

**Sharon Selectboard
REGULAR Meeting Minutes
March 21st, 2022 FINAL**

This meeting was held in compliance with the January 2022 VT Open Meeting law amendments regarding fully-remote electronic meetings.

Attending via Zoom: Kevin Gish, Chair; Mary Gavin, Vice Chair, Sarah Pfeiffer, Clerk; Nicola Shipman, Selectboard Assistant; Deb Jones, Finance Manager; Ira Clark, Planning Commission. Ryan Haac, Conservation Commission; Sue Sellew, Planning Commission; Jodi Harrington, resident; Galen Mudgett, Lister; Geoff Martin, TRORC; Helen Barrett, Listers

Attending via Phone: Frank Rogers, Road Foreman

Call to Order: Kevin Gish called the meeting to order at 6:30PM.

1. Review/Approve Agenda:

Mary Gavin made a motion to approve the agenda with a change to move the Item 10 (the Baxter Memorial Library Heat Pump Bid) to Item 12. Sarah Pfeiffer seconded. Motion passed unanimously.

Kevin Gish made a request that Nicola Shipman add Selectboard Member Reports to future agendas after Public Comments.

2. Public Comments:

Mary Gavin commented that at the March 7th meeting, there had been discussion and some agreement that the Flood Hazard Bylaw should be revisited. Mary shared the previous RFP sent out by the town with Sue Sellew. Sue is now working on an RFP for securing professional support to assist with revision of the Sharon Flood Hazard Bylaw.

Ira Clark suggested that VT ANR may have boilerplate language to use for the Flood Hazard Bylaw. Ira also communicated that Sue Sellew expressed interest in serving as the TRORC Commissioner Alternate.

3. Approve Minutes:

Mary Gavin made a motion to approve the March 3rd, 2022 minutes as presented. Sarah Pfeiffer seconded. Motion passed unanimously.

Mary Gavin made a motion to approve the March 10th, 2022 minutes as presented. Sarah Pfeiffer seconded. Motion passed unanimously.

Revisions will be made to the March 7th minutes.

4. Approve Warrants:

Mary Gavin made a motion to ratify the payroll warrant for the pay period 2/27/2022-3/12/2022 in the amount of \$20,962.98. Sarah Pfeiffer seconded. Motion passed unanimously.

Mary Gavin made a motion to approve the AP Warrant 1287 in the amount of \$14,258.69 for BCBS of VT \$4700.20, Cargill \$2564.9, Evans Motor Fuels \$4693.90, Foley Services \$115.86, HP Fairfield \$146.83, Justin Fitzgerald \$1196.74, LHS Associates \$840.18. Sarah Pfeiffer seconded. Motion passed unanimously.

Sarah Pfeiffer made a motion to approve the AP Warrant 1288 in the amount of \$7,292.29 for Magee Ofc Prod \$467.76, NE Truck Tire \$1489.66, Nicola Shipman \$104.93, Power America \$189.00, RC Brayshaw & Co \$2251.00, Royal Auto \$32.40, Sabil & Sons \$307.18, Silver Plumbing & Heating \$2450.36. Mary Gavin seconded. Motion passed unanimously.

Mary Gavin made a motion to approve the AP Warrant 1289 in the amount of \$1,898.73 for Suburban Propane \$1322.33, Treasury Op Division \$350.00, United Ag & Turf \$55.40, VLCT Employment Resource \$171.00. Sarah Pfeiffer seconded. Motion passed unanimously.

Kevin Gish made a motion to approve the AP Warrant 1290 in the amount of \$16,072.21 for VLCT PACIF \$11148.16, VMCTA \$30, Welch's True Value \$22.05, Windsor County Sheriff's \$4872.00. Mary Gavin seconded. Motion passed unanimously.

Mary Gavin made a motion to approve the AP Warrant 1291 Recreation in the amount of \$3,000.00 for One Planet Summer Rec Program \$3000 for summer of 2021. Sarah Pfeiffer seconded. Motion passed unanimously.

Kevin Gish made a motion to approve the AP Warrant 1292 in the amount of \$1,378.84 for VLCT PACIF OSH \$1378.84. Mary Gavin seconded. Motion passed unanimously.

