

**Sharon Selectboard  
REGULAR Meeting Minutes  
June 6<sup>th</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; Kevin Gish, Chair; Sarah Pfeiffer, Clerk; Deb Jones, Finance Manager; Lucy Miller, Finance Assistant, Nicola Shipman, Selectboard Assistant

Participants attending via Phone: Frank Rogers, Road Foreman

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

1. **Review/Approve Agenda**

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

2. **Public Comments**

No public comment.

3. **Approve Minutes:**

**Mary Gavin made a motion to approve the May 2<sup>nd</sup> minutes as presented. Sarah Pfeiffer seconded. Motion passed unanimously.**

**Mary Gavin made a motion to approve the May 13<sup>th</sup> minutes as presented. Sarah Pfeiffer seconded. Motion passed unanimously.**

**Kevin Gish made a motion to approve the May 16<sup>th</sup> minutes as presented. Sarah Pfeiffer seconded. Motion passed unanimously.**

**Kevin Gish made a motion to approve the May 27<sup>th</sup> minutes with minor changes. Sarah Pfeiffer seconded. Motion passed 2-0-1. Mary Gavin abstained as she was not at the May 27<sup>th</sup> meeting.**

4. **Selectboard Member Reports**

Mary Gavin received a resident complaint about graffiti on the underpass to Broad Brook. There was much discussion as to the best policy to cover the graffiti as it is the Railroad's responsibility to care for the overpass, but the Railroad company is often unresponsive. Nicola Shipman will work to resolve the problem.

Kevin Gish shared that the Sharon Food Justice Community Garden is up and running, which is a joint project between Sharon Food Justice Community Garden and TSA to grow food for the community. The community garden is located on TSA property just off Route 14.

Kevin Gish raised the question of if/how the town could ask the State to take over maintenance of Vermont Route 132 due to the regional connectivity value of the road and the increased traffic flow. Deb Jones suggested this might be best to discuss with Rita Seto. Mary Gavin noted this idea has been floated in the past, and while it might be a challenge, it could be worth investigating. Mary also thought it would be important to get Strafford and Thetford on board with the idea. Kevin Gish agreed and stated that many residents who expressed concerns were from Strafford and Thetford.

Mary Gavin explained that Route 132 does receive funding from Federal Highway Grant Funding, but the Sharon portion of the road is maintained by the Town of Sharon Highway Department. Nicola Shipman will do some research on this topic to present to the members soon.

Finally, Kevin Gish hopes that the Town Plan is in line with the State goals. Mary Gavin suggested it would be best to raise this with the Planning Commission before they get too far along in their process as the Planning Commission is actively engaged in revising the Town Plan.

#### 5. **Selectboard Assistant Reports:**

Nicola Shipman highlighted the IREC updates from Geoff Martin and an Opioid Litigation update from Joe Ronan as presented to the Members in their meeting documents. Nicola also brought to the members' attention the official Town holiday schedule. There had been a question raised in the offices about the Town holiday schedule. Nicola was unable to find anything in the minutes from last year that established an official holiday for Juneteenth despite indications of the Board's intentions to do so.

**Sarah Pfeiffer made a motion to add Juneteenth as an official town holiday. Mary Gavin seconded. Motion approved unanimously.**

**Meeting Schedule:** Since Juneteenth is a town holiday, the next Selectboard meeting will be held on Tuesday, June 21<sup>st</sup> at 6:30pm. The first July meeting will also need to be rescheduled as it falls on Monday, July 4<sup>th</sup>.

**Treasurer:** Margaret Raymond was unable to attend the meeting, but Deb Jones reported that Margaret is willing to remain as Treasurer to assist the Town during the Fiscal Year End and to extend her term to support the town during the transition to a new Treasurer. Deb said Margaret would prefer to extend her position for not more than 30 days at a time. At this time, Margaret is the only person able to sign on investment accounts, stocks and Treasury notes, so there will need to be a transition period once someone else is appointed. Deb Jones said she is considering putting her name forward for the position. She also wanted to make

sure the Board is aware that she cannot be involved with much to do with setting the pay rate or assisting with the hiring process for the role as this would be a conflict of interest.

**Mary Gavin made the motion to extend the Treasury appointment for Margaret Raymond until July 31<sup>st</sup>, 2022. Sarah Pfeiffer seconded. Motion approved unanimously.**

#### 6. Finance Manager Reports

Deb Jones reported that the Annual Baxter Memorial Library Fundraiser brought in \$2,899.00.

