

**SHARON SELECTBOARD  
SPECIAL MEETING  
Tuesday, September 8, 2020  
Minutes (Final)**

*This meeting was held in compliance  
With the Vermont Open Meeting Law with electronic participation.*

Attendance:

Selectboard Members via Zoom: Joe Ronan, Kevin Gish, Mary Gavin;

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

Members of Public via Zoom: Andrew Lane, Ken Wright, Alliance Mechanical Rep; Marcy Marceau

1. **Call to Order:**

Chair Joe Ronan convened the meeting at 7:30AM via Zoom.

2. **Review/Approve Agenda:**

**Kevin Gish made the motion to approve the agenda. Mary Gavin seconded. The motion carried unanimously.**

3. **Public Comments:**

There were no public comments unrelated to warned business items.

4. **Old School House Air Circulation – Improvements:**

Kevin Gish announced he has been recruited to teach at TSA for the fall, and therefore is disclosing a conflict of interest. Joe Ronan said in his opinion the COI was ‘waivable’ and that Kevin could participate in discussions and ask questions. Mary Gavin agreed there was a conflict of interest. Kevin Gish recused himself from discussions.

Andrew Lane discussed proposed HVAC improvements to the Old School House Building. The TSA has applied for and received a grant in the amount of \$65,475. The total cost of improvements is estimated to be \$81,750 (plus exclusions). Andrew reported he has asked Ken Wright to contact Alliance Mechanical to further research the exclusions. The TSA is requesting the Town contribute up to \$20,000 towards the project.

The TSA is also proposing that the bathroom fan installation project, which was discussed earlier in the summer, be put to bid by the Town. Alliance Mechanical’s estimate for that work was in the range of \$7,500 and the Town may find a contractor who could do the work for less.

Selectmen asked for greater specificity of proposed equipment. They asked about required air exchange rates. Potential cost-share arrangements and procurement procedures were discussed. Selectmen expressed some discomfort with the 'sole source' vendor approach taken by the granting agency. Alliance Mechanical has the contract for installation. Andrew Lane explained the TSA as 'grantee' would pay the contractor directly, thus the Town's procurement policy would not apply. Mary Gavin inquired how long the project would take. An Alliance Mechanical representative indicated it would be at least nine weeks before the equipment would be received. The grant requires installation by December 31<sup>st</sup>. Installation could take three weeks.

Andrew Lane indicated there are 42 middle school students. Mary Gavin inquired about the TSA's long-term plans for the Middle School. Andrew Lane responded TSA has no plans to move the Middle School out of the Old School House building. Deb Jones expressed concern about the movement of air through the classrooms as a result of the new ductwork. Andrew Lane indicated air purifiers will also be installed in each classroom. Dilution of aerosols is the objective of the new HVAC system. Discussions concluded without formal Selectboard action. Discussions will resume at the next meeting.

5. **Road Foreman Reports:**

Frank Rogers provided brief reports, indicating the Moore Road culvert work was done. Some slope failure was identified and repaired. The crew is continuing with preventative maintenance. Crack sealing went well.

6. **McCullough Driveway Permit:**

Frank Rogers reported the curb cut across from 62 Harlow Road does not need a culvert. The driveway is in existence, but it was never an approved curb cut. **Mary Gavin made the motion to approve the Dylan McCullough driveway permit application as submitted. Kevin Gish seconded. The motion carried unanimously.**

7. **Historic Preservation Grant Application:**

Sue Sellow explained the Historical Society is applying for a grant to do renovations to the Old Town Hall. The Historic Preservation Grants are for up to \$20,000, and the Town would have to contribute 50% as a local match. She is asking for the Selectboard's support. The condition of the floor needs to be further assessed, as it is thought that a floor joist is failing.