Sarah Pfeiffer made a motion to approve the AP Warrant 1293 in the amount of \$9,463.99 for HIV/HCV Resource Ctr \$300, Capital One Trade Credit \$389.99, Clara Martin Health Svcs \$750.00, Sharon Health Initiative \$3000.00, Safeline Inc \$700, USPS \$174.00, VT Assoc for the Blind \$150.00, Visiting Nurse & Hospice \$3500, White River Partnership \$500. Kevin Gish seconded. Motion passed unanimously.

Mary Gavin made a motion to ratify the HRA Reimbursement for January 2022 \$3,140.61. Sarah Pfeiffer seconded. Motion passed unanimously.

Mary Gavin made a motion to ratify the HRA Reimbursement for February 2022 \$2554.91. Kevin Gish seconded. Motion passed unanimously.

Mary Gavin made a motion to approve the AP Warrant 1294 in the amount of \$755.72 for Northeast Delta Dental \$467.64, Madison National Life \$288.08. Kevin Gish seconded. Motion passed unanimously.

There was a brief technical difficulty with Zoom. The meeting was temporarily suspended at 7:01PM and reconvened at 7:03PM.

5. Appointees:

Mary Gavin made a motion to appoint Galen Mudgett as the E911 Coordinator for a one-year term. Kevin Gish seconded. Motion passed unanimously.

Kevin Gish made a motion to appoint Deb Jones to the TRORC Transportation Advisory Committee representative. Sarah Pfeiffer seconded. Motion passed unanimously.

Sarah Pfeiffer made a motion to appoint Ira Clark as the TRORC Commissioner and to appoint Sue Sellew as the alternate. Mary Gavin seconded. Motion passed unanimously.

Mary Gavin made a motion to appoint Nathan Potter as Emergency Management Director for a one-year term. Kevin Gish seconded. Motion passed unanimously.

Sarah Pfeiffer made a motion to appoint Becky Owens and Keith Lyman, Jr as the Emergency Management Coordinators, each for one-year terms. Mary Gavin seconded. Motion passed unanimously.

Mary Gavin made a motion to appoint the Sharon Conservation Committee as the Green Up Day Coordinator for a one-year term. Sarah Pfeiffer seconded. Motion passed unanimously.

Sarah Pfeiffer made a motion to appoint Dee Gish, Ryan Haac, Zach Stremlau and Jill Wilcox to the Energy Committee for a one-year term. Mary Gavin seconded. Motion passed unanimously.

Mary Gavin made a motion to appoint Sam Brakeley, Scott Chesnut, Dan Deneen, Dick Ruben and Mike Zwikelmaier to the Conservation Committee for a one-year term. Sarah Pfeiffer seconded. Motion passed unanimously.

NEW BUSINESS: (Action Items)

6. Finance Manager Reports:

Deb Jones reported that there is currently about \$57,000 in outstanding taxes to be collected, and that is unlikely to change.

Deb also noted that she attended a SLFRF/ARPA webinar and said that the reporting process for the funds has been streamlined by the Federal Government. Funds can be applied to a

range of ideas that may be broader than initially communicated. There was some discussion about how to navigate and disperse the SLFRF funding. Deb provided clarification on the funding rules and mentioned she has a deadline for reporting on April 30th. Deb will continue to update the board on the reporting procedure and the process in general. In future, SLFRF reporting will be an annual process for towns receiving less than \$10 million.

Financials are business as usual, but Deb thought it could be worth looking at where some line items may be over budget and where they may be under. There may be opportunities to look at actual spending and adjust accordingly.

There was some discussion about paid advertising for the Finance Management position and that it doesn't yet seem to be reaching possible new candidates. Mary Gavin reminded the board there are other free platforms available to pursue.

Deb Jones also made a note that the Baxter Memorial Library Heat Pump project that is in the works would likely qualify for SLFRF funding.

7. **Highway Business/Road Foreman Reports:**

Frank Rogers reported that the crew is keeping the roads as passable as they can. There are no impassable roads at this point! The crew will be coming in every morning this week to work on the worst spots when it is colder to try to get the particularly tough spots. This is an especially challenging mud season, and it is a statewide issue.

