

**SHARON SELECTBOARD
REGULAR MEETING
MINUTES (Final)
August 16, 2021**

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

Participating via Zoom from Town Offices: Margy Becker (Selectboard Assistant); Deb Jones (Finance Manager); Participating remotely via Zoom: Joe Ronan, Mary Gavin (Selectboard), Frank Rogers (Road Foreman), Margaret Raymond (Treasurer).

Selectboard Member Absent: Kevin Gish

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

1. **Review Approve Agenda:**

Mary Gavin made the motion, which Joe Ronan seconded, that the agenda be approved without changes. The motion carried unanimously.

2. **Public Comments:**

There were no public comments apart from agenda items.

3. **Review/Approve Minutes:**

Motion by Mary Gavin to approve the minutes of July 19, 2021 with changes as noted. The motion was seconded by Joe Ronan and carried unanimously.

Motion by Mary Gavin to approve the minutes of August 2, 2021 with one correction to attendance. The motion was seconded by Joe Ronan. The motion carried unanimously.

4. **Approval of Warrants:**

Mary Gavin made the motion to approve AP Warrant #1197 in the amount of \$12,096.75 with payments to Blue Cross Blue Shield, Bethel Mills, Casella Waste Systems, Compucount, Eastern Sales Inc., ECFiber, Evans Motor Fuels (2 invoices), Foley Services (3 invoices), Green Mountain Mowing, and Greater Upper Valley SW District for 50 punch cards/coupons. The motion was seconded by Joe Ronan and carried unanimously.

Joe Ronan made the motion to approve AP Warrant #1198 in the amount of \$17,138.77 with payments to HP Fairfield (2 invoices for mower partes), Innovative Municipal (5,000 gals magnesium chloride), Lucky's Trailer Sales (Freightliner parts), Magee (3 invoices), Mudgett Jennett & Krogh-Wisner (professional audit services), Business Tech Management IT support services), David Phillips (Wallace Doubleday Cemetery mowing), Pike Industries

(stone), Power Washer Sales (parts/supplies), and RL Nott Excavation services for 27 hours @ \$80 hour = \$2,160 grant expense). **Joe Ronan seconded and the motion carried unanimously.**

Mary Gavin made the motion to approve AP Warrant #1199 in the amount of \$18,919.98 with payments to Royal Auto Parts, Sabil & Sons (2017 Freightliner tow), Catherine Sartor (2 invoices for mileage expense), South Royalton Rescue (July/August invoices), Southworth Milton, Ted Green Ford (F550 servicing), Twin State Sand & Gravel (sand), Valley News (crack seal bid notice), Vermont Assessors & Listers Association (membership dues), VMERS DB (July retirement payable). **Joe Ronan seconded and the motion carried.**

Mary Gavin made the motion to approve AP Warrant #1200 in the amount of \$129,554.76 with payments to ATG Westminster (payment for new truck of \$129,428.00), and Margaret Raymond for petty cash reimbursements. **Joe Ronan seconded and the motion carried unanimously.**

Joe Ronan made the motion to approve the HRA Reimbursement Warrant for July in the amount of \$808.34. **Mary Gavin seconded and the motion carried unanimously.**

Mary Gavin made the motion to approve Payroll Warrant for the period ending August 14, 2021 with a cash draw of \$13,064.12. **Joe Ronan seconded. The motion carried unanimously.**

5. Finance Manager Reports:

Truck Loan Documents: Deb Jones presented loan documents from Community Bank, N.A. for the new truck purchase. Selectboard members reviewed the following loan documents as noted:

- a. The \$120,000 Town of Sharon Equipment Note No. 1, inclusive of the bank's attorney's review and certifications. The loan rate is 1.85% per annum for semi-annual payments of \$12,000 each commencing February 2022 and continuing through August 2026.
- b. Resolution for Highway Equipment Borrowing. Selectboard members will sign the resolution, and the Town Clerk will attest to their signatures.
- c. The Tax Certificate for Highway Equipment Borrowing and IRS Form 8038-G.

Motion by Joe Ronan to 1) approve the Highway Equipment note dated August 18, 2021 for \$120,000 due and payable to Community Bank N.A, and 2) authorize Mary Gavin to sign on behalf of the Selectboard. **Mary Gavin seconded, and the motion carried unanimously.**

Motion by Joe Rona to 1) approve the Loan Resolution for Highway Equipment Borrowing dated August 16, 2021, and 2) authorize Mary Gavin to sign on behalf of the Selectboard. **Mary Gavin seconded, and the motion carried unanimously.**

Motion by Joe Ronan to 1) approve the Tax Certificate for Highway Equipment Borrowing dated August 18, 2021, and 2) authorize Mary Gavin to sign on behalf of the Selectboard.

Arrangements will be made with the Treasurer and Town Clerk for their signatures and attestation of documents as-needed.

Financial Reports: Deb Jones has submitted revised **year-end financials** for FY2021. She notes reconciliations cannot be completed until 60 days after the close of the fiscal year. There is little change from what she had projected last month. The General Fund will likely end FY21 \$11,000 in the black. This is \$32,000 better than budgeted. A \$21,000 deficit had been projected. Some grant revenues still need to be reconciled as well as the final delinquent tax liability figure. Deb is still projecting that the Highway Fund will end the year approximately \$107,000 in the black rather than the budgeted deficit of \$15,378. This is good news especially in a year when the Selectboard was concerned about a more negative outcome.

Deb Jones reported property tax payments are already coming in. Selectmen discussed the increase in education tax rates and the factors they perceived to be influencing those rates, inclusive of the declining common level of appraisal that is driving the need for another town-wide reassessment.

