

**Sharon Selectboard  
REGULAR Meeting Minutes  
May 2<sup>nd</sup>, 2022 FINAL**

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

Participants attending via Zoom: Mary Gavin, Vice Chair, Sarah Pfeiffer, Clerk; Lucy Miller, Finance Assistant; Nicola Shipman, Selectboard Assistant; Kevin Gish, Selectboard Chair; Phoebe Manchester, Landowner; Deb Jones, Finance Manager; Damon Dyer, Animal Control Officer; Scott Henkels, Landowner; Ira Clark, Planning Commission

Participants attending via Phone: Frank Rogers, Road Foreman

**Call to Order:** Kevin Gish called the meeting to order at 6:33PM as warned.

1. **Review/Approve Agenda**

**Sarah Pfeiffer made a motion to approve the agenda as presented. Mary Gavin seconded. Motion passed unanimously.**

2. **Public Comments**

No public comments.

3. **Approve Minutes:**

**Mary Gavin made a motion to approve the April 18th, 2022 minutes with modifications. Sarah Pfeiffer seconded. Motion passed unanimously.**

4. **Selectboard Member Reports**

Sarah Pfeiffer was approached at a baseball game by a resident regarding the condition of some wooden fencing in proximity to the baseball field. Sarah wondered if this would be the Selectboard's responsibility or not. Mary Gavin said there is no mechanism for enforcement via the Selectboard as this fencing is likely on either school property or on private property, and therefore is not a Selectboard business. After some discussion and reference to School Board minutes from 1992, Mary suggested that, if anything, this is a School Board issue and would recommend the resident contact the School Board.

Kevin Gish mentioned the Historical Society's application for grant funding. The town is working in conjunction with the Historical Society to replace the old concrete ramp which is not ADA compliant and is also creating water damage to the interior of the building. Sue Sellev has been working on the grant which includes securing estimates.

## 5. Selectboard Assistant Reports:

Nicola Shipman reported that she called Zach Wood of Sharon Electric, LLC regarding an estimate for the Baxter Memorial Library lighting question, and she confirmed that he did visit the library. Nicola left him a voicemail on 4/29, but the town has not received an estimate yet.

Nicola also reported to the board that she called Tri-Valley Transit finding a safer bus stop solution for Middle School students using the bus service. Tri-Valley transit was amenable to discussing with their drivers and their operations team options for a possible solution as safety is a top priority. Nicola will follow up with Tri-Valley Transit in about two weeks to find out what, if any, progress can be made toward that goal.

Nicola reported that she did call Dave Phillips, and he is still willing to mow the Wallace Doubleday cemetery.

Nicola received an email from Sue Sellew confirming that Sue submitted the Vermont Arts Council Cultural Facilities Grant today.

Finally, there was a mulch pile mistakenly left in the handicapped accessible parking space at the Town Offices. Green Mountain Mowing will be moving the mulch this week.

## 6. Approve Warrants:

**Kevin Gish made a motion to ratify the payroll warrant for the pay period ending 4/23/22 with a cash draw of \$17,772.54. Mary Gavin seconded. Motion passed unanimously.**

Kevin Gish reminded the group that AP Warrant 1305, the next item, refers to the tabled motion from April 18<sup>th</sup> meeting for the Septic work that was completed at the Old School House. In his discussion with Andrew Lane, Kevin and Andrew decided that the Town and TSA would split the cost, minus the \$723.00 charge for septic pumping as this is something that needed to be done and would be a normal operating cost per the OSH lease.

**Kevin Gish made a motion to approve AP Warrant 1305 OSH in the amount of \$1,808.51 a resubmittal for 1 check to Hartigan/Wind River Environmental for Septic Work in January at the Old School House. Deb Jones will issue invoices for the TSA portion at the direction of the Selectboard. The Town will ask TSA for 50% reimbursement for Invoices 5300545 and 5300882 totaling \$1084.84. Mary Gavin seconded. Motion passed unanimously.**

**Mary Gavin made a motion to approve AP Warrant 1308 in the amount of \$3,951.02 with payments to Brook Field Service LLC \$125.97, Cargill \$1642.21, Chappell Tractor Sales \$229.00, Chase Site Services \$1360.00, Consolidated Communications \$113.84, Cotts Systems \$170, Deb Jones \$120, Eastern Sales \$190. Sarah Pfeiffer seconded. Motion approved unanimously.**

