

**SELECTBOARD  
SPECIAL MEETING  
MINUTES  
September 7, 2021 (Final)**

Attending via Zoom from Town Offices: Selectmen Mary Gavin; Finance Manager Deb Jones; Residents Brad and Pam Hadcock (Wood Lane PVT); Attending remotely: Selectmen Joe Ronan, Kevin Gish; Road Foreman Frank Rogers, Town Clerk Cathy Sartor, Treasurer Margaret Raymond, Ryan Haac, Energy Committee: Guests: Geoff Martin, Inter-Regional Energy Coordinator (TRORC), Mike Davey, Eric Lafayette, and James Harrington (EEI), Andrew Lane (TSA Middle School), Bill Raymond, Shawna Pinette (Threat Owl, LLC), Mike Tisdale (IT support through Business Tech).

The Chair convened the meeting at 6:30PM.

1. **Review/approve agenda:**

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

2. **Public Comments:**

Brad and Pam Hadcock spoke about issues they have concerning a neighbor's abuse of the shared access right-of-way (Wood Lane PVT) and alleged tree cutting on their property. Additionally, the neighbor's dog has behaved aggressively toward the Hadcock's at their own doorstep. Mr. Hadcock described contentious relations with his neighbor for some time. Mr. Hadcock has made complaints against his neighbor to the VSP. The Hadcock's acknowledged receipt of the public hearing notice for the Potwin subdivision, and they elected not to attend the site visit. After some follow-up questions from the Selectboard, the Hadcock's were advised to take this civil matter to an attorney to consult with the Selectboard again in the future, when it was clear there was an issue the Board itself could address. Town Clerk Cathy Sartor reported she had also recently spoken with the Hadcocks. It appears the Potwins have 4 unlicensed dogs. She will collaborate with the Selectboard Office to follow-up on this matter.

3. **Review/Approve Minutes:**

Mary Gavin noted corrections to be made. A motion was made by Joe Ronan to approve the minutes with changes as noted. Mary Gavin seconded. The motion carried 2-0-1, with Kevin Gish abstaining.

4. **Approval of Warrants:**

**A motion was made by Mary Gavin to ratify approval of the Payroll Warrant for the period ending 8/28/21 with a cash draw \$13,181.29. Kevin Gish seconded, the motion carried unanimously.**

**Kevin Gish made the motion to approve AP Warrant #1202 in the amount of \$18,726.76 with payments to** Allen Wight (\$83.44 – mileage); Chase Site Services \$5,788.70 for sand hauling); Compucount (\$246.35 for Aug. payroll service); Consolidated Communications (287.28); D&D Excavating (\$8493 for sand); DeLage Landen Financial (\$174.03 for copier lease and set up fee); EC Fiber (\$79 for Sept. internet at Town Offices); Evans Motor Fuels (\$3,510.55 – diesel x 3wks); EyeMed (\$64.41 Sept premium). **Mary Gavin seconded the motion, the motion carried unanimously.**

**Mary Gavin made the motion to approve AP Warrant #1203 in the amount of \$931.32 with payments to** Foley Services (\$170.02); GMP (\$515.02 for 5 monthly electric bills including street lights); Have Trash Will Travel (\$13); Magee Office Products (\$83.38 for copier maintenance x 3mos); Margy Becker (\$149.90 for reimbursement of 1-year Zoom account). **Kevin Gish seconded and the motion carried unanimously.**

**Joe Ronan made the motion to approve AP Warrant #1204 in the amount of \$20,618.58 with payments to** Delta Dental (\$467.64); Pike Industries (\$15,108.78 for ¾” crushed stone); Sabil & Sons (\$869.16); Sharon Firemen’s Association (\$4,173 for reimbursement to SFA from Fire Equipment reserve fund). **Kevin Gish seconded. The motion carried unanimously.**