**Kevin Gish made the motion to approve the Historical Society Grant application and to authorize Dave Phillips and Art Stacy to open up the floor for further assessment of the joists and crawl space and to gather estimates for repairs. Mary Gavin seconded. The motion carried.**

8. **Planning Commission Appointments:**

There are now two vacancies on the Planning Commission, with Peter Anderson's resignation from the SPC. He has moved to Royalton. Both vacancies are in positions whose 3-year terms end in

March 2022. Two people have expressed interest in appointments, Lee Semik and John Roe. Both have work experience in fields related to land use planning and/or flood hazard area regulations.

**Kevin Gish made the motion to appoint John Roe and Lee Simek to fill vacant positions with Sharon Planning Commission through March 2021, at which time members can request to be reappointed for the remaining year of the 3-year terms. Mary Gavin seconded. The motion carried unanimously. [motion amended 9/21/20 to reflect appointments to unexpired terms through 3/22]**

9. **Health Officer Report:**

Joe Ronan provided a brief report on his Health Officer inspection conducted at 146 Dyer Road, formerly the Tyson residence. State personnel from the Division of Fire Safety accompanied him for the plumbing and heating portion of the inspection.

10. **Ashley Community Forest - updates:**

Selectboard members have talked with the Town Clerk about the potential for a November 3<sup>rd</sup> vote on the question of acceptance of the Ashley Community Forest property. Mary Gavin suggested the Selectboard delay the vote until Town Meeting 2021, rather than have it coincide with the national election, which the Town Clerk indicates would be problematic. Joe Ronan will reach out to Michael Sacca to further discuss.

11. **Coronavirus Planning/Updates:**

Margy Becker inquired as to what occupancy rate the Selectboard would like for the Selectboard/Treasurer Office. Deb Jones indicated other elected officials would like to revisit occupancy of and access to the Town Offices as well. Selectmen agreed to invite Galen Mudgett and Debbie St. Peter to a future meeting.

Kevin Gish reported he is now unavailable for Tuesday morning special meetings, which were originally intended for coronavirus-related matters only. Selectmen agreed to cancel future Tuesday AM meetings. Board members agreed to meet three times per month on the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Mondays at 6:30PM until further notice.

The next IC meeting is scheduled for September 14<sup>th</sup> at 5:00PM.

12. **Finance Manager Reports:**

Deb Jones reports she is still in discussions with Pike regarding their last invoice. Horizons has yet to confirm quantities nor confirm the Asphalt index pricing for the shim coats. Selectmen indicated they are aware of the federal action regarding deferral of payroll taxes and agreed to hold further discussions on the subject at the next meeting.

13. **Harlow Road Updates:**

There were no updates regarding the Harlow Road case. However, the recent incident that took place out front of the Town Offices involving DEA officers is not being reported on the VSP public page. Similarly three state police cruisers were dispatched to respond to a single vehicle crash approximately 10:30PM this past Sunday evening, Mary Gavin reported. Selectboard members agreed to speak to VSP Lieutenant Barb Kessler about attending an upcoming meeting.

#### 14. **Approval of Warrants:**

**Kevin Gish made the motion to approve AP Warrant 1067 with invoices totaling \$3,725.32,** which includes invoices for Bethel Mills for \$72.91 planking for truck sideboards, Compucount for Aug's payroll services for \$162.05, 2 invoices for Consolidated Communications totaling \$320.61, D&D Excavation with one invoice that straddles FY20 to FY21 for a total of \$1772 for sand, EC Fiber for Town of broadband for \$79, Sept's Eyemed for \$57.67, Ferguson Waterworks for erosion control straw mat for the Moore Rd Better Roads grant work for \$574.02, 4 weeks of uniform service from Foley's for \$219.12, and diesel fuel booster from Future Supply for \$467.94. **Mary Gavin seconded. The motion carried unanimously.**

