

**Sharon Selectboard
Regular Meeting Minutes
September 19th, 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; Deb Jones, Finance Manager

Participating by Phone: Frank Rogers, Road Foreman

1. **Call to Order:**

Kevin Gish called the meeting to order at 6:31PM.

2. **Review/Approve Agenda**

Sarah Pfeiffer made a motion to approve the agenda as presented. Kevin Gish seconded. Motion approved 2-0-0. Mary Gavin was not present.

3. **Public Comments**

No public comment.

4. **Minutes**

Kevin Gish made a motion to approve the September 6th minutes with minor changes. Sarah Pfeiffer seconded. Motion approved 2-0-0. Mary Gavin was not present.

Sarah Pfeiffer made a motion to approve the September 7th minutes. Kevin Gish seconded. Motion approved 2-0-0. Mary Gavin was not present.

5. **Selectboard Member Reports:**

Kevin Gish mentioned that the Ashley Community Forest Board is highly active. He noted the volunteer members are working hard to get the Stewardship Plan completed. The ACF Board is waiting for feedback from the State, but they have planned a public guided walk on 10/2/2022, similar to a site visit. During this time, they will review the draft Stewardship Plan as it relates to the actual forest. There will be a public hearing addressing the Stewardship Plan on October 27th during which time the ACF will invite public comment.

6. Finance Manager Reports: Deb Jones/Lucy Pierpont

Lucy Pierpont said the town has collected \$1.9 million of property taxes owed to the town to date. This represents about 96% of taxes owed with \$66,000.00 uncollected. Lucy mentioned that this is comparable to the same period last year. Lucy also brought attention to the most recent balance sheet sent to the Board. Kevin asked if there was anything of concern or unusual. Lucy said that there wasn't anything of particular concern.

Lucy did note that the General Fund was overbudget by about \$15,000.00 and the Highway Fund was under budget by about \$39,000.00.

Deb Jones mentioned that on the tax collection side, Ken Wright has had some delinquent tax payments come in since the end of August. The numbers on the balance sheet don't include those payments nor does it show those payments that are pledged or in process.

Kevin Gish also congratulated Lucy Pierpont on her promotion to Finance Manager position effective October 1st, 2022.

7. Highway Business/Road Foreman Reports: Frank Rogers

Frank Rogers said that the grader broke down on Downer Road near the CCC pond, but it is getting fixed. Frank is guessing the problem is with the wheel bearings and the drive train on the rear driver's side. Frank believes that this should be covered by warranty, but he will follow up with the Selectboard once he knows for sure.

Frank said town sand pile is fully stocked and hauling is complete. The hard pack supply is at least 50% stocked.

Road grading will continue once the grader is fixed.

Frank also said he is in the process of getting quotes for a bank stabilization project on Route 132 identified as a possible candidate for the Highways and Stormwater Mitigation Grant through the Federal Government. The grant application is due October 7th.

Frank Rogers and Nicola Shipman will be working on an RFP for the Box Culvert work on Krivak Road and Downer Road, so the work can be on the schedule for the Spring.

Frank also said he took measurements for a retaining wall on Quimby Mountain Road identified as a candidate for the Better Back Roads Grant. The Grant application opens in October.

8. Goals Discussion and IREC Goals:

Kevin Gish said it would make sense to continue to the discussion of Selectboard Goals at the next meeting when Mary Gavin will also be able to attend. Sarah Pfeiffer agreed. Nicola

Shipman will add this to the agenda for the meeting on October 3rd and will also ask for additional Selectboard input in advance of the meeting.

9. Selectboard Assistant Reports:

Nicola Shipman responded to the Board's request for additional information regarding several items:

Regarding the underground oil tank at the Old School House: Nicola shared that the 1,000 gallon Permatank was installed in 1995 and is still in use in 2022. The 1000-gallon tank has now been in use for just over 27 years to date. The Permatank, which is a double wall, jacketed underground tank, was installed with a Fiberglass outer jacket. On 9/12/22, Nicola spoke with Craig Sterritt, a Project Scientist at Harper Environmental. Craig confirmed that there are no mandates for testing, but it would be worth conducting inventories to ensure that the amount of oil delivered ultimately also matches the building's fuel consumption. Craig also confirmed that 30 years is about the useful life span for a tank such as the one installed in 1995. Nicola suggested now would be the time to start discussions about a possible replacement tank or alternative heating systems at the Old School House. At the very least switching to an above-ground tank and removing the old tank would be appropriate given the age of the tank.

Regarding application process for the Downer Fund: Nicola Shipman connected with Jim Kearns with regards to the application process for grant funding through the Downer Fund for the drainage project at the Baxter Memorial Library and/or the Historical Society floor. Jim said he would stop by to talk the process through with Nicola soon.

Regarding the Painting Schedule for the Old School House: Nicola confirmed that Lacaillades Professional Painting and Power Washing have agreed to initiate work sooner than anticipated and made room in their busy schedule to paint the Old School House entrance stairs and access ramp this fall. Ben Lacaillade will coordinate the scheduling directly with Andrew Lane.

Regarding funding for the Town Kiosk: Nicola Shipman connected with Michael Sacca of AVC regarding the Town Kiosk and there will be a level of financial commitment from AVC up to 1/3 of the cost of the kiosk with a maximum cap to be determined. AVC also intends to assist with the cost of milling black locust from the ACF to use for the kiosk.

