

**Sharon Selectboard
Regular Meeting Minutes
November 1, 2021 (Final)**

This meeting was held in compliance with the VT Open Meeting law for electronic meetings with remote and in-person attendance.

Attending In-Person from Sharon Town Offices: Kevin Gish, Selectboard; Margy Becker, Selectboard Assistant; Attending remotely via Zoom: Selectmen Joe Ronan and Mary Gavin; Finance Manager Deb Jones; Road Foreman Frank Rogers; IT Consultant Michael Tisdale of Business Tech; Sue Sellew, Liaison for Rikert Property; Mary Russ, White River Partnership.

Kevin Gish convened the meeting at 6:35PM;

1. Approval of Agenda:

Mary Gavin made the motion to approve the agenda as noticed. Kevin Gish seconded. Motion carried unanimously.

2. Public Comments:

There were no public comments received apart from those regarding agenda items.

3. Approval of Minutes:

Mary Gavin made the motion to approve the minutes of October 18, 2021 as prepared. Kevin Gish seconded. The motion carried 2-0-0. Approval of minutes for the October 25, 2021 joint Selectboard meeting with Strafford was postponed to the next meeting.

4. Cyber security: Planning & Training

Michael Tisdale, Business Tech Management, met with Selectmen and staff to resume discussions on cyber security matters. SB members expressed the opinion that the VLCT and/or State needs to show more leadership in this area. Discussions focused on recommendations made during VLCT Town Fair workshops. It was agreed a plan is needed in the event a ransomware attack actually occurs. It was agreed training should target all officials, staff, including Sharon Fire Department. It was agreed the Town needs to adopt certain policies and to work with guidelines from the VLCT PACIF, and its Cyber re-insurer, for best practices. Discussions closed with the understanding that Mike Tisdale will formalize his proposal for enhanced security features. He will also proceed with computer upgrades as discussed.

5. Finance Manager Reports:

Warrants were reviewed and approved as follows:

Motion by Mary Gavin to ratify approval of the payroll warrant for the period ending 10/23/21 with a cash draw of \$13,639.52. Joe Ronan seconded and the motion carried unanimously.

Motion by Kevin Gish, seconded by Joe Ronan, to approve AP Warrant #1226 in the amount of \$9,746.68 including payments to Bethel Mills, Cathy Sartor, Chase Site Services (sand hauling), Evans Motor Fuels, Fast Truck Sign & Graph (truck 1 & 4 door lettering, Foley (uniform servicing), Frank Rogers (mileage), GUVSWMD (Transfer station stickers). **The motion carried unanimously.**

Motion by Mary Gavin, seconded by Joe Ronan, to approve AP Warrant #1227 in the amount of \$10,596.50 including payments to Green Mountain Power, Have Trash Will Travel, Madison National Life (life/disability insurance), Magee Office, Mascoma Savings Bank (JCB backhoe loan payment). **The motion carried unanimously.**

Motion by Joe Ronan, seconded by Mary Gavin, to approve AP Warrant #1228 in the amount of \$15,754.92 including payments to New England Truck Tire, NE Delta Dental, Pike Industries (3/4 crushed stone), Royal Auto, Sabil & Sons, Treasury Operations Division (marriage licensing), Twin State S&G (winter sand), USPS (postage). **The motion carried unanimously.**

Motion by Joe Ronan, seconded by Kevin Gish, to approve AP Warrant #1229 in the amount of \$7,805.24 including payments to VMERS, Windsor County Sheriff, and Worksafe. **The motion carried unanimously.**

Salt Purchasing:

Cargill has bid \$73.94/ton; American Rock Salt bid \$75/ton. Frank Rogers indicated last years' pricing was approximately \$68-\$69/ton. After further consideration of bids as presented, **Mary Gavin made the motion to accept Cargill's quote for salt at \$73.94/ton for an estimated 775 tons and to authorize the Finance Manager to accept the quote. Joe Ronan seconded. The motion carried unanimously.**

Phone System Upgrade: Town Offices/Garage:

Key Communications has submitted a final quote for phone upgrades to Key Communications Keyvoice.net business class Cloud telephone system equipped for 8 desk phones, a V-Tech Eris Station SIP conference phone, a 16-port gigabit switch with 8 ports POE (as recommended by Mike Tisdale), and additional cables, equipment and labor totaling \$2,358.93. A 50% deposit is required.