The job opening for the Planning Commission/DRB Clerk has been posted. Deb suggested that it is important to respond to applicants within a day or two. Deb will follow up with the Planning Commission, and she has guided them on the appropriate response time to ensure any viable candidates are vetted quickly.

Deb also presented the FY22 payroll table to the Members. Frank Rogers asked if he could also see the Payroll Table. Deb will provide the table to Frank.

**Mary Gavin made a motion to approve the payroll table as presented for FY2022. Sarah Pfeiffer seconded. Motion approved unanimously.**

#### 7. Highway Business/Road Foreman Reports

Frank Rogers observed that there is a failing retaining wall on Quimby Mountain Road near 835 Quimby Mountain Road at a brook crossing. Frank will reach out to Scott Jensen, a State River Management Engineer, for assistance.

Mary Gavin asked if the retaining wall will hold until next year. Frank said the water was still high when he inspected, so he couldn't see the full extent of the damage. He will inspect it again when the water levels come down. It is one of his top priorities. The Town will need funding support for this project, so Nicola Shipman and Frank will work to see what grant funding might be available for this work.

Frank also mentioned there is a wing wall on Quimby Mountain Road that has been on the priority list to fix, but the recently discovered failure of the retaining wall is also a high priority. Frank and Nicola Shipman will work together to address how best to move forward with the retaining wall and the short span bridge/culvert, both located on Quimby Mountain Road.

Deb Jones mentioned that at a TAC meeting, she learned of a special pot of money for small towns for bridge fixes. It's possible the funding has dried up, but Nicola Shipman will follow up about this with Rita Seto.

Frank did share that even with all the heavy rain, the roads are in good condition and no roads were washed out.

Kevin Gish asked Frank if he would have time to meet to review the Broad Brook plan for parking. Frank will reach out to Kevin in the morning. Frank can also recommend if there is a need for a Driveway Permit or not.

Kevin noticed the *Share the Road* signs on Fay Brook Road and thanked Frank and the Road Crew for getting those up. The road crew will be adding more signs to River Road in the coming weeks. The sign budget is spent for this year, so additional signs can go up after July 1<sup>st</sup>. In the meantime, Frank will order a dozen more to install after the end of the fiscal year.

8. **Approve Warrants:**

**Mary Gavin made a motion to approve the payroll warrant for the pay period ending on June 4<sup>th</sup>, 2022 with a Cash Draw of \$15,915.69. Sarah Pfeiffer seconded. Motion approved unanimously.**

**Sarah Pfeiffer made a motion to approve AP Warrant 1319 for \$3,449.71 with payments to Aumentum Technologies \$2,090.00, Business Tech Management \$398.00, Compucount \$197.98, Consolidated Communications \$113.74, Cott Systems \$170.00, Deb Jones \$328.99, ECFiber \$151.00. Mary Gavin seconded. Motion approved unanimously.**

**Mary Gavin made a motion to approve AP Warrant 1320 for \$4,971.55 with payments to De Lage Landen Financial \$94.53, Evans Motor Fuels \$4,238.50, Foley Services \$180.72, Green Mountain Power \$457.80. Kevin Gish seconded. Motion approved unanimously.**

**Sarah Pfeiffer made a motion to approve AP Warrant 1321 for \$7,730.08 with payments to Innovative Municipal \$4,769.95, Madison National Life \$247.62, Magee Office products \$227.59, Northeast Delta Dental \$467.64, Pike Industries \$1,695.01, Royal Auto Parts \$66.30, Sabil & Sons \$255.97. Mary Gavin seconded. Motion approved unanimously.**

**Kevin Gish made a motion to approve AP Warrant 1322 for \$2,723.60 with payments to Southworth-Milton \$2,344.80, Valley News \$91.80, VLCT Employment Resource \$171, VLCT Municipal Assistance \$116. Sarah Pfeiffer seconded. Motion approved unanimously.**

**Mary Gavin made a motion to approve AP Warrant 1323 for \$20,666.91 with payments to VLCT PACIF \$11,148.16, VMERS \$3,654.97, Windsor County Treasurer \$5,863.78. Sarah Pfeiffer seconded. Motion approved unanimously.**

Deb Jones made a note that AP Warrant 1323 is prepayments for FY2023 expenses.