**Kevin Gish made the motion to approve AP Warrant #1205 in the amount of \$4,700.11 with payments to** Madison National Life (\$143.38); Southworth Milton Cat (\$247.87); Tenco (\$320.91); Threat Owl LLC (\$850 – final billing for pre-hazard planning); Treasury Operations Division (\$280 – dog license fee to State of VT); Twin State S&G (\$2,581.95 – super grit sand); USPS (\$276 – 1 yr PO box rental and stamps). **Mary Gavin seconded and the motion carried unanimously.**

**Mary Gavin made the motion to approve AP Warrant #1206 in the amount of \$7,349.11 with payments to** VMCTA (\$150 – 2 day conference for Town Clerk); VMERS DB (\$2,963.36); Welch’s True Value (\$54.90); Windsor County Sheriff’s Office (\$4,060); Worksafe (\$120.85 – signs). **Kevin Gish seconded. The motion carried unanimously.**

Deb Jones noted AP Warrant #1207 is a library warrant. No Selectboard approval required.

**Mary Gavin made the motion to approve AP Warrant #1208 in the amount of \$1,000 – Recreation for payments to** Bale (\$700 for Sprouty \$500 appropriation plus \$200 toward portalette rental); Upper Valley Portables (\$300 – for soccer program). **Joe Ronan seconded and the motion carried unanimously.**

## **5. Finance Manager Reports:**

Deb Jones reported property tax payments are coming in. The Town has collected approximately 49% of the 1<sup>st</sup> payment and 15% of the 2<sup>nd</sup> payment. The new truck has been delivered, and the bank loan is in. The Town was given \$80,000 on its trade.

EC Fiber is to be hooked up inside the garage on 9/14/21. Phone system malfunctions at the Town Offices continue (caused by the old equipment). Deb has spoken to EC Fiber and Mike Tisdale. Both agree that EC Fiber cannot meet the needs of a business phone system and both recommended Key Communications. Deb reported she has been in contact with Key Communications.

**6. Sharon Town Clerk Reports:**

- A. **Lebanon Landfill Permits:** Cathy Sartor reported she is able to assist Sharon residents to purchase permits for access to the Lebanon landfill. Sharon residents are encouraged to purchase the permits directly from the City's online portal. Cathy can provide help to do so. Lebanon does not charge for the online permit purchase. But the City Clerk charges \$10 for in-person sale of permits. The Selectboard has the discretion to set permit fees. SB members discussed, and it was agreed, that there will be no fee to Sharon residents for purchase of landfill permits in-person and with her assistance. In the near future Cathy will be able to sell Lebanon landfill coupons.
- B. **Public Posting Locations:** State statutes still require physical postings of agendas and legal notices for public meetings and hearings. The requirements vary from as many as 5 locations (Board of Listers) to 3 locations (Selectboard, Planning Commission, BCA, etc). The closure of Midway Station and lack of a community bulletin board at Maplefields means the Town is left with only one, potentially two, locations for posting notices – the Post Office and outside the Town Clerk's office. Lister Galen Mudgett reported on discussions with the Secretary of State's office and Tim Briglin. The SB will take formal action to establish posting locations at the next meeting.

**7. Highways:**

Frank Rogers presented brief reports concerning regular summer road maintenance and the status of truck repairs. Selectmen asked to review detailed repair costs for the 2017 Freightliner. Frank Rogers advocates the Town trade it sooner than scheduled. Discussions on this matter will continue to the next meeting.

**8. EEI Report on Town Building Energy Assessments:**

Geoff Martin, Inter-regional Energy Coordinator (IREC) led discussions with a brief presentation on the role of EEI – which is an energy services performance company. An energy services performance company develops and implements an energy savings plan and installs the energy efficiency upgrades. EEI's initial assessments of town buildings is at no charge. If Selectmen agree to the EEI proposed plan for town buildings, EEI would complete the project and commission the systems.

Mike Davey led EEI's presentation on its town building assessments and recommended energy efficiency improvements. EEI's proposal for an estimated \$944,000 investment in upgrades to ventilation and heating systems in Baxter Library, Town Offices, Old School House, and Town Garage includes recommendations for installation of heat pumps, air

handlers, attic insulation (town offices), Equipment purchasing would be through a 'lease to own' option. Equipment life of these new systems ranges from 18-20 years on heat pumps to 30 years on ventilation systems. Mike Davey reported the Town buildings fail to meet certain code requirements.