**Mary Gavin made a motion to approve AP Warrant 1309 in the amount of \$6,086.12 with payments to Evans Motor Fuels \$4614.18, Foley Services \$115.86, Frank Rogers \$438.75, GMP \$669.71, Madison National Life \$247.62. Sarah Pfeiffer seconded. Motion approved unanimously.**

**Sarah Pfeiffer made a motion to approve AP Warrant 1310 in the amount of \$10,665.05 with payments to Magee Office Plus \$232.14, Delta Dental \$467.64, Pike Industries \$5766.56, Royal Auto \$55.58, Sabil & Sons \$246.42, Valley News \$102.00, VMERS \$3784.71. Mary Gavin seconded. Motion approved unanimously.**

**Sarah Pfeiffer made a motion to approve AP Warrant 1311 for \$3,604.00 which is a 10% down payment to Vermont Mechanical for the Baxter Memorial Library Heat Pump & ERV system. Mary Gavin made a friendly amendment to change the amount to \$3,460.00. Kevin Gish seconded. Motion approved unanimously.**

## 7. Finance Manager Reports

Deb Jones took a moment to welcome Lucy Miller, the new finance assistant who started today.

Deb asked the Selectboard to authorize the renewal of the Northeast Delta Dental plan. The plan renews July 1<sup>st</sup>, 2022.

**Mary Gavin made a motion to approve the Delta Dental Benefit Plan 7 with individual rates set at \$35.98 per month, 2 persons at \$67.76 per month and 3 more persons at \$120.44 per month as provided through VLCT for the period from July 1, 2022 through June 30<sup>th</sup>, 2023. Sarah Pfeiffer seconded. Motion approved unanimously.**

Deb Jones, the TAC representative for the town, provided a prioritization report from TRORC regarding project prioritization of state bridges. The State has identified Bridge 15 over the White River as needing maintenance. No action is needed unless the town would like to challenge the State's findings. Mary Gavin asked what happens if the town challenges the state report. Frank said there is nothing alarming in the reports, but the bridge needs preventative maintenance; structurally the bridge is satisfactory. Kevin Gish said there would only a limited number of reasons why the town would question the State priorities. Routine maintenance is necessary, and Frank Rogers thinks that some of those tasks are the responsibility of the town though he isn't sure how much is the state responsibility versus the town. Mary Gavin thinks that since it is an historic bridge, the town participates at some level in repair and painting, but the state also provides funding. The town will not challenge the State's prioritization findings.

Deb Jones presented quotes for winter sand and super grit. D & D was the apparent low bidder for winter sand. Super Grit was not as clear cut. Deb wrote up two options for what it might look like in terms of ordering. Deb presented a price comparison to the board for

review. Deb also needs to know the supplier for winter sand and super grit, so she can put out an RFP for hauling.

**Kevin Gish made a motion to award the contract for winter sand to D & D excavating for \$9.35 per yard in the range of 2000-2500 yards purchased and likewise to Twin State for Super Grit at \$9.75 per ton for the range of 2700-3000 tons purchased. Sarah Pfeiffer seconded. Motion approved unanimously.**

Deb Jones also asked the board to please look at the payroll table in advance of the next meeting which was provided in preparation for audit as this helps to keep up transparency for payrates.

Nicola Shipman will include this payroll table in the packet for the next meeting.

Deb Jones has created a job description for the Finance Assistant, and the board will work toward approval. Nicola Shipman will include this in the packet for the next meeting.

Mary Gavin also asked if the meeting packet can be complete by Thursday evening. This will give the members time to review the packet in time for the meeting.

Deb Jones would like to meet with Sarah Pfeiffer and provide a structure for disbursement of the ARPA/SLFRF funds. Deb created an initial structure for the Selectboard to review for the next meeting. Nicola Shipman will include this information in the packet. Kevin Gish will also forward an email to Deb and Sarah regarding a request made to the Selectboard as a consideration for ARPA/SLFRF funding.

#### 8. **Highway Business/Road Foreman Reports**

Frank Rogers reported that the crew is starting normal spring raking, grading and chloriding. Ditch work and regular spring work will start next week. Beaver Meadow Road is on the list for grading.

