

**Sharon Selectboard  
SPECIAL Meeting Minutes  
September 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: Sarah Pfeiffer, Clerk; Nicola Shipman, Selectboard Assistant; Lucy Pierpont, Finance Assistant; Kevin Gish, Selectboard Chair; Mary Gavin, Selectboard Vice Chair; Deb Jones, Finance Manager

Participating by Phone: Frank Rogers, Road Foreman

**Call to Order:**

Kevin Gish called the meeting to order at 6:32PM.

1. **Review/Approve Agenda**

**Sarah Pfeiffer made a motion to approve the agenda with an added Executive Session. Kevin Gish seconded. Motion approved unanimously.**

2. **Public Comments**

No public comment.

3. **Minutes**

**Kevin Gish made a motion to approve the August 15<sup>th</sup>, 2022 minutes with changes. Sarah Pfeiffer seconded. Motion approved unanimously.**

4. **Selectboard Member Reports:**

Mary Gavin reported that the Town is not pursuing the idea transferring ownership of the Old School House building at this time. Mary met with Andrew Lane and he is aware of this change. Mary and Andrew also discussed the needs of the Old School House building. Andrew listed several items of concern, and Mary will bring those to the Members at a future meeting.

Andrew Lane expressed concern about the configuration of the bathrooms, the location of the oil tank, and the need for a fresh coat or two of paint on the stairs and the ramp leading up to the entrance of the school. Mary Gavin asked Nicola Shipman to reach out to Lacaillade's to see if they might be able to fit in those smaller projects sometime this fall. Nicola Shipman will also investigate the location of the oil tank and pursue professional advice on whether or not it is best for the tank to be removed or to remain where it is. Ideally, Nicola will also be able to research the age and model of the tank to find out if it has a double or single hull.

Mary Gavin also discussed the condition of the wood floors in the Old School House with Andrew. The floors have had a lot of foot traffic since they were last refinished and are showing signs of wear. At some point, the floors may need to be refinished.

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

Lucy Miller reported that to date just over \$1 million of taxes have been collected and about 45% of the amount owed is outstanding at this time. Lucy said that this is comparable to previous years. The deadline for the first tax payment is September 14<sup>th</sup>, so there are a few more days left for taxpayers to make their first payment on time.

Lucy Miller also reported that the Town went through the first phase of the audit. The next phase is scheduled for October.

Deb Jones mentioned that the first part of the audit is primarily to test internal controls, and a good deal of the files were organized prior to the auditor's arrival as a cost-saving strategy for the Town.

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

The Road Crew has completed the Grants-in-Aid work for FY22. VTrans came out to view the work that was completed on Fay Brook Road and Krivak Road, and the feedback was that the work was well executed and meets the State requirements.

Frank Rogers mentioned that he will be on light duty as of Monday, September 12<sup>th</sup>.

Nicola Shipman and Frank Rogers also let the Board know that they are pursuing Grant funding for Bank Stabilization on Route 132 through the Municipal Highway and Stormwater Mitigation Grant.

7. **Goals Discussion and IREC Goals:**

The Board members decided they will each email a list of big picture priorities for the Board along with two or three projects relevant specifically related to those priorities to Nicola Shipman. Nicola will create a document to present those in a clear way to the Board at the next meeting on September 19<sup>th</sup>.

Nicola Shipman will also add a Goals Discussion to the agenda for the meeting on September 19<sup>th</sup>.

Mary Gavin asked if the IREC priorities can also be sent to Nicola Shipman in a similar fashion. The Members agreed they would do so; Nicola will collate the priorities so the board can discuss this at their next meeting on September 19<sup>th</sup>.

**8. Approve Warrants:**

**Sarah Pfeiffer made a motion to approve AP Warrant AP Warrant 1358 for Recreation in the amount of \$350 with payment to Upper Valley Portables. Kevin Gish seconded. Motion approved unanimously.**

**Mary Gavin made a motion to approve AP Warrant 1359 from the Old School House Account in the amount of for \$1,378.84 with payments to VLCT Property & Casualty. Kevin Gish seconded. Motion approved unanimously.**

**Sarah Pfeiffer made a motion to approve AP Warrant 1360 in the amount of \$3,574.71 with payments to ATG Westminster \$865.52, Bethel Mills \$219.98, Business Tech Management \$1,592.00, Casella Waste Systems \$81.67, Catherine Sartor \$99.58, Central Vermont Communications \$421.36, Consolidated Communications \$124.60, Cott Systems \$170.00. Mary Gavin seconded. Motion approved unanimously.**

