

**SHARON SELECTBOARD  
REGULAR MEETING  
July 19, 2021**

**MINUTES (Final)**

*This meeting was held in compliance with the Vermont  
Open Meeting Law with Electronic and Telephonic Participation*

Participating via Zoom from Town Offices: Kevin Gish, Selectboard; Margy Becker (SB Assistant), Deb Jones, Finance Manager, Selectboard members participating remotely: Mary Gavin, Joe Ronan; also participating via Zoom: Cathy Sartor, Town Clerk; Margaret Raymond, Treasurer; Sheriff Michael Chamberlain, Claude Weyant and Tom Battista (Windsor County Sheriff's Department); Chris Pelletiere, White River Partnership.

**Call to Order:** The Chair convened the meeting at 6:30PM.

**1. Review Approve Agenda:**

**Mary Gavin made the motion, which Kevin Gish seconded, that the agenda be approved without changes. The motion carried unanimously.**

**2. Public Comments:**

Mark Friedman, who owns property on Fay Brook Road at the Sharon/Strafford town line provided public comments concerning placement of town line and Fay Brook Road signage.

**3. Review/Approve Minutes:**

**Mary Gavin made the motion to approve the minutes of June 21, 2021 as submitted. The motion was seconded and carried unanimously.**

**Kevin Gish made the motion to approve the minutes of June 28, 2021 as submitted. Mary Gavin seconded and the motion carried unanimously.**

**Kevin Gish made the motion to approve the minutes of July 1, 2021 as submitted. The motion was seconded by Joe Ronan and carried unanimously.**

**Mary Gavin made the motion to approve the minutes of July 6, 2021 as submitted. The motion was seconded by Kevin Gish and carried unanimously.**

**4. Approval of Warrants:**

Deb Jones presented six warrants for review and approval as follows:

**Kevin Gish made the motion to approve AP Warrant #1189 in the amount of \$10,635.05 for payments to BCBS, Business Tech Management, Capital One/Northern Tool, Casella Waste, Dave Phillips, Deb Jones (vacuum for library), EJ Pringle, Evans Motor Fuels, EyeMed, Foley Services, Future Supply (bug spray). Mary Gavin seconded and the motion carried unanimously.**

**Mary Gavin made the motion to approve AP Warrant #1190 in the amount of \$53,790.71 for payments to Landmark Property Maintenance \$25,000 (partial pay for School Street), GUVSWD annual assessment, Madison Nat'l Life (August), Magee OP, NEMRC \$5,000 (annual support), Old Home Day, Pike Industries (gravel & top dressing Beaver Meadow FY21). Kevin Gish seconded and the motion carried unanimously.**

**Mary Gavin made the motion to approve AP Warrant #1191 in the amount of \$10,303.97 including payments to Lincoln Nat'l Life \$15.24 (balance owed for June), TRORC (Municipal Planning Grant final bill), TRORC (50% Energy Coord), USPS \$495 (tax bill postage), Valley News (paint bid and DRB notices), WB Mason, Windsor County Mentors, Windsor County Sheriffs. Kevin Gish seconded and the motion carried unanimously.**

**Kevin Gish made the motion to approve AP Warrant #1192 (OSH) in the amount of \$220.00 for payment to Country Lock and Alarm (annual monitoring contract). The motion was seconded by Mary Gavin and carried unanimously.**

Approval of AP Warrant #1193 in the amount of \$18,580 for payment to Landmark Property Maintenance (final payment for prep and paving work on School St) was postponed to the next meeting and pending completion of all work.

Approval of AP Warrant (HRA) for June 2021 \$520.61 was postponed until the next meeting and pending additional information requested by Mary Gavin.

**Mary Gavin made the motion to approve Payroll Warrant for the period ending July 18, 2021 with a cash draw of \$13,665.40. Kevin Gish seconded. The motion carried unanimously.**

### **Finance Manager Reports:**

Year-End Reports: Deb Jones provided a continuation of good news for both the general fund and highway fund budgets as of June 30<sup>th</sup>. Deb will need to make a \$30k adjustment to the general fund budget at 60 days after the fiscal year ended to adjust for the less collectible delinquent taxes. Even with that big adjustment, the General Fund looks to be under budget by combining the \$8,806 in the black and the \$21037 we had expected to be in the red (using the fund balance) for a net improvement of \$29,843. Inflows look to be up \$15,5000, partly from real estate transactions and refinancing (improving the Town Clerk's inflows); Planning Commission application fee income was up, and fines were almost double what was budgeted. Outflows will likely be down by approximately \$14,300.