ARPA Funds: Deb inquired as to whether Selectmen had given more thought about the process for identifying projects to be paid for by ARPA funds. The Board is considering ways to have community involvement in the prioritization of those funds. SB members acknowledged towns need to hear more about the guidelines that will govern expenditure of funds. The idea of a facilitated community workshop was briefly discussed. The VT Council for Rural Development and Thomas Kennedy of Mount Ascutney Regional Commission were noted as potential facilitators with expertise in ARPA funding.

6. Highway Business:

Frank Rogers reports the crew is hauling winter sand and hard pack. The 6-wheeler is at ATB for its front-end service. The crew continues with routine maintenance tasks, such as cleaning ditches and culverts. This work will be done on Class 4 roads.

Crack Seal Bids: Three bids were reviewed and discussed as follows:

Nicom Coatings Corporation:	\$1.60/pound
The Gorman Group, LLC:	\$2.86/pound
Sealcoating, Inc. DBA Indus	\$1.63/pound

A motion was made by Mary Gavin to award the bid to Sealcoating d/b/a Indus at \$1.63/pound with a budget not to exceed \$12,000. Joe Ronan seconded and the motion carried unanimously. Frank Rogers indicated his plans are to crack seal Rte. 132 from the Strafford line westward as far as the \$12,000 budget allows.

7. Lebanon Landfill Agreement:

As of September 1st the City of Lebanon, NH will require permits of all users accessing its landfill. Lebanon is also requiring each town to enter into new solid waste disposal agreements with the City, in order to provide its residents access to the landfill. Mary Gavin reported that because the Town is a member of the Greater Upper Valley Solid Waste District, the GUVSWMD negotiated a final agreement on behalf of its member towns. The District Board of Supervisors meets on Wednesday, August 18th to review and approve the final agreement.

Each town is also being asked to indicate the options to be made available to its residents for obtaining permits. SB members agreed with the benefit of having two options available for acquiring permits as follows: Option A) through Sharon Town Clerk, and Option B directly through the City's online portal. It was noted that during the time the Town Clerk is 'assisting' residents with their purchase transaction, she will be acting 'as an agent of the City of Lebanon' and must then comply with the City's Welcoming Ordinance.

Mary Gavin made the motion to accept the Municipal Solid Waste Agreement with the City of Lebanon, NH, as transmitted to the Selectboard on August 3, 2021 by Thomas Kennedy,

- a) **pending approval by the GUVSWMD Board of Supervisors, and**
- b) **with the indication that residents will be able to purchase permits via *both* Options A (via Sharon Town Clerk) and Option B (individually through the City's online portal).**

Joe Ronan seconded and the motion carried unanimously.

Deb Jones indicated she will upload the signature page of the agreement into DocuSign for Joe Ronan's signature. Margy Becker agreed to then transmit the document to Thomas Kennedy and the City of Lebanon.

8. Old School House Fire Alarm System:

Margy Becker reported on the status of assessments of the Fire Alarm System in the Old School House building. State Fire Prevention Division personnel will inspect the building the week of August 20. The Board is in receipt of a proposal from Countryside Lock & Alarms for code-driven upgrades to the system.

Motion by Mary Gavin to accept Countryside Lock & Alarms' proposed upgrades to the Old School House fire alarm system for a total of \$2,974, inclusive of required code work, maintenance-related work, and replacement of 19 older heat detectors. Joe Ronan seconded. The motion carried unanimously.

9. Sharon Dam Project (White River):

Further discussions of this proposed plan regarding an upgraded access to the White River at the site of the old Sharon Dam have been tabled. A site visit involving Kevin Eaton (project sponsor), Greg Russ of White River Partnership, Selectboard members, and abutter Jeffrey Rice occurred Sunday, August 18th.

10. Animal Control:

The Selectboard is in receipt of the unlicensed dog list from the Sharon Town Clerk. Margy Becker will collaborate with Cathy Sartor to issue letters to be sent to dog owners. Owners who do not license their dogs are in violation of Sharon's Animal Control Ordinance. Likewise, owners who do not vaccinate their dogs against rabies are in violation of the ordinance.

11. Fire Station Storage building:

M. Becker indicated the project is exempt from Act 250, because it is a municipal project. In 2018 she and Tom Lober had communicated with the VT ANR Stormwater Division regarding stormwater permits. It was found that neither of two potentially-applicable stormwater permits were triggered. Though the parcel flooded during Tropical Storm Irene, the state river corridor maps and Sharon Town 2010 fluvial erosion area maps indicate the site lies *outside* regulated flood hazard areas. The SB has already given its consent to the SFD to move forward with the project.

12. Baxter Library driveway/walkway repairs:

Countryside Property Maintenance has submitted an estimate for walkway replacement with concrete. The estimate, inclusive of pulling up all the existing concrete and laying new concrete is \$4,200. Margy Becker indicated she will follow-up with Library Trustees as to their vision for a front walkway for less cost. She indicated she has not been able to follow-up on the driveway drainage project due to competing work loads.

13. Hazard Mitigation Plan Revisions:

VT Emergency Management has provided its comments on Threat Owl's proposed final plan. Revisions were required, which Threat Owl addressed. Margy Becker reported she then reviewed the final proposed plan and found additional changes were needed. She met with Threat Owl to discuss, and now the final plan has been re-submitted to VT Emergency Management for a second review.

14. Cyber Security & Computer Upgrades:

M. Becker indicated Mike Tisdale will meet with the SB at its September 7th meeting to discuss cyber security issues and computer upgrades.

15. Policies/Ordinances: discussions postponed.

16. **Ashley Forest:** There were no updates.

17. **Coronavirus planning/updates:** There were no updates.

18. **Harlow Road:** There were no updates.

19. **Adjournment:**

Mary Gavin made the motion to adjourn at 7:53PM. Joe Ronan seconded. The motion carried unanimously.

Submitted by Margy Becker