**Mary Gavin made a motion to approve AP Warrant 1361 in the amount of \$7,836.32 with payments to Dave Phillips \$100.00, Deb Jones \$90.00, Evans Motor Fuels \$7,422.73, Fastenal \$40.71, Foley Services \$182.88. Sarah Pfeiffer seconded. Motion approved unanimously.**

**Sarah Pfeiffer made a motion to approve AP Warrant 1362 in the amount of \$1,051.82 with payments to Green Mountain Power \$578.60, Identification Source \$117.69, Joe Robinson \$65.00, JP Pest Services \$150.00, Key Communications \$140.53. Kevin Gish seconded. Motion approved unanimously.**

**Mary Gavin made a motion to approve AP Warrant 1363 in the amount of \$5,087.51 with payments to Lane Enterprises \$4,171.00, Madison National Life \$251.51, Magee Office Products \$313.21, Nicola Shipman \$146.50. Sarah Pfeiffer seconded. Motion approved unanimously.**

**Sarah Pfeiffer made a motion to approve AP Warrant 1364 in the amount of \$19,054.47 with payments to Delta Dental \$588.08, R.L. Nott Excavating \$3,000.00, Royal Auto Parts \$29.94, Sabil and Sons \$364.89, South Royalton Rescue \$14,947.68, Stacey Lober \$123.88. Mary Gavin seconded. Motion approved unanimously.**

**Kevin Gish made a motion to approve AP Warrant 1365 in the amount of \$25,711.39 with payments to Treasury Operations \$180.00, Twin State Sand & Gravel \$21,516.99, Valley News \$343.40, VLCT Employment Resources \$171.00, Visiting Nurse & Hospice \$3,500. Sarah Pfeiffer seconded. Motion approved unanimously.**

**Mary Gavin made a motion to approve AP Warrant 1366 in the amount of \$15,286.32 with payments to VLCT Property & Casualty \$11,148.16, VMCTA \$200.00, VMERS \$3,821.16, VT League of Cities and Towns \$117.00. Sarah Pfeiffer seconded. Motion approved unanimously.**

**Mary Gavin made a motion to ratify payroll for period 8/14/2022 - 8/27/2022 with a cash draw of \$16,499.07. Sarah Pfeiffer seconded. Motion approved unanimously**

9. **Kiosk Location:**

Kevin Gish noted that previous locations considered for a Town Kiosk have included the Library, the Town Green and behind the Town Offices. The Library was not deemed to be an appropriate location for the Kiosk.

Kevin Gish initially thought the Town Green might be a good location, but he has reconsidered and is in favor of a Kiosk at the Town Offices.

Mary Gavin expressed her support for a Kiosk at the Town Offices due to the appropriate number of parking spaces available and since the location is safer.

Sarah Pfeiffer asked if the Maplefields would be open to hosting a Kiosk. Mary Gavin and Kevin Gish said it would be unlikely that location would be a viable solution. Sarah Pfeiffer agreed that the Town Offices seemed like the logical location.

Kevin Gish said Timberhomes makes Kiosks for roughly \$3,000. If there is a volunteer effort, the cost could be \$1,000 since labor would be donated and the cost would be limited to just the materials.

Kevin Gish will get a minimum of two quotes to satisfy the Town's procurement policy requirements. Nicola Shipman will reach out to Michael Sacca of AVC to find out what level of funding could be secured through the AVC the Kiosk for the Town.

10. **Building Manager Discussion:**

Members noted there have been several instances where it would be helpful to have a building supervisor who could oversee maintenance of systems and ensure the Town-owned buildings and systems are receiving regular care and maintenance.

Kevin Gish mentioned, for example, that the maintenance of the Heat Pump installed at the Baxter Memorial Library will require regular filter changes. Mary Gavin also felt the need for a building maintenance manager would be appropriate after her conversation with Andrew Lane with regards to the Old School House building and its needs. The Town owns several aging buildings all in need of regular maintenance and care.

Nicola Shipman will put together an RFP for a Building Manager.