The Highway Operating Fund looks to be under budget by \$114,230 by combining the \$98,852 in the black and the \$15,378 we had expected to be in the red (using the fund balance). Inflows were up \$31,288 with much of that from unexpected grants from the State for infrastructure and the income replacement from the federal government through the Covid grant (covering the quarantines and work stoppages the SB had to enforce). Outflows were down by \$82,942 with \$17,000 saved in overtime, \$13,000 in fuel, and \$19,000 in salt.

Year-end reports will be further considered at the August 2<sup>nd</sup> meeting, as required.

Group Life, and Short & Long-Term Disability Insurance: Deb presented three joinder agreements relative to the new carrier for the Town's group term life, and short-term and long-term disability insurances for approval and signature.

**Motion by Kevin Gish, seconded by Mary Gavin, to approve the National Insurance Services of Wisconsin Insurance Trust Joinder Agreement for Group Term Life Insurance. The motion carried unanimously.**

**Motion by Mary Gavin, seconded by Kevin Gish, to approve the National Insurance Services of Wisconsin Insurance Joinder Agreement for Long-term disability insurance. The motion carried unanimously.**

**Motion by Kevin Gish, seconded by Mary Gavin, to approve the National Insurance Services of Wisconsin Insurance Joinder Agreement for Short-term disability insurance. The motion carried unanimously.**

Chase Site Services Agreement (Sand Hauling): Selectmen are in receipt of the proposed agreement with Chase Site Services for sand hauling. After brief review **Kevin Gish made the motion to approve the FY22 Agreement with Chase Site Services to haul 3,100 cubic yards of winter sand as presented. Mary Gavin seconded. The motion carried unanimously.**

Phone System – Town Offices: Deb reported Key Communications has been able to supply her with a working phone. More research is being done regarding an office-wide upgrade.

NEMRC Software Agreements: Deb noted the annual fee is now \$5000, an increase from last year's \$1504. NEMRC had warned the towns about the fee increase more than a year ago, so the increase has been budgeted for. The two agreements requiring signature of board members include the Software Support Agreement and the End-User Software License Agreement. Selectmen are also in receipt of a cover letter from Ernie Saunders, the invoice for the \$5,000 annual fee (6/1/2021 to 5/31/2022). Deb indicated it would be very difficult to manage the Town's financial affairs without this software, and that it would take a good deal of time to move away from this arrangement. She suggested the Town could, however, consider a change in the future.

**Mary Gavin made the motion to approve renewal of the NEMRC software agreements, which Kevin Gish seconded, and the motion carried unanimously.**

Kevin Gish requested, and fellow board members agreed, that alternative software be researched for next year's consideration. Cathy Sartor, Town Clerk, indicated there are only three potential vendors in the State of Vermont.

5. **Town Clerk Compensation as Assistant Treasurer:**

Cathy Sartor indicated she has been appointed by the Treasurer as Assistant Town Treasurer. She would like compensation accordingly. There is a budgeted stipend, which she suggested could be paid out bi-weekly with her Town Clerk wages. The Treasurer stated her agreement. **Motion by Mary Gavin to approve pay out of the FY22 budgeted stipend for Assistant Treasurer to the Town Clerk over 24 pay periods (or approximately \$28/pay period). Kevin Gish seconded and the motion carried unanimously.**

6. **Highway Business:**

Frank Rogers indicated the beavers have returned to the CCC by the 4-foot roadway culvert. There is no beaver deceiver at this location. He will follow-up with Fish & Wildlife. Frank reported he will inspect the new truck and body, and Truck #10 is to be sent to ATG for its annual servicing. The loan will appear on the August 2<sup>nd</sup> warrants. Deb Jones indicated Community Bank NA quoted 1.85% versus Mascoma Bank's 2.7% loan rate. The Town will go to bid for crack sealing Rte. 132. The work completion date will be October 30.