EEI will await for a directive from the Selectboard about whether or not to proceed with its initial recommendations. Discussions will continue to the next meeting. Joe Ronan asked that members of Sharon Energy Committee be invited to participate.

#### **9. Old School House - TSA 2<sup>nd</sup> Round of Energy Efficiency Grants:**

Andrew Lane explained TSA's recent application to the Enhanced Energy Efficiency grant program sponsored by Efficiency Vermont in partnership with Vermont's regional development corporations. TSA is proposing lighting upgrades and installation of a building control system for heating and ventilation systems in place of the existing stand-alone controls. TSA's grant application is for an estimated \$18,900 (HVAC improvements) plus \$9072 in lighting upgrades (72 lights) to LED's. There will be a 10% local match required, should TSA be awarded the grant. Selectmen discussed their support for the project. The LED lighting upgrade alone will result in a 30% improvement in energy output, according to Andrew Lane.

**Mary Gavin made a motion in support of TSA's grant application for energy efficiency upgrades with the Town's 10% local match not to exceed \$3,000. Kevin Gish seconded. The motion carried unanimously.**

#### **10. Cyber Security:**

The SB has periodically met with Mike Tisdale, the Town's IT consultant, to assess ongoing cyber security measures that should be implemented. The focus of 2021 security upgrades will include a 3<sup>rd</sup> party email scanner and additional security training for staff. The details of Mike's recommendations and associated costs will be presented for review and approval at the next meeting. Mike Tisdale advocated for Key Communications' proposed upgrades to the Town's antiquated phone system.

#### **11. Adoption of 2021 Hazard Mitigation Plan:**

Bill Raymond and Shawna Pinette of Threat Owl, LLC presented a brief recap of VT Emergency Management's review and comments on the draft hazard mitigation plan submitted in July. The VEM comments were mostly 'administrative'. Threat Owl has made the final changes requested to the Plan, and VEM has ruled the Plan now meets the FEMA criteria for content. **Mary Gavin made the motion to approve the 2021 Hazard Mitigation Plan as presented by Threat Owl, LLC and to authorize the signing of the Adoption Form. Kevin Gish seconded. The motion carried unanimously.** The signed Adoption Form and Plan are to be transmitted back to the State. The FEMA approval letter will be received sometime during the next several months.

Mary Gavin commented for the record that she and Kevin Gish have both completed ICS 100/400 series training. Joe Ronan still needs to complete his training.

**12. Adoption of revised Local Emergency Management Plan:**

There were changes to the roster of town officials as a result of May 2021 Town Meeting that affected the LEMP call list. Margy Becker revised the plan accordingly. **Mary Gavin made the motion to adopt the Local Emergency Management Plan revisions from August 5, 2021. Kevin Gish seconded. The motion carried unanimously.**

**13. Approval of FY22 VTRANS Grants-in-Aid Grant Agreement:**

The Town is eligible for up to \$17,500 in FY22 state grants-in-aid funding for storm water infrastructure improvements. The anticipated maximum 20% local match will be \$4,375. The project has yet to be identified. Rita Seto (TRORC staff) and Frank Rogers will select the site later this fall. The source of State funds is Clean Water Act funding. **Mary Gavin made the motion to approve Grant Agreement #GA0178 with an award date of July 1, 2021 through December 31, 2022. Kevin Gish seconded. The motion carried.**

**14. Ashley Forest Updates:**

Kevin Gish reported a proposed inter-local agreement will be forthcoming from the negotiating team.

**15. Harlow Road Updates:**

Mary Gavin noted there is a new commander of the State Police in Royalton.

**16. Adjourn:**

**Kevin Gish made the motion to adjourn at 8:40PM, which was seconded and unanimously approved.**

Submitted by Margy Becker