**Mary Gavin made the motion to approve AP Warrant 1068 with invoices totaling 13,413.73,** which includes an invoice to GUVSW to pay for stickers #771-855 for a total of \$2486.00, a fee of \$317.11 to Indelible for web services, a reimbursement to Deb Jones for using personal credit card for purchase from Global Industrial for a collection box for \$1162 (including freight) ordered by the Town Clerk for a ballot drop box to be submitted for reimbursement from the Sec of State's office to cover up to \$1000 and likelihood that the LGER grant will cover the remainder, M & W Soils invoice for \$2112.50 for testing services conducted for the paving project under supervision by Horizons with a not to exceed of \$2500, McCullough Crushing invoiced \$1568.00 for 12" stone for Better Roads grant for Moore Rd, Pike Industries has 3 invoices for ledge pak totaling \$2991.12, Radio North serviced the radio on the grader for \$337.00, and RL Nott performed excavation services for the Better Road Grant on Moore Rd for \$1120 and for other culvert work on Moore Rd for \$1320. **Mary Gavin seconded and the motion carried unanimously.**

**Mary Gavin made the motion to approve AP Warrant 1069 with invoices totaling \$5,866.79,** which includes an invoice for Sabil & Sons for \$60.66 for shop products, \$10 to Suburban Propane for rental of the large cylinder at the Town Ofcs for 1 yr, the second half of the contract with Tasco for \$870 to install an audio intercom at the Town Offices (included in the LGER grant application), Tarrant, Gillies et al for \$120 for legal work in Aug, \$445 to Treasury Operations at the State for their share of dog licenses sold from Jan though Aug, \$333 to USPS for 2 invoices paying for the Town's PO box for 1 year and stamps for the Town Clerk's office, Valley News for a legal notice for the PC, VMERS for Aug \$2816.82, \$59.66 to Welch's for shop supplies, and 2 invoices from Work Safe totaling \$1024.15 which includes the \$79.90 sign for Whitney Hill. **Kevin Gish seconded. The motion carried unanimously.**

Deb Jones provided comments on **Warrant 1070** as follows: The Horizons invoice of \$3,495 would bring Resident Engineer charges to \$15,195 of the \$16,000 NTE in their contract. They have over \$20,000 in billables they would like the SB to consider, even though their contract has a Not-to-Exceed feature. Pike has submitted 2 applications for payment, a corrected application 4 and application 3 for \$207,345.68. Pike's Application #3's values had been approved as an estimate by

Jon Harrington in late July, but then it was not billed by Pike. Pike did bill App 4 as App 3, and with request from our office, has adjusted the application numbering and submitted #3 and changed the original #3 to #4. Application #4 for the final period of work has not been approved by Horizons and has not been presented for payment. Selectmen reviewed Deb Jones' reconciliations for both Horizons and Pike and her questions for both companies.

**Kevin Gish made the motion to approve AP Warrant 1070 with invoices totaling \$210,840.68, which includes an invoice for Horizons #22370 for \$3,495 and Pike's invoice for \$207,345.68. Mary Gavin seconded. The motion carried unanimously.**

**Mary Gavin made the motion to approve AP Warrant 1071 RECREATION with invoice totaling \$3000 to reimburse the Sharon Elementary School up to \$3000 for materials purchased for the Ice Rink storage shed. Materials totaled more than \$3000. Kevin Gish seconded. The motion carried unanimously.**

*Mary Gavin exited the meeting.*

15. **Approval of Minutes:**

**Kevin Gish made the motion to approve the minutes of August 6, 2020 as submitted. Joe Ronan seconded and the motion carried unanimously.**

Kevin Gish made the motion to approve the minutes of August 10, 2020 as submitted. Joe Ronan seconded. The motion carried unanimously.

**Kevin Gish made the motion to approve the minutes of August 17, 2020 with changes noted. Joe Ronan seconded. The motion carried unanimously.**

**Kevin Gish made the motion to approve the minutes of August 25, 2020 with corrections. Joe Ronan seconded. The motion carried unanimously.**

16. **Adjournment:**

**Kevin Gish made the motion to adjourn at 9:08AM which was seconded and carried unanimously.**

Submitted by, Margy Becker