rogers noted that snow removal on Harlow Road will pile snow against the mobile home. A site visit will be arranged with Mr. McCullough and a Selectboard member to discuss the plans for a driveway access.

The content of letters to Meritor and Fairfield were reviewed and agreed to. It was agreed the Town will hold paying two outstanding invoices from ATG Westminster until the next meeting. Joe Ronan will make contact with ATG in the meantime.

6. **Junkyard Ordinance:**

Selectmen expressed interest in resuming its consideration of a junkyard ordinance. This item will be placed on the next agenda.

7. **Harlow Road (Royalton) Property:**

Selectboard members exchanged updates and status reports received from law enforcement officials. It appears the temporary restraining order against one person has been lifted by the judge, he is now back on the property, and vehicle traffic to and from the property had resumed once again. Selectmen expressed appreciation for the continued police patrols by the property.

8. **Coronavirus: planning/updates:**

Mary Gavin reported on discussions at the recent IC team meeting. The Sharon Food Shelf is still serving the same number of households, and it is considering doing away with Saturday hours in the near future. Keenan Haley has reported the breakfast/lunch delivery program is holding steady. The SU is looking for guidance about summer programming and possible day camps. South Royalton Rescue has hired a new staff person. Call volume is down slightly. The Sharon Fire Department has made arrangements for mutual aid during the construction on River Road. The IC team will hold its meeting on May 15<sup>th</sup> and thereafter it will meet every 2 weeks. Joe Ronan agreed to participate in the meeting on the 15<sup>th</sup>.

Mary Gavin reported on a meeting with staff and officials who work in the Town Offices. Business with the public will continue by appointment only. Potential use of UV lights for disinfection is being explored, installation of plexiglass desk shields is underway, and files are being purged to accommodate greater distances between work stations. Mary reports she is researching intercom systems whereby people could be 'buzzed into' the building, Deb Jones is researching purchase of a

second copier/scanner to reduce traffic in and out of the Town Clerk's office, and the installation of a secure 'drop box' is also being researched. Deliveries are being redirected to the town garage. A second meeting of Town Office staff and officials is scheduled for Wednesday, May 13th. Selectboard members expressed full support of the options under consideration to make the offices a safer and healthier work environment. A range of budget expenditures was discussed but not acted on.

Kevin Gish reported on a new 4-town business network funded through Vital Communities. The group is looking for more businesses to join. The focus of the business network is broader than COVID 19 planning, and this could be a useful forum for businesses in Sharon.

#### 9. **Finance Manager Reports**

Deb Jones has prepared budget scenarios modeling a projected 15% shortfall in revenues for FY21. These projections will continue to be the focus of upcoming meetings. A special budget-only meeting will occur in June. The Town is take delivery of the new truck next week. Deb is considering increasing the amount of the truck loan, and Selectboard members expressed support for doing so. Deb Jones also asked that procurement policies be put on the next agenda. At present all purchases above \$2,500 require a formal bid process. Staff are recommending that threshold be increased.

#### 10. **Approval of Warrants:**

**Mary Gavin made the motion to approve check warrant #1024 in the amount of \$17,488.28 inclusive of payments to VT Blue Cross Blue Shield, Evans Motor Fuels, EyeMed, Ferguson Waterworks, Foley, Frank Rogers, Health Equity, Indelible Inc., and Innovative Municipal Products. Kevin Gish seconded the motion. The motion carried unanimously.**

**Kevin Gish made the motion to approve check warrant #1025 in the amount of \$6,043.26 inclusive of payments to LiftTech, Magee Office, Pete's Tire Barns, Pike, Southworth-Milton, and Welch's True Value. Mary Gavin seconded the motion. The motion carried unanimously.**

Selectmen **agreed to postpone approval** of check warrant #1026 in the amount of \$4,515.11 payable to ATG Westminster until the next meeting. This warrant includes payment of two invoices, one from October 2019 for front axle repairs (\$3,514.73), the other from May 2020 for oil pan repairs (\$1,000.38).

#### 11. **Adjournment:**

**Mary Gavin made the motion to adjourn at 9:38AM. The motion was seconded and carried unanimously.**

Submitted by,  
Margo Becker