

**Sharon Selectboard
REGULAR Meeting Minutes
June 21st, 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: Sarah Pfeiffer, Selectboard Clerk; Nicola Shipman, Selectboard Assistant; Colin Butler, Resident; Deb Jones, Finance Manager; Kevin Gish, Selectboard Chair; Lucy Miller, Finance Assistant; Stacey Lober, Candidate for Cemetery Committee; Ryan Haac, Energy Committee Chair

Participants attending via Phone: Frank Rogers, Road Foreman

Call to Order: Kevin Gish called the meeting to order at 6:30PM as warned. Mary Gavin is not in attendance.

1. **Review/Approve Agenda**

Kevin Gish made a motion to approve the agenda with two clarifications to the Finance Manager Report to include authorizations for Loan documents signatures and the Internal Financial Control. Sarah Pfeiffer seconded. Motion passed unanimously.

2. **Public Comments**

No public comment.

3. **Approve Minutes:**

Sarah Pfeiffer made a motion to approve the June 6th minutes with two minor corrections. Kevin Gish seconded. Motion passed unanimously.

4. **Selectboard Member Reports:**

Sarah Pfeiffer shared that Julia Pfeiffer was elected to the Sharon Health Initiative Board.

Kevin Gish noticed that AEDs are on the ARPA/SLRF list, so he looked to see if there is any grant funding for towns to purchase AEDs. He was not able to find any grant funding sources. He did share that if the Town does purchase AEDs, the State Department of Health and the local fire and rescue need to be informed of the locations of any AEDs purchased.

5. **Selectboard Assistant Reports:**

Nicola Shipman briefed the Members that there is currently no Planning Administrator. This is an appointed position and is required by the Town Subdivision Regulations. To provide a stopgap, Nicola suggested the Board appoint Nicola Shipman as Acting Administrator so that

the Planning Commission work can continue in accordance with the Regulations of the Town.

Sarah Pfeiffer made a motion to appoint Nicola Shipman as the Acting Administrator for the Sharon Planning Commission to serve until a Planning Commission Administrator can be hired and appointed. Kevin Gish seconded. Motion approved unanimously.

6. **Finance Manager Reports: Deb Jones/Lucy Miller**

Deb Jones and Lucy Miller presented the Internal Financial Controls Checklist, a document generated by the Treasurer to be signed in advance of June 30th each year. Kevin Gish asked if there was anything that stands out to Deb. Deb does not have any concerns. Deb just needs to know that the document has been received by the Selectboard and who would be authorized to sign the document.

Sarah Pfeiffer made a motion to approve the Internal Financial Controls Checklist signed by the Treasure on 6/14/2022 and to authorize Kevin Gish to sign the Checklist on behalf of the Selectboard. Kevin Gish seconded. Motion approved unanimously.

Deb Jones and Lucy Miller also presented the loan documents for the new 1-ton truck. Documents include the Town of Sharon Highway Equipment Note, Resolution, the Tax Certificate, and the Certificate of Registration.

Sarah Pfeiffer made a motion to accept the Town of Sharon Highway Equipment Note, the Resolution Highway Equipment Borrowing, the Town of Sharon Tax Certificate Highway Equipment Borrowing and the Certificate of Registration to formalize a loan of \$150,000.00 with 10 semi-annual payments with an annual interest of 2.99%. Kevin Gish seconded. Motion approved unanimously.

Deb Jones brought attention to the Year-to-Date Balance Sheet and asked if any Selectboard members had questions. Kevin Gish commented that health insurance and salt lines looked very good. Deb asked if any overages were a surprise to anyone. They were not.

Kevin Gish asked how the Town could go about reducing the unpredictability of people not paying their taxes in a timely manner. Deb commented that COVID and all the upheaval it has caused has probably played a big part in it.

