

**Sharon Selectboard
SPECIAL Meeting Minutes
May 27th, 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: Kevin Gish, Selectboard Chair; Sarah Pfeiffer, Selectboard Clerk; Deb Jones, Finance Manager; Nicola Shipman, Selectboard Assistant; Ira Clark, Planning Commission

Call to Order: Kevin Gish called the meeting to order at 9:01AM.

1. **Review/Approve Agenda**

Sarah Pfeiffer made a motion to approve the agenda as presented. Kevin Gish seconded. Motion passed unanimously.

2. **Review/Approve Planning Commission Assistant Job Description**

Deb Jones suggested the Board give some thought to the projected range of 8-20 hours per month for the Planning Commission and DRB Assistant as the number of hours required of the Planning Commission Assistant would put that cost over budget. The number of hours for the position varies from week to week, and it is hard to predict the hours per week.

Ira Clark suggested that there is a baseline number of hours required for assisting with meetings. Ira Clark also noted that there is a \$150.00 subdivision permit fee that needs to be submitted with each subdivision application. The fee has not been increased for several years.

The budget for fees to the Town from Subdivision applications in FY2023 is \$2,000.00 and actual income for FY2021 was close to \$2,700.00. The FY23 budget for the Planning Commission Assistant expense is \$2,750.00 for salary and additional for FICA.

Sarah Pfeiffer made a motion to approve the Planning Commission and Development Review Board Clerk Job Description. Kevin Gish seconded. Motion passed unanimously.

Deb Jones asked who would conduct the interviewing. Kevin Gish suggested that the Planning Commission should be involved in the interviews for the role. Ira Clark agrees that it makes sense for the Planning Commission to be involved.

Deb suggested that the Planning Commission prescreen applicants and send their prospective candidates forward for interviews with the Selectboard. Ira Clark will bring this idea up at the Planning Commission meeting on Tuesday, 5/31/22. The Selectboard staff will provide

administrative support including posting the position, conducting reference checks and the Board will interview candidates who are recommended by the Planning Commission.

3. **Approve Loan for Truck Purchase**

Sarah Pfeiffer asked why the loan amount is presented as two different numbers, \$120,000 and \$150,000. Deb Jones responded that she wanted to know what the rates would be for a range between \$120,000 - \$150,000 loan. These are not collateralized loans, and the bank never holds the title. Equipment replacement is a statutorily approved reason for the town to take out a loan.

Sarah Pfeiffer asked if there was any reason to take out the extra \$30,000. Deb Jones responded that she was noticing interest rates are increasing, and there is always a possibility that the need for equipment replacements can occur quickly and at the worst possible time. Over the period of 5 years, the difference is \$2,467.00 to borrow an additional \$30,000. There is a possibility to needing to replace a mower deck.

Kevin Gish made a motion to obtain a loan from Community Bank NA loan in the amount of \$150,000 at a fixed-rate of 2.99% for a term of 5 years with semi-annual principal payments to use toward the purchase of a six-wheeler Western Star truck. Sarah Pfeiffer seconded. Motion approved unanimously.

4. **Adjourn**

Sarah Pfeiffer made a motion to adjourn at 9:57am. Kevin Gish seconded. Motion approved unanimously.