**Kevin Gish made a motion to approve AP Warrant 1324 OSH for \$1,378.84 paid to VLCT PACIF from the Old School House fund. Sarah Pfeiffer seconded. Motion approved unanimously.**

**Sarah Pfeiffer made a motion to approve AP Warrant 1326 REC for \$371.94 with payments to Fred Small \$71.94, Upper Valley Portables \$300. Mary Gavin seconded. Motion approved unanimously.**

**9. Review/Adopt Town of Sharon Rules of Procedure**

**Mary Gavin made a motion to adopt the Town of Sharon Selectboard Rules of Procedure as presented. Sarah Pfeiffer seconded. Motion approved unanimously.**

**10. Review/Award Sand Hauling Bid**

Deb Jones presented the Sand Hauling Bid results to the Members. The apparent low bidder is D and D Excavating at \$9.00/yard which falls within the budgeted amount.

Mary Gavin asked Frank Rogers if he had any concerns with D and D as a hauler. Frank said he doesn't have any concerns. Mary Gavin asked if there is a pre-check of the debarment list prior to awarding. Deb Jones said this is usually something done when working with State grant funding and not so much for municipality bids. The recommendation from the State auditor is that the debarment list is downloaded and printed prior to bid award when working on State-Funded projects.

**Mary Gavin made a motion to award the sand hauling bid to D and D Excavating Inc for 2,200 yards at \$9.00/yard. Kevin Gish seconded. Motion approved unanimously.**

**11. Review/Approve Old School House Lease**

Mary Gavin received the revised document from the Town's lawyer, but there were significant changes to the document, so it might delay the finalization beyond the lease end date of June 30<sup>th</sup>. Nicola Shipman will send the contact information for town legal counsel to Mary Gavin, and Deb Jones will reach out to VLCT for guidance on the insurance language.

The new base rent for the updated Lease agreement will be available after June 12<sup>th</sup>, so Deb Jones and Lucy Miller will provide that to Mary Gavin after that point.

If the June 30<sup>th</sup> deadline is approaching and there is no finalized lease agreement, a Memorandum of Understanding will serve as a placeholder for the month of July with the intent to execute the lease by August 1<sup>st</sup>.

**12. Authorize Kevin Gish to Sign LOI to Participate in SFY23 Grants-in-Aid Program**

**Mary Gavin made a motion to authorize Kevin Gish to sign the Letter of Intent to Participate in the SFY23 Grants-in-Aid Program. Sarah Pfeiffer seconded. Motion approved unanimously.**

**13. Review/Sign Law Enforcement Services Contract w/ Windsor County Sherriff**

Mary Gavin suggests there are not many options for alternatives for police coverage, but she is not pleased with the contract arriving at such short notice with little or no time to discuss the terms. Deb Jones asked if Kevin Gish was receiving reports from the Sherriff's department. It does not seem that there have been any reports sent to Kevin in recent months. Mary Gavin strongly recommended that the Sherriff's department agree to attend Selectboard meetings with the Town at least once a quarter to report to the Town in FY23 and are more transparent as to the kind of work that is being done on behalf of the town.

Nicola Shipman will reach out to Windsor County Sherriff Captain Claude Weyant to ask if he could schedule a phone conversation with Kevin Gish. The Members would like assurance that Sharon will receive a higher level of accountability and service in FY23.

**14. Authorize Nicola Shipman to Sign IRECSA with TRORC for FY23**

Mary Gavin is wondering if the IRECSA is a worthwhile endeavor, and she is looking for some accountability for the time spent and how that work that benefitted the town.

Deb Jones suggested that it would be worth talking with Ryan Haac, Chair of the Energy Committee, for his insights on his work with the Regional Energy Coordinator and his perceptions of how this arrangement has benefitted the town.

Nicola Shipman will also reach out to the Regional Energy Coordinator to ask for additional/more detailed analysis to help the Members better understand the benefit to the town.

**15. Appoint TAC Committee Representative**

**Mary Gavin made a motion to appoint Nicola Shipman as the TAC Committee Representative for the Town of Sharon. Sarah Pfeiffer seconded. Motion approved unanimously.**

**16. Review/Approve suggested town holiday schedule**

See item 5

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

The Town Offices will continue to follow the same guidance as recommended by the CDC and VT DOH.

**18. ARPA/SLFRF Work Group Report: Deb Jones/Sarah Pfeiffer**

Members will provide their ARPA/SLFRF scoring sheets to Deb Jones and Sarah Pfeiffer. Once those are collected, Sarah and Deb will look for emerging patterns and work to engage residents in the process of refining the town priorities.

**19. Tax Penalty Review**

Deb Jones did not have any additional insights to share. Nicola Shipman will put this item back on the schedule for later in July to be discussed in more detail.

**20. Adjourn**

**Mary Gavin made a motion to adjourn at 8:30PM. Sarah Pfeiffer seconded. Motion approved unanimously.**

Submitted by Nicola Shipman