Deb also presented the ARPA survey results from the Selectboard Members with priority scores. Kevin Gish asked what the next step could be. Deb Jones and Sarah Pfeiffer will meet to discuss what would be a best next step. With the Highway Garage showing up as a clear priority for the Selectboard, Deb said it would be worth getting professional input from contractors/engineers to get data for price and scope of the Garage project. Kevin Gish wanted to consider that the ARPA funding is one-time money and he is still questioning how best to use that funding.

The board will work to narrow down the options to bring to the public, but the members agree it would be valuable to include the public in the decision-making process. After discussion, it seems the next best step would be to start pricing out costs of projects listed. Sarah and Deb will continue to meet, and they will report back to the Selectboard with more refined results and additional input from the VLCT.

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

Frank Rogers said the road crew started roadside mowing. Kevin Gish said the mowing on River Road looks good and has improved visibility on the town roads throughout Town. Thank you to the road crew, especially Allen, who is mowing.

Frank said he will be meeting with contractors at 8am on June 22nd to get some estimates on the wing wall work for Bridge #10 on Quimby Mountain Road. Frank and Nicola Shipman are working to get the RFP out for the wing wall repair on Monday the 27th.

After the meeting about the wing wall, Scott Jensen and Alan May will also look at Bridge #9 as it has a failing retaining wall adjacent to Quimby Mountain Road. Nicola Shipman and Frank will work on a Better Back Roads Grant Application for this project as it would qualify for a Category C and/or Category D based on conditions. The next grant cycle starts Fall of 2022. Applications are usually due in October.

As an update to the FY22 Grants-in-Aid work on Faybrook Road and Krivak Road - Frank is waiting to get estimates for tree removal in advance of some work on Faybrook. This work was anticipated and was included in the grant application.

The Town was notified that it is a recipient of the VTrans Structures Grant in the amount of \$200,000.00 which will be used for a culvert upgrade on Downer Road. An RFP will go out once this grant is formalized.

8. **Energy Committee Reports: Ryan Haac**

Ryan Haac joined the meeting to provide an update from the Energy Committee, but Ryan also wanted to thank Frank and the Road Crew for the Share the Road signage.

The Energy Committee ran an E-bike library in coordination with area towns, and the program was a huge success.

Ryan helped connect residents with the Vital Communities Energy Burden Survey Program, a tool used to quantify the energy burden for rural residents. Ultimately the goal is to provide weatherization support for mobile home residents.

The Energy Committee is offering its support to the idea of a Mutual Aid Shelf, headed by Zach Stremlau. Jill Wilcox is helping to connect people in town.

Ryan, in his role as the Town of Sharon representative on the Intermunicipal Regional Energy Coordinator (IREC) Steering Committee, shared that he and fellow committee members worked to develop a climate action plan. The two main prongs of the steering committee are: 1) asking the State to enforce Residential Building Energy Standards and 2) educating residents as to how to think differently about energy use, water use, land use and equipment use. There is a Regional Community Action Plan which Ryan will bring before the Board so the Town can decide if it would wish to adopt any applicable parts.

The Baxter Memorial Library heat pump installation will be starting in the next couple of weeks. Work will largely be completed outside of library operating hours. The addition of a heat pump will improve energy efficiency in winter, and it will also mean the library will have energy efficient A/C for the summers. This will reduce the overall energy use in the building.

Regarding the IREC, Ryan Haac asked what the Town would like to see from the IREC Steering Committee, and he asked what the Town priorities are in relation to the work of the Energy Committee.

Sarah Pfeiffer is looking for a more digestible way to receive updates from the Energy Committee and the IREC Coordinator, so that it is easy to understand the work completed, the time spent, dollars spent, and savings/funding secured for the town. To improve the flow of information, Ryan will brief the board with Quarterly Updates from the Energy Committee.

Deb Jones asked if there is information available that the Town could provide to the Energy Committee. Ryan is looking to quantify energy expense tracking for the town. The bills received from the fuel dealers are not broken out between fuel oil versus diesel for the town highway vehicles.