Frank mentioned that the payment to Silver Lake Plumbing bill was for a new well pump and the wire for the Town Garage. Everything is fully functional now.

Frank talked to Eric Chase and asked if Chase Site Services would be willing to rent out a truck or two to help the Sharon Crew keep up with the road conditions. The cost of truck rental with a driver would be \$85/hour.

Mary Gavin said the current road conditions and the extenuating circumstances would be an appropriate use of an emergency expenditure. There was discussion about how this could be achieved so that the crew can get help hauling road material.

Frank will know more by Friday to decide if a special meeting would be required next week, but even if he could get assistance with trucking this week, it would make a difference to the road conditions and the road crew's effectiveness.

Mary Gavin made a motion to approve an emergency expenditure with Chase Site Services not to exceed \$3,500.00 in order to hire trucks, staff and hauling support as the town deals with this exceptional mud season. Sarah Pfeiffer seconded. Motion passed unanimously.

Deb Jones also shared that the new town truck on order could be built and delivered by late May. This may mean that the loan will need to be secured earlier. Frank will provide an update on the arrival of the truck.

Mary Gavin made a motion to authorize the chair, Kevin Gish, to sign the Annual Report Form of the Municipal Road General Permit (MRGP). Sarah Pfeiffer seconded. Motion passed unanimously.

8. Town Plan Readoption:

Mary Gavin made a motion to readopt the 2015 Sharon Town Plan. Sarah Pfeiffer seconded. Motion passed unanimously.

9. Green Up Day Request: Dick Ruben

Mary Gavin made a motion to confirm the ongoing commitment to Green Up Day which will be May 7th, 2022. Sarah Pfeiffer seconded. Motion passed unanimously.

10. Finance Manager Hiring: Information from The Leddy Group:

Mary Gavin suggests the selectboard spends the next three weeks attempting to source a candidate and then, if that is unsuccessful, Mary asks that the selectboard seriously consider hiring The Leddy Group, an area staffing agency. The finder's fee is 25% of the anticipated first-year's annual wages. While that seems expensive, there will be a tremendous amount of work that would be accomplished by The Leddy Group on behalf of the town, and the Board would be able to tap into a deeper pool of candidates.

Mary also pointed out that Deb Jones has been exceedingly accommodating, but Deb would like to retire in the coming weeks. The Finance Manager is a vital town role that also requires a particular kind of experience and background.

11. ARPA/SLRFR: Informational Meeting Schedule:

Mary Gavin suggests there should be another informational meeting scheduled sometime in late April or early May. There should also be discussion about how the Selectboard should implement a procedure for moving forward.

Kevin Gish suggested that maybe there should be a point person from the board who takes on a role in guiding the process. Deb Jones offered that she would be willing to assist with this as a long-term project, similar to the support she provides the board during the budget process. Sarah Pfeiffer offered to work with Deb and together their work group will design an overall meeting schedule and an initial framework.

12. Baxter Memorial Library Heat Pump Bid: Geoff Martin and Ryan Haac:

Ryan Haac gave an overview of the bids that were received by Vermont Mechanical and Alliance Mechanical.

Geoff Martin noted that Alliance Mechanical's base bid of \$28,400.00 was slightly lower, he still would recommend the Vermont Mechanical proposal with the base bid of \$30,532.00, as Alliance Mechanical's system is oversized for the space, and it would be overworking. The conclusion is that the proposed Alliance Mechanical system would end up being more expensive over time.

With the alternate included in the overall cost of installation, Vermont Mechanical's proposal is significantly lower. Geoff confirmed that an ERV is not required by code, but because this system is a ducted heat pump system, it doesn't cost much more to add the ERV and this is probably the cheapest and easiest time to do this work.

Mary Gavin asked if this project would be eligible for Efficiency Vermont credit, and it would be. Nicola Shipman confirmed that the Vermont Mechanical bid included the \$1,000.00 Efficiency Vermont credit.

Mary Gavin also asked what it would cost to operate the heat pump on an annual basis, for example. She would like the Selectboard to have a sense of the operational cost and if the town will be in the ballpark of the current heating spend or, even better, realizing savings. Geoff Martin confirmed that the efficiency upgrade should reduce the annual costs as it would be replacing an older and less efficient system. Mary hoped for further clarification and some operational cost comparisons to assist with the board's decision.

