

**Sharon Selectboard
SPECIAL Meeting Minutes
August 1st, 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: Cole Hull, nominee for Cemetery Committee; Kevin Gish, Selectboard Chair; Joyce Amsden, Historical Society Representative; Mary Gavin, Selectboard Vice Chair; Lucy Miller, Finance Assistant; Nicola Shipman, Selectboard Assistant; David Phillips, Cemetery Committee/Historical Society Representative; Deb Jones, Finance Manager; Sarah Pfeiffer, Selectboard Clerk; Sue Sellew, Historical Society Representative/Planning Commission; Scott Henkels, Resident

Participating by 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 the note that Item 13 referencing Political Campaign and Promotional Signs will be tabled to a future meeting and therefore will be deleted from the agenda. Kevin Gish seconded. Motion approved 2-0-0. Sarah Pfeiffer was not present.

2. **Public Comments**

No public comment.

3. **Minutes**

Kevin Gish made a motion to approve the July 11th minutes with corrections. Mary Gavin seconded. Motion approved 2-0-0. Sarah Pfeiffer was not present.

Kevin Gish made a motion to approve the July 18th minutes with corrections. Mary Gavin seconded. Motion approved 2-0-0. Sarah Pfeiffer was not present.

4. **Selectboard Member Reports:**

Kevin Gish said that the Ashley Community Forest Board is continuing their efforts to create a forest plan. He also reported that forest plans can now include unmanaged land so as not to disturb important habitats. There is an effort to identify a portion of the Community Forest that may be preserved intact, per new forest management plan criteria.

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

Deb Jones indicated that while there have been some scheduling challenges, the functions of the finance department continued with limited interruption.

Lucy and Deb both shared that Galen Mudgett will be printing tax bills on Monday, August 8th, so they can be mailed to residents in time.

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

Frank Rogers reported that the town grader is back up and running. He also said there will be tree work taking place on Fay Brook Road on Tuesday, 8/2 at 8:30AM in anticipation of the Grants-in-Aid culvert work which is scheduled to begin the week of August 15th, 2022. Assuming there is a contract in place for the Quimby Mountain Road Bridge #10 Wing Wall, the work is scheduled to start the week of August 8th, 2022.

Sarah Pfeiffer joined the meeting at 7:07PM.

7. **Selectboard Assistant Reports: Nicola Shipman**

Nicola Shipman provided updates to the Board regarding her findings concerning the CCC Pond and weed harvesting. From her research, Nicola was not able to find a formal Letter of Agreement on file. Nicola did find some emails referencing the history of the Town involvement, and so she will provide that information for the Board Members to review.

Nicola also mentioned that the State has changed the way Technical Assistance is offered to the Towns for the Grants-in-Aid program and assistance no longer defaults to the Regional Planning Commission. The Regional Planning Commission has reached out to offer technical assistance for the FY23 Grants-in-Aid work as TRORC can provide expertise not available in-house. The Town has the option to retain the TRORC for technical assistance for that grant funded project or not.

Nicola Shipman will investigate how area towns receive technical support and learn what resources are available through the State.

8. **Approve Warrants:**

Mary Gavin made a motion to approve AP Warrant 1348 in the amount of \$7,513.02 with payments to BCBS of VT \$4700.20, Consolidated Communications \$124.04, Cott Systems \$170, Dave Phillips \$100, Delta Dental \$588.08, EC Fiber \$151, Evans Motor Fuels \$1679.20. Sarah Pfeiffer seconded. Motion approved unanimously.

Sarah Pfeiffer made a motion to approve AP Warrant 1349 in the amount of \$2,308.36 with payments to Econo Signs \$690.30, Foley Services \$182.88, GMP \$556.73, Indelible \$199.00, Key Communications \$131.04, Kimball Midwest \$298.43, Madison National Life \$249.98. Kevin Gish seconded. Motion approved unanimously.

Sarah Pfeiffer made a motion to approve AP Warrant 1350 in the amount of \$13,081.71 with payments to Magee Office Products \$487.39, Mascoma Bank \$12,323.22, Power Washer Sales \$79.43, Margaret Raymond \$191.67 petty cash replenishment (last replenishment was 3/31/22). Mary Gavin seconded. Motion approved unanimously.