Lucy Miller will work with vendors to adjust how the oil furnace fuel vs truck diesel usage is invoiced which will also help improve the quality of the Town's energy-use data.

Regarding the IREC Services Agreement, Ryan was concerned that the discussion about the contract renewal wasn't addressed in December 2021 when FY23 budget was created. Deb Jones reiterated that this funding was included in the budget and was voted on by the Town residents. This means the funding for the IREC position has already been approved by voters.

Kevin Gish made a motion to approve and authorize Selectboard Assistant Nicola Shipman to sign the Intermunicipal Regional Energy Coordinator Services Agreement for FY2023. Sarah Pfeiffer seconded. Motion approved unanimously.

Ryan will report to the Selectboard for the first Monday meetings in September, December, March, and June.

9. **Approve Warrants:**

Sarah Pfeiffer made a motion to ratify Payroll Warrant with a cash draw of \$16,076.97 for pay period ending 6/18/2022. Kevin Gish seconded. Motion approved unanimously.

Sarah Pfeiffer made a motion to approve AP Warrant 1327 in the amount of \$123,413.00 with payment to ATG Westminster. Kevin Gish seconded. Motion approved unanimously.

Sarah Pfeiffer made a motion to approve AP Warrant 1328 in the amount of \$5,670.85 with payments to ATG Westminster \$280.87, Aubuchon Hardware \$155.89, Blue Cross Blue Shield \$4,700.20, Bruce McCoy \$111.84, Business Tech Management \$225.50, Casella Waste Systems \$81.55, David Phillips \$115.00. Kevin Gish seconded. Motion approved unanimously.

Kevin Gish made a motion to approve AP Warrant 1329 in the amount of \$3,184.55 with payment to Evans Fuel \$1,487.69, EyeMed \$70.42, Fastenal Company \$332.62, Fifield Electric Fire systems \$245.00, Foley Services \$120.48, Galen Mudgett \$324.34, Greater Upper Valley solid waste \$104.00, Green Mountain Economic Development \$500.00. Sarah Pfeiffer seconded. Motion approved unanimously.

Sarah Pfeiffer made a motion to approve AP Warrant 1330 in the amount of \$9,694.26 with payments to Central Vermont Council on Aging \$750.00, Green Mountain Mowing \$1,006.66, Key Communication \$122.83, New England Truck Tire \$543.85, Pike Industries \$2,648.89, Royal Auto Parts \$112.05. seconded. Motion approved unanimously, Sabil & Sons \$4,509.98. Kevin Gish seconded. Motion approved unanimously.

Kevin Gish made a motion to approve AP Warrant 1331 in the amount of \$40,352.70 with payments to Sharon Firemen's Associate \$25,925.00, South Royalton Rescue \$6,824.50, Tarrant Gillies \$966.40, Valley News \$91.80, Vermont Council on rural development \$250.00, Vermont Fire Extinguishers \$62.00, Vital Communities \$350.00, VLCT municipal assistance \$48.00, VMCTA \$35.00, Windsor County Sheriffs \$5,800. Sarah Pfeiffer seconded. Motion approved unanimously.

Sarah Pfeiffer made a motion to approve AP Warrant 1332 in the amount of \$4.86 with payment to WB Mason. Kevin Gish seconded. Motion approved unanimously.

Kevin Gish made a motion to approve AP Warrant 1333 in the amount of \$3,207.76 for the Old School House with payments to ARC Mechanical \$567.76 and the Town of Sharon \$2,640.00. Sarah Pfeiffer seconded. Motion approved unanimously.

Sarah Pfeiffer made a motion to approve AP Warrant 1334 in the amount of \$55.00 from Recreation with payment to Stateline Sports \$55.00. Kevin Gish seconded. Motion approved unanimously.