#### 9. **Animal Control Officer Report**

Kevin Gish thanked Damon Dyer for joining as the Animal Control Officer (ACO). Kevin asked Damon to explain what he is looking for as far as compensation for the role. Damon wants to do this job at a rate of \$30/hour with a two-hour minimum. He feels it is a fair level of compensation for the role. Damon is hoping to be of assistance to the Town. He has several local connections and has family in town. Mary Gavin asked a clarifying question regarding Damon's acceptance to the position and for information regarding the calls received to date and Damon provided clarification. Damon mentioned there have been stops at Harlow Road concerning an aggressive dog running at large. There has been a warning delivered but no fines have been issued. Damon has also responded to a dog running at large on Rte. 132. He assisted with some fence repair, and there have been no further complaints.

Mary Gavin asked Deb Jones a question regarding precedent for mileage reimbursement for the ACO. Deb Jones suggested that this is a grey area, and any decision would be best looked at through the lens of the Health Officer, the Flood Hazard Administrator and other similar positions.

Kevin Gish and Mary Gavin agree that filling the ACO position is important. Mary Gavin asked that Damon Dyer submit written reports to the Selectboard detailing any calls and any action taken. Mary also asked Damon to provide a list of supplies needed. Damon would like a snare pole and has already purchased a pair of thick leather gloves.

**Mary Gavin made a motion to set the pay rate for the ACO at \$30/hour with a 2-hour minimum retroactive to the date of hire. This position does not include reimbursement for mileage. The town will reimburse the ACO for the cost of a pair of heavy leather gloves and will source a snare pole. After each response, the ACO will submit a written report to the selectboard. Kevin Gish seconded. Motion approved unanimously.**

#### 10. Driveway Permit O'Donnell Farm Road: Scott Henkels

Kevin Gish invited Scott Henkels to explain his proposal. Scott would like to connect 249 O'Donnell Farm Road to the road as there is no driveway currently in place. Scott has staked out the proposed driveway site. Frank and Scott have met, and Frank said the position has good site lines, the correct set back and would be an appropriate location if there is an 18" culvert in place. The access point discussed would meet the town requirements.

**Mary Gavin made a motion to approve the driveway permit as submitted by Scott Henkels (including the requirement for an 18" culvert) for parcel ID R01538.L. Sarah Pfeiffer seconded. Motion approved unanimously.**

#### 11. Proposed Private Improvement to Chapel Hill Road

Kevin Gish invited Phoebe Manchester to present her proposal. Phoebe wishes to improve a 500-foot section of Chapel Hill Road from the dead end of the Chapel Hill Road where it turns from a Class III to a Class IV Road.

Mary Gavin asked for clarification as to the location and if Phoebe has spoken to any contractors regarding the proposed change. Phoebe has been in touch with Graham Webster of Webster-Donovan Excavating about the improvement, a contractor with experience improving roads in this area. Phoebe understands that this is a cost that she would need to cover should the town agree to the proposal.

Kevin Gish suggested that there is a process for improving a town road.

Mary Gavin wondered if there is a precedent in the Town for allowing a private landowner to extend the road and asked about the status of the section of road and whether it is a legal trail or a Class IV road. Nicola Shipman said according to the maps it looks like an unpassable Class IV road.

Mary Gavin suggests that the town reach out to legal counsel to determine what the best way to proceed might be.

Ira Clark of the Planning Commission mentioned that there are precedents for landowner-improved class IV roads, and at least two issues have come up at the Planning Commission meetings particularly regarding Fire Department access to those locations.

Mary Gavin also mentioned that Baxter Mountain and Sharon Meadows were previously privately developed roads that ended up becoming town-maintained roads, which is a precedent she doesn't support.

Nicola Shipman was asked to reach out to legal counsel on behalf of the board to get guidance as to how the town might best proceed.

Sarah Pfeiffer asked Phoebe regarding the water sources on the land. There are vernal pools, but at this time, nothing year-round and no ponds or other sources currently that would be available should there be a fire, for example. Mary Gavin reminded that this is a risk the landowner assumes when they wish to live in a more remote location.

The Selectboard will reach out to Phoebe once there is more information.

## 12. **Exploration of Sale of OSH building to TSA**

Mary Gavin met with Andrew Lane, head of school of the TSA Middle School, and there are some minor changes needed for the lease, but both parties agreed that the lease is solid. Mary did note that the amount of the security deposit is low as the initial lease was written many years ago and the rental fee was much lower.

Mary has asked Andrew if there could be review of the security deposit to ask TSA to increase the amount of the security deposit and possibly include a clause that would allow the security deposit amount to reflect one month's rent if rent is increased.

According to Mary, Andrew Lane has raised the question of purchasing the Old School House building from the Town with the TSA Board. The TSA board is considering what it would mean to purchase the Old School House.