Mary Gavin made the motion to approve Key Communication's quote #202928 in the amount of \$2,358.93 for a new phone system for the Town Offices and Garage, inclusive of the obligation for a 50% down payment. Kevin Gish seconded and the motion carried unanimously.

FY23 Budget discussions will begin in earnest on November 15th, with consideration of the highway infrastructure budget.

Selectmen agreed to cancel the November 30 special meeting. Public discussions of **ARPA funding** and priorities will be postponed until after January 1st.

6. **Highway Business:**

Mary Gavin made the motion to a) approve Avery Excavation's payment requisition of \$68,161 for tree removal and installation of a concrete box culvert on Quimby Mountain Road and, b) to authorize Kevin Gish to sign on the Board's behalf. Kevin Gish seconded. The motion carried unanimously.

The Board held brief discussions regarding **final specifications for plowing School Street and the SES parking lot**. Margy Becker reported Keenan Haley has confirmed he has a budget line item for plowing the SES parking lot, if necessary. But since paving repairs had been completed, he has not yet hired a subcontractor. He had presumed the Town would resume plowing the lot when it plowed School Street. Kevin Gish indicated it is more practical and cheaper to have the Town's subcontractor plow the lot. He suggested the District could reimburse the Town. Joe Ronan stated support for the idea of a reimbursement arrangement going forward. It was agreed, without formal action, the scope of work for the Chase contract would remain as is with respect to School Street plowing. Mary Gavin strongly suggests the Town's subcontractor should plow the parking lot for the coming winter season only and that going forward this should be the School's responsibility. She further suggested the Town be reimbursed a minimum of \$2500. Margy Becker will ask Keenan Haley if the School District will consent to a reimbursement arrangement and to report back prior to the November 15 meeting.

Selectmen postponed acceptance of a revised **FHWA Detailed Damage Inspection Report** "DDIR" for upsizing a box culvert that caused Rte. 132 washouts during the July 1, 2017 storm. Margy Becker will further research the reason the project costs have significantly increased and report back.

7. **Rikert Property Trail Mowing:**

Sue Sellew and Mary Russ joined discussions concerning a proposal for a mowed trail around the Rikert parcel on River Road. The suggestion is for a two tractor-widths. Mowing would occur at the end of the active hay season. Mary Russ reports she briefly consulted the River Conservancy which finds the trail to be consistent with the goals of the Management Plan for the parcel.

Motion by Mary Gavin to approve the request to mow a 40-inch wide path on the upper hay field perimeter at the end of the hay season, consistent with the Management Plan. Joe Ronan seconded and the motion carried unanimously.

8. **Opioid Settlement Funds:**

Joe Ronan reports the expected conference among attorneys did not occur, and he hopes to provide a more informative status report by the next meeting.

9. **Ashley Community Forest:**

Kevin Gish reported the selectboards of Sharon and Strafford had met on October 25 to discuss the final proposed drafts of the conservation easement (“CE”) and inter-local agreement (“ILA”). The selectboards plan to adopt final versions of these documents at individual board meetings in the near future.

10. **Elections – Re-apportionment:**

SB members noted the upcoming multi-town BCA meeting on November 8th. The Sharon BCA will re-convene Wednesday, November 10th.

11. **Selectboard Assistant Reports:**

Margy Becker requested the Board finalize compensation for Nicole Antal, who is helping with town report preparation, SB meeting minutes on an as-needed basis, and with occasional updates to the website.

Mary Gavin made the motion to offer a temporary part-time position (without benefits) to Nicole Antal at a rate of \$22/hour to provide assistance in the Selectboard office under the direction of the Selectboard Assistant. Compensation is to be retroactive to October 25th. Kevin Gish seconded. The motion carried unanimously.

Margy Becker noted EEI personnel will be conducting **energy assessments** of Baxter library and the Town Offices on Friday. EEI will report detailed cost projections for energy efficiency improvements to these buildings at the November 15 meeting. Margy continues to monitor Countryside Lock & Alarm’s progress with **fire alarm system upgrades at the Old School House** at the directives of the State Fire Marshall’s Office.

12. **Harlow Road:**

No substantive reports. Jim Beraldi, WCS Deputy, is to be invited to a future SB meeting. Board members will contact the Royalton SB for additional status reports.

13. **Adjourn:**

Mary Gavin made the motion to adjourn at 8:38PM. The motion was seconded and carried unanimously.

Submitted by Margy Becker