Mary Gavin made a motion to approve AP Warrant 1351 in the amount of \$9,735.05 with payments to Sabil & Sons \$600 grader tow, Sanel Auto \$223.25, Royalton Senior Ctr \$2500, Nicola Shipman \$208.05 postage reimb, Suburban Propane \$10, USPS \$600 postage for tax bills and AP, VLCT \$28 webinar for LM, VLCT PACIF \$483 add 2023 Western Star mid-year, VMERS \$3767.23 Jul retirement, Worksafe \$1,315.52 signs. Sarah Pfeiffer seconded. Motion approved unanimously.

Sarah Pfeiffer made a motion to approve AP Warrant 1352 from the Recreation Fund in the amount of \$700.00 with payments to BALE as financial agent for the Sprouty FY23 \$700. Mary Gavin seconded. Motion approved unanimously.

Mary Gavin made a motion to approve AP Warrant 1353 from the Old School House Fund for \$220.00 with payments to Country Lock & Alarm \$220 alarm monitoring. Sarah Pfeiffer seconded. Motion approved unanimously.

Mary Gavin made a motion to ratify HRA Reimbursement for July 2022 through 3 ACH withdrawals from Online Pmt Acct for a total of \$494.93. Sarah Pfeiffer seconded. Motion approved unanimously.

Kevin Gish made a motion to approve the payroll warrant for the period of July 17th – July 30th, 2022 in the amount of \$16,311.16. Sarah Pfeiffer seconded. Motion approved unanimously.

9. **Cemetery Committee Appointee**

The Members welcomed Cole Hull to the meeting. Cole spent a few moments introducing himself. He expressed his interest in joining the efforts to help maintain the Town Cemeteries and is looking forward to working with Dave Phillips and Stacy Lober.

Kevin Gish made a motion to appoint Cole Hull to the Cemetery Committee. Sarah Pfeiffer seconded. Motion approved unanimously.

Sue Sellew also mentioned that the Head of the Vermont Old Cemetery Association is coming to Sharon on the last Wednesday of August (August 31st) to present at the Historical Society.

10. **Historical Society Building Update**

Dave Phillips said there is an underfloor beam that appears to have rotted out on the back corner of the Historical Society building. Dave said he measured about a 7” variation in the floor height from one corner to the other. The Historical Society members, including Sue Sellew, Dave Phillips, and Joyce Amsden, are in the process of moving the weight off the

compromised back corner. Mary Gavin asked if it is safe to be in the building. Dave Phillips said it is likely to be safe, though that area needs to be avoided; Dave does think that there needs to be a professional to come and look at the floor to assess the damage and provide a solution. Kevin Gish suggested that the area should be cordoned off to restrict access. Joyce Amsden said that they have had an architect and carpenter look at the area informally. She noted there is a carrying beam further forward under the floor that appears to be carrying the weight of the building. The weakened area above the rotted beam will be cleared of all items within the week. The Historical Society would also like to be able to move the stage forward, so it is not pressing on the weakened section of floor.

Mary Gavin asked if there was any sense of what was causing the rot. Joyce Amsden said it would take a visual inspection to determine what is causing the rot, and no one has been able to access the crawl space to assess the damage to the beam to date. Joyce did say there will need to be a support put in place to act as a substitute for the beam, as the beam has failed and is no longer supporting the floor in that area.

While there has been no professional assessment as to the cause of the rot or a solution currently proposed, Kevin Gish thought it may be possible that there is no foundation drain on the north side of the building; this may be contributing to the damage. The Historical Society will give the Board an update as far as recommendations and costs.

11. **Emergency Services**

There was some question as to whether the FY23 agreement had same terms as the FY22 Agreement. Nicola Shipman confirmed that the FY23 agreement had the same terms as the FY22 agreement.

Mary Gavin made a motion to authorize the Chair Kevin Gish to sign the July 1st, 2022 – June 30th, 2023 Interlocal Service Agreement between the Town of Hartford Fire Department and the Town of Sharon. Sarah Pfeiffer seconded. Motion approved unanimously.

Regarding the request for financial support from the Town of Sharon for the South Royalton Rescue Service new building project – Sarah Pfeiffer, Mary Gavin and Kevin Gish agree that the \$25,000 request from the South Royalton Rescue Service Advisory Board should be referred to the ARPA/SLRF work group to ensure it is included on the ARPA/SLRF Framework list of possible projects.

12. **TH-22 (Chapel Hill Road)**

Kevin Gish gave some background on the history of the road. The Town received legal advice from the Town's Attorney as well as advice from the State. The conclusion is that the most effective way forward to resolve the discrepancy between the actual condition and historical use of the road and the incorrect classification of the road is to officially reclassify the 0.36 section of TH-22 to be a Class IV road.