Ryan Haac and Geoff Martin will look for examples of other buildings using heat pumps and Martin will ask if Efficiency Vermont can do some modeling on the Town's behalf. Mary would like to see more details on operational costs before a vote, but she was surprised and encouraged by these 2022 quotes which were in the range of \$35,000 rather than \$90,000.

The Vermont Mechanical proposal is secure through April 7th. If needed, Nicola Shipman can call Vermont Mechanical to request a 15-day extension, but the board anticipates a decision will be made in the 30-day timeframe of the proposal, as there is an April 4th meeting scheduled.

Chair Kevin Gish recognized Sue Sellew, who indicated she had a question.

Sue asked about the location of the heat pump system. Sue would support that the system not be visible from the street since the building is historic. Ryan Haac suggested it might work on the northeast corner, on the Post Office side of the building. Vermont Mechanical indicated in discussions with Ryan and Geoff that the location could change.

Mary Gavin extended her thanks to Ryan and Geoff for their work on this proposal. Kevin Gish mentioned that the board will reconvene discussion on this matter on April 4th.

UNFINISHED BUSINESS: Status Reports/Action as needed**13. Selectboard Assistant Report:**

The Treasurer appointment should be added to the April 4th agenda.

There is currently an active bid out for Grounds and Mowing due to the town on March 31st.

Nicola will also continue to revise the RFP that needs to go out for painting town-owned buildings including the Old School House, The Town Offices and the Sharon Historical Society.

Nicola Shipman will provide updates to the Selectboard regarding the Tri-Valley Transit appointment and whether or not there is requirement for the town.

14. Kendall Property Update:

Ira Clark indicated earlier in the meeting that he had reached out to Tom “Geo” Honigford for an update, and he will update the board with regards to Geo’s response. The board agreed that additional information is required for the selectboard to understand the best course of action.

15. Baxter Memorial Library: Renewal to 2016 Letter of Agreement

No further action is needed. Sarah Pfeiffer and Kevin Gish just need to sign the 2016 Letter of Agreement.

16. Approval of Liquor Licenses: Sharon Trading Post

Mary Gavin made a motion to approve the 2022 Liquor License Renewal Application submitted by applicant R.L. Vallee, doing business as the Sharon Trading Post, to sell malt and vinous beverages. Sarah Pfeiffer seconded. Motion passed unanimously.

17. The Sharon Academy Old School House Lease Renewal

Kevin Gish nominated Mary Gavin to conduct negotiations with TSA Middle School’s Head of School Andrew Lane to discuss the terms of the Lease Renewal. Sarah Pfeiffer seconded. Motion passed unanimously.

18. Coronavirus planning/updates: In-person meetings; mask policy

The Selectboard will keep an eye on the new Covid variant and continue to monitor the situation. At this time, the board will continue to host meetings virtually and will continue to encourage masking.

19. Harlow Road – updates

Sarah Pfeiffer presented an update on her efforts to conduct research into how the town might best move forward. She reached out to several local services. There was some guidance that it would be wise to gather all key players and stage an intervention to provide services and/or to unify efforts to maximize effectiveness. There was some discussion on the history and whether a multi-pronged effort might be more effective. Mary Gavin agreed that it would be worth to give further consideration. Kevin Gish will reach out to the Sherriff's department after mud season to see if there can be continued support with policing the area.

20. Executive session: Personnel

Mary Gavin made a motion to enter executive session for the purposes of discussing a personnel issue related to the Finance Manager position at 8:42PM. Sarah Pfeiffer seconded. Motion approved unanimously.

21. Reconvene Open Meeting

Kevin Gish made a motion to exit executive session at 8:50PM. Sarah Pfeiffer seconded. Motion passed unanimously.

After deliberation in executive session, the board decided that Mary Gavin will contact one of the previous interviewees for the Finance Manager position.

22. Adjourn

Mary Gavin made a motion to adjourn at 8:51PM. Sarah Pfeiffer seconded. Motion passed unanimously.

Submitted by Nicola Shipman