Kevin Gish made a motion to approve AP Warrant 1335 in the amount of \$24,109.49 with payments to Bethel Mills \$54.95, Magee Office Products \$10.66, South Royalton Rescue Squad \$20,473.50, VMERS \$3,570.38. **Sarah Pfeiffer seconded. Motion approved unanimously.**

Kevin Gish made a motion to ratify the HRA Reimbursement warrant in the amount of \$301.98 and approve the Consolidated Communications payment credit in the amount of \$288.17. Sarah Pfeiffer seconded. Motion approved unanimously.

10. Candidate for Cemetery Committee Appointment: Stacey Lober

Stacey Lober expressed her interest in serving on the Cemetery Committee and as a history teacher, she is enthusiastic about preserving the town's historical sites. Stacey asked what the Board expectations would be. The Selectboard is open to ideas and wants to encourage the cemetery committee members to make suggestions to the Selectboard. Stacey shared she would like to be a voice for the cemeteries in town.

Kevin Gish made a motion to appoint Stacey Lober to the Cemetery Committee for a one-year term. Sarah Pfeiffer seconded. Motion approved unanimously.

Nicola Shipman will reach out to Dave Phillips, current member on the Cemetery Committee, to notify him of Stacey's appointment.

11. Windsor County Sheriff's Contract Review/Sign

Kevin Gish has spoken directly to Claude Weyant and the reporting question raised by the Members has been worked out. Claude will send weekly reports on Wednesdays to Kevin Gish which will allow for more transparency regarding the work that the Sheriff's department is doing for the Town.

Kevin Gish communicated that Jim Beraldi had a nice rapport with the town and residents which is something the Town appreciated. Although traffic patrol is important, the connections with community and schools and residents is also an important part of community policing. Unfortunately, due to limitations of staffing and the number of shifts provided to the town, there is no guarantee that there will be consistency in who is available to the Town on a weekly basis.

Kevin clarified that Claude Weyant was responsive to the requests of the Selectboard and has shown a willingness to work with the Town to improve transparency and accountability.

Deb Jones clarified that the contract with the Sheriff's department is 20-hours per week with a minimum shift of 4 hours at a rate of \$60.00

Kevin Gish made a motion to sign the Law Enforcement Services Contract #22-09 with the Windsor County Sherriff's Department for July 1st, 2022 – June 30th, 2023. Sarah Pfeiffer seconded. Motion approved unanimously.

12. Authorize Nicola Shipman to Sign the IRESCA Agreement

See item 8

13. Authorize Chair Kevin Gish to sign Sand Hauling Contract

Sarah Pfeiffer made a motion to authorize Chair Kevin Gish to sign the Sand Hauling Contract with D & D Excavating Inc. Kevin Gish seconded. Motion approved unanimously.

14. TSA Middle School Lease Agreement Update if available

The TSA Middle School 2022-2027 Old School House Lease Agreement is in process. Deb Jones shared the index used to determine the annual rent increase with the TSA Finance Manager, Anne Mallory, so Anne can anticipate any rental increase. Finalization of the Lease will be brought to the Board at the June 27th meeting.

15. TH-22 Road Classification Update

After some research resulting from a landowner inquiry regarding property access, Nicola Shipman discovered that a 0.36 mile section of TH-22, which has been considered Class IV by the town for the better part of eighty years, is in fact showing on the 2016 VTrans Map as a "Class III functioning as a Class IV". Nicola reached out to the State to ask why that section of road was ever classified as Class III given its history as an untraveled road. There is no clear record for why that section of road was deemed Class III by the State other than mileage certifications submitted by the town and mention of a field reclassification by a State Engineer. In the absence of any written record for the rationale and due to the history of the road and the condition of the road, the recommendation from the State and the Town's legal counsel is to reclassify the 0.36 mile section as a Class IV road to match actual conditions and functionality of the road. Nicola Shipman and Kevin Gish will meet to set a timeline for how to proceed with the reclassification of this section of TH-22.

16. Adjourn

Sarah Pfeiffer made a motion to adjourn at 8:55PM. Kevin Gish seconded. Motion approved unanimously.

Submitted by Nicola Shipman