**11. Treasurer:**

**Sarah Pfeiffer made a motion to reappoint Margaret Raymond as Town Treasurer for a one-month term effective October 1<sup>st</sup>, 2022 – October 31<sup>st</sup>, 2022. Mary Gavin seconded. Motion approved unanimously.**

**Kevin Gish made a motion to appoint Deb Jones as Town Treasurer for a one-year term effective November 1<sup>st</sup>, 2022 – October 31<sup>st</sup>, 2023. Sarah Pfeiffer seconded. Motion approved unanimously.**

**12. VTrans Structures Grant Contract**

**Mary Gavin made a motion to authorize Chair Kevin Gish to sign the FY23 VTrans Structures Contract for Grant #BC2224 issued by the State of Vermont Agency of Transportation for the period of 07/01/2022 – 12/31/2024. The award amount is \$163,800.00. The Town's expected match/in-kind contribution is 10%. The expected project is replacement of Culvert #41 on Downer Road. Sarah Pfeiffer seconded. Motion approved unanimously.**

**13. FY23 Grants in Aid Technical Assistance Memorandum of Understanding**

**Mary Gavin made a motion to authorize Two-Rivers-Ottawaquechee Regional Commission to provide technical assistance for FY23 Grants-in-Aid Project as outlined in the Memorandum of Understanding provided by Two Rivers. Sarah Pfeiffer seconded. Motion approved unanimously.**

**14. FY23 Cultural Facilities Grant Agreement**

**Mary Gavin made a motion to authorize Chair Kevin Gish to sign the FY23 Vermont Arts Council Cultural Facilities Contract for Grant # CFG-FY22-4900 in the amount of \$17,500.00 for the period of September 1<sup>st</sup>, 2022 – August 31<sup>st</sup>, 2023. The Town's expected contribution is a minimum of a 1:1 cash match, 50% which must be in cash and 50% may be in the form of in-kind materials and/or labor. Kevin Gish seconded. Motion approved unanimously.**

**15. Memorandum of Understanding with Sharon Elementary School District**

Kevin Gish provided an update regarding his conversation about the Memorandum of Understanding between the Town and the School District with Will Davis. Will Davis is a representative of Sharon Elementary School District Board.

The school obtained a scope of work and estimate from Donald Hamlin Engineering. Mary Gavin asked to find out if Donald Hamlin was the only firm to respond to the request for quotes and if there were other quotes sought out in the process.

The Members will revisit the question of signing the MOU at the September 19<sup>th</sup> meeting.

#### 16. ARPA/SLRF Work Group Update:

Sarah Pfeiffer and Deb Jones propose that the Board works toward a more solid decision as to how the ARPA funds will be spent.

As far as the Town Garage project, Deb Jones said the best first step is to engage an architect. Deb is going to draft an RFP to secure a firm so the Town can move toward initiating a Town Garage Study.

Sarah and Deb also want to know if the breakdown of projects and the rough percentages allocated as provided to the Members could be a template for how to move forward with the disbursement of ARPA funding.

Sarah Pfeiffer will draft a community survey and will explore the best way to get the survey out to residents.

Deb Jones was looking for guidance for where funding for the Old Town Hall repairs could come from: ARPA or Operating Budget? The members agreed that the Historic Society Building (Old Town Hall) repairs should not come from the ARPA funding but instead from the Operating Budget.

#### 17. Update on Old Town Hall:

Nicola Shipman informed the members that the Town will not be eligible for any funding through the Vermont Historical Preservation Grant in FY23 as it was just awarded funding through the Vermont Arts Council for FY23. However, since the building is in need of immediate repair, there will need to be a stopgap solution to shore up the flooring in the meantime. Nicola Shipman will put out an RFP to contractors who can provide temporary shoring up of the Historical Society building floor.

Nicola Shipman noted that Dave Phillips did reach out with a couple of additional issues with the building. There is a motion sensor light that needs to be replaced, and there is also an outdated alarm system on the Front Door that needs to be addressed. Nicola will follow up to make sure the Historical Society has received the support they need.

#### 18. Executive Session

**Mary Gavin made a motion to enter executive session at 8:55pm in accordance with 1 V.S.A. § 313 1(F) to discuss confidential attorney-client communications for the purpose of providing professional legal services to the body. Attendees to include Mary Gavin, Sarah Pfeiffer, Kevin Gish, and Nicola Shipman. Sarah Pfeiffer seconded. Motion approved unanimously.**

**Kevin Gish made a motion to exit Executive Session at 9:30PM. Mary Gavin seconded. Motion approved unanimously.**

19. **Resume Open Meeting**

**Mary Gavin made a motion to designate Tarrant, Gilles and Shems as the Town's Legal Counsel in a matter before the Vermont Environmental Court. Sarah Pfeiffer seconded. Motion approved unanimously.**

20. **Adjourn**

**Kevin Gish made a motion to adjourn at 9:05PM. Mary Gavin seconded. Motion approved unanimously.**

Submitted by Nicola Shipman