Mary asked if the Selectboard members are in favor of selling the building as it would only be worth pursuing if there is an agreement among the members.

Kevin Gish is in favor of the sale in general provided the terms are acceptable. Mary Gavin said there would be expense involved in selling the building, as there would need to be a survey and legal work, so it is worth considering those costs. There would be no change to the grand list as the building is untaxed and would remain so if TSA were to own the building. Sarah Pfeiffer said she feels still new enough to the area and to the Selectboard position that she hasn't yet formed a strong opinion either way about the sale of the building.

Mary Gavin said the OSH is the only building in the town that is a rental, and there is no one on the town staff overseeing building and grounds. Furthermore, each time there is a cost over \$2,500 there needs to be an RFP for the work to be done. All members agreed that the details of the sales agreement would be extremely important.

Kevin Gish said he tried to think of a reason why the town would want to continue to own the building 50 years into the future, and he finds it difficult to come up with a reason why the town would continue to own the building. The school-aged population in town hasn't increased beyond the capacity of the current elementary school as some thought could be possible, and it is unlikely that there would be a need for the building as an elementary school in the future given the current demographics.

Kevin Gish asked what the next steps might be. Mary Gavin thinks that if it's worth pursuing, then she will take steps needed to get this keyed up in anticipation of Town Meeting in March 2023.

### 13. Exterior Paint Bids Review

Nicola Shipman shared the proposal submitted in response to the Exterior Painting RFP. The Town received a responsive bid from Lacaillades Professional Painting and Power Washing based in Randolph, VT. References were exceptionally strong, and the company has an excellent local reputation. The firm-fixed price came in at \$18,165.00 for labor and materials.

**Mary Gavin made a motion to award the bid for exterior painting of the Old School House, the Town Offices Building and the Sharon Historic Society Building to Lacallaides Professional Painting and Power Washing of Randolph, Vermont for a bid total of \$18,165.00 inclusive of labor and materials with all work to be completed by October 31<sup>st</sup> of 2023. Sarah Pfeiffer seconded. Motion approved unanimously.**

Nicola Shipman will generate a contract for review and signature.

### 14. Ashley Community Forest Current Use Withdrawal - LV-314 Review and Sign

Kevin Gish reconfirmed that this is the most straight-forward way to withdraw the land from current use. There will be no release of the lien and there will be no cost to the town,

**Mary Gavin made a motion to authorize the Chair to sign the LV-314 of the Ashley Community Forest Lands in the Town of Sharon. Sarah Pfeiffer seconded. Motion passed unanimously.**

### 15. Authorization of Signature for Vermont Mechanical Contract

**Sarah Pfeiffer made a motion to ratify Chair Kevin Gish's signature for the contract with Vermont Mechanical of Williston Vermont for the purchase and installation of a Heat Pump system with an ERV at the Baxter Memorial Library with work to be**

**completed by December 31<sup>st</sup>, 2022 and with the contract amount not to exceed \$34,604.00. Kevin Gish seconded. Motion approved unanimously.**

16. **ARPA/SLFRF as needed**

Deb Jones and Sarah Pfeiffer will meet and report to the Board at the next meeting.

17. **Broad Brook Access as needed**

The board is waiting for an update from Christian Pelletier. Nicola Shipman will reach out to Christian.

18. **Old School House Lease Renewal Update as needed**

No update as this was addressed in earlier discussions.

19. **Baxter Memorial Drainage Project as needed**

After some discussion about the project, it seems as though the project has stalled, but it is worth finding out what is happening with the School drainage discussions. Seven Stars intends to move forward with their drainage plans, but due to cost constraints, they will not be able to tie into the existing catch basin. Nicola Shipman will do some research into past minutes and get a status report to the board, and she will add this to the agenda for next meeting.

20. **Coronavirus planning/updates as needed**

Kevin Gish recommends staying the course with COVID protocols as cases and hospitalizations are increasing in Vermont. Mary Gavin suggests that we require masks at the Town Offices, and if we need to close the building and return to appointments only to increase safety, that is a viable option.

21. **Crescent Lake Dam as needed**

The board will revisit this in 2023 when there will be more information.

22. **Harlow Road as needed**

No updates at this time.

23. **Kendall Property as needed**

No updates.

24. **Adjourn**

**Mary Gavin made a motion to adjourn at 8:54PM. Sarah Pfeiffer seconded. Motion passed unanimously.**

Submitted by Nicola Shipman