Mary Gavin made a motion to initiate the formal action needed to reclassify the 0.36 section of TH-22 from "Class III Functioning as a Class IV Road" (as shown on the VT AOT 2016 Map) to a "Class IV Road" with a site visit to be held on Wednesday Sept 7th

at 5:30PM and a Public Hearing to be held on Monday, September 19th at 6pm. Kevin Gish seconded. Motion approved unanimously.

13. **Political Campaign/Promotional Signs Policy:** TABLED

14. **Heartland Lion's Club**

Kevin Gish said he appreciated the inquiry from the Lion's Club to use municipal property for their fundraiser and encourages the use of municipal land. He also said the request raises the question as to whether or not there should be a more formal policy for use of municipal land.

Mary Gavin made a motion to approve the Heartland Lion's Club request to access Town Land near the Gaga Pit and the Swing Set for the purposes of a cornhole tournament on August 27th between 9am – 3pm (rain date: August 28th, 2022). The Heartland Lion's Club will be granted access so long as: 1) the Club provides the town with a Certificate of Insurance naming the Town as an additional insured, 2) clears all trash and belongings from the property after the event, and 3) provides traffic control/crossing guard for pedestrians crossing Route 132. **Sarah Pfeiffer seconded. Motion approved unanimously.**

15. **Delinquent Taxes:**

Kevin Gish made a motion to sign the Letter of Support to the Collector of Delinquent Taxes dated August 1, 2022 for a Tax Sale of up to 12 properties as identified by the Collector of Delinquent Taxes. Sarah Pfeiffer seconded. Motion approved unanimously.

16. **Bridge #10 Wing Wall:**

Sarah Pfeiffer made a motion to authorize Chair Kevin Gish to sign contract with Lewco LLC for the Wing Wall Replacement Services Bridge #10 on TH-11 (locally known as Quimby Mountain Road) for the Wing Wall Replacement. The contracted amount for the Wing Wall replacement will not be more than \$29,750.00 for all labor, equipment and materials as submitted to the municipality. If the footing also must be replaced, the cost for that work will not be more than \$38,500.00 for all labor, equipment, and materials. The cost for both the wing wall and footing will not be more than \$68,250.00 total. Mary Gavin seconded. Motion approved unanimously.

Sarah Pfeiffer noticed that Scott Henkels was in attendance and wondered if he might have a comment. Chair Kevin Gish acknowledged Scott Henkels' request to address the board about the TH-22 road reclassification. Kevin Gish provided an overview of what had been discussed earlier in the meeting and suggested Scott would be welcome to participate in the site visit on September 7th and ask clarifying questions at the Hearing on September 19th.

17. **Enter Executive Session**

Kevin Gish made a motion to enter executive session at 8:15PM per 1 V.S.A. § 313 (3) "for the purpose of the appointment or employment or evaluation of a public officer or employee" with attendees to include Mary Gavin, Kevin Gish and Sarah Pfeiffer,

Selectboard Members; Deb Jones, Finance Manager; Lucy Miller, Finance Assistant. **Sarah Pfeiffer seconded. Motion approved unanimously.**

Sarah Pfeiffer made a motion to exit executive session at 8:17PM. Mary Gavin seconded. Motion approved unanimously.

18. **Reconvene Open Meeting**

Mary Gavin made a motion to extend an offer of employment as the Planning Commission Assistant to Andrea Morgan with a hiring date of August 2nd, 2022 for a part-time position of between 3-8 hours per week at a rate of \$20/hour. Kevin Gish seconded. Motion approved unanimously.

Sarah Pfeiffer made a motion to appoint Andrea Morgan as Planning Commission Administrator per Subdivision Bylaws. The Administrator tasks will be conducted during the part-time hours approved for the Planning Commission Assistant. Mary Gavin seconded. Motion approved unanimously.

UNFINISHED BUSINESS: Status Reports/Action as needed

19. **Crescent Lake Dam Update**: Nicola Shipman provided an update for the Selectboard regarding the Crescent Lake dam as provided by the Haley/Bango Family: “There will be a temporary drawdown of the pond in mid/late August. This would be a gradual drawdown over two weeks or so of the entire pond to conduct some routine maintenance, replace the stopboard system and take measurements of the outlet structure.”

20. **Adjourn**

Kevin Gish made a motion to adjourn at 8:39PM. Mary Gavin seconded. Motion approved unanimously.

Submitted by Nicola Shipman