7. **FY22 Windsor County Sheriff Contract Renewal:**

Mike Chamberlain, Claude Weyant and Tom Battista of Windsor County Sheriff's Department joined the meeting to resume discussions on adoption of a FY22 contract. WCS is currently providing law enforcement and traffic control services pursuant to a 30-day extension of their FY21 contract while FY22 contract renewal language is negotiated.

Sheriff Chamberlain indicated WCS would not consider the Town's proposed changes to the FY22 contract. Instead WCS advocated renewing the existing and long-standing contract language. When asked, the Sheriff reported he had not forwarded the Town's modified contract for internal legal review. Mike Chamberlain stated he sensed the SB was unhappy with their services.

SB members spent some time assuring WCS the SB appreciated the services provided by WCS. But they also reminded WCS the Town is under some pressure to do a better job with provision of policing services. After some back and forth between the two entities, the SB agreed to renew the WCS FY22 contract for 20 hours/week of coverage commencing July 26<sup>th</sup>. WCS agreed to designate one deputy (Jim Beraldi) to cover Sharon in order to provide some continuity of coverage. Kevin Gish will be the Town liaison with WCS. Claude Weyant will be the point of contact with WCS. SB members and WCS will meet again in 60 days.

**Motion by Mary Gavin to approve the Windsor County Sheriff's FY22 contract for 20 hours/week coverage at a rate of \$58.00/hour for the period July 26, 2021 through June 30, 2022. Kevin Gish seconded. The motion carried unanimously.**

8. **White River Access at Sharon Ledges; Parking**

Chris Pelletiere of the White River Partnership and Selectmen agreed to a plan to discourage public use of the Newcity property to access the river. Additional signage will direct foot traffic and vehicles away from private property.

9. **Opioid Litigation:**

Chair Joe Ronan provided updates regarding pending settlements. He still cannot forecast when settlement funds will reach the state and municipalities, nor can he predict the size of the settlement awards.

10. **Exterior Painting/Town Offices – OSH:**

Margy Becker reported no bids were received. It was agreed the Town will go to bid again in early spring '22.

11. **Fire Alarm System Upgrades at OSH:**

TASCO has provided a quote for upgrade of the fire alarm panel and addition and replacement of detection devices. A second vendor also inspected the OSH to assess the need for a system upgrade. They later indicated they were too short-handed to complete the upgrades before school resumes in late August. The SB discussed the fact that TASCO's quote does not indicate which codes are in violation. The Selectboard's Assistant was directed to the Fire Marshall for this information. This matter will reappear on the August 2<sup>nd</sup> agenda.

12. **Request to Cater – Gobeille Farm/Blood's Seafood:**

**Motion by Kevin Gish to approve Blood Seafood's request to cater at Gobeille Farm. Mary Gavin seconded. The motion carried unanimously.**

13. **GMP License for Flag Placement on Utility Poles:** Discussions postponed.

14. **Lebanon Landfill Agreement:** Discussions postponed.

15. **Selectboard Assistant Reports:** Margy Becker noted the substantial time required to provide administrative assistance to the Planning Commission. Residents are submitting more subdivision applications this year than in the past five years combined. SB members agreed the Town needs to consider hiring an 'administrative officer' who administers the flood hazard bylaw and subdivision regulations, in addition to providing staff support to the Planning Commission. Margy Becker agreed she will provide a draft job description, the

majority of which is outlined in statute. SB members also requested that Mike Tisdale, the Town's IT person, be asked to meet with the board to discuss cyber security concerns.

**16. Ashley Forest:** Kevin Gish did not have significant updates to report.

**17. Coronavirus planning/updates:** SB members re-stated support for remote meetings, with the in-person option in accordance with the open meeting law.

**18. Harlow Road:** SB members had little new to report, except that one repeat offender is now out of federal prison.

**19. Adjournment:**

**Kevin Gish made the motion to adjourn at 8:55PM. Mary Gavin seconded. The motion carried unanimously.**

Submitted by Margy Becker