Nicola asked the Members if it would be worth holding off on putting out an RFP for a temporary fix for the Historical Society Floor given that there is an RFP going out on Thursday September 22nd to find a Building Manager for the Town Buildings. Kevin Gish and Sarah Pfeiffer agreed it would be worth waiting on an RFP for the Historical Society building until we find out if we get responses to our request for a Building Manager.

10. Approve Warrants:

Kevin Gish made a motion to ratify payroll for the period ending 9/10/22 with a cash draw of \$16,358.24. Sarah Pfeiffer seconded. Motion approved 2-0-0.

Sarah Pfeiffer made a motion to approve AP Warrant 1367 in the amount of \$49,012.51 with payments to Aubuchon Hardware \$11.68, Bethel Mills \$219.98, Blue Cross Blue shield \$4,700.20, Compucount \$287.38, D&D Excavating \$40,516.80, De Lage Landen Financial \$94.53, EC Fiber \$151.00, Evans Motor Fuels \$2,960.52, EyeMed Vision Care \$70.42. **Kevin Gish seconded. Motion approved 2-0-0.**

Sarah Pfeiffer made a motion to approve AP Warrant 1368 in the amount of \$4,765.22 Ferguson Waterworks \$20.47, Foley Services \$122.28, Green Mountain Mowing \$503.33, Greater Upper Valley Solid Waste \$2,475.00, Magee Office Products \$225.27, Sabil & Sons, \$227.09, Nicola Shipman \$136.98, Tarrant, Gillies, and Richard \$1,054.80. **Kevin Gish seconded. Motion approved 2-0-0.**

Kevin Gish made a motion to approve AP Warrant 1369 for \$15,793.40. Sarah Pfeiffer seconded. Motion approved 2-0-0. Twin State Sand & Gravel \$10,823.40, USPS \$170.00, Windsor County Sheriff's \$4,800. **Sarah Pfeiffer seconded. Motion approved 2-0-0.**

Kevin Gish made a motion to ratify the HRA Reimbursement Warrant \$779.99 for the period August 1st – August 31st, 2022. Sarah Pfeiffer seconded. Motion approved 2-0-0.

Sarah Pfeiffer made a motion to approve AP Warrant 1371 in the amount of \$7,084.41 with payment to Mascoma Savings Bank. Kevin Gish seconded. Motion approved 2-0-0.

11. Entertain an Order for the Reclassification of a 0.36-mile section of TH-22

Sarah Pfeiffer made a motion to order the reclassification of the 0.36-mile Class 3 section of TH-22 to a Class 4 highway. This 0.36-mile section of TH-22 originates 0.06 miles from discontinued TH-49 and terminates at the intersection of LT-2 and the 0.96-mile Class 4 section of TH-22. Kevin Gish seconded. Motion approved 2-0-0. Mary Gavin was not present.

Nicola Shipman will draft an order for the Board to sign and submit to the Town Clerk for recording within 60 days.

12. MOU with Sharon Elementary School District for Drainage Project

Sarah Pfeiffer made a motion to sign the Memorandum of Understanding with the Town of Sharon School District to enter into a joint project to resolve issues with water pooling on the Sharon Elementary School property that affects both the School property and the Baxter Memorial Library property. Kevin Gish seconded. Motion approved 2-0-0. Mary Gavin was not present.

13. ARPA/SLRF Work Group Update

Sarah Pfeiffer does not have an update regarding the ARPA funding progress. Sarah received some information from Deb for how to determine what AED unit might be the best match for the Town to purchase. Sarah Pfeiffer will also reach out to Maplefields to find out if they would like to install an AED there.

Deb Jones is working on putting together an RFP for the improvements to the Town Garage, but it will take some time given the potential scope of the project.

Deb Jones also asked if there should be an additional line in the ARPA spreadsheet to include the proposal of funding local weatherization projects. This could be a coordinated project with either GMP, Two-Rivers and/or Efficiency Vermont. In the proposal shared with the Town by Ryan Haac and Geoff Martin, weatherization funding would be capped and could be administered by someone outside of the town. Kevin Gish, Deb Jones and Sarah Pfeiffer agreed that this program funding needs to be added to the list of ARPA projects, so it is an idea that stays in the ARPA conversation.

14. Kiosk for Town

Kevin Gish said that the Ashley Community Forest Board has agreed to mill a handful of Black Locust trees for the use in building Town Kiosks, including the one in Sharon. This is not more than 3-4 trees, and the harvesting will be completed with volunteer labor except for the milling. Wyatt Blanchard of Sharon will be milling the trees. Kevin Gish anticipates that the milling and materials for one kiosk will likely not cost more than \$1,000 or so. The kiosk will be a timber frame structure made of Black Locust, Hemlock and Pine.

Kevin Gish would like to move forward with the build and installation of the kiosk at the Town Offices. Sarah Pfeiffer agreed it would be good to move forward with the project.

15. IREC Discussion Continued

Kevin Gish stated that this discussion is important but recognized that there was not enough information gathered to effectively move forward. Nicola Shipman will reach out to the members for additional details, and Kevin Gish and Nicola will compile a list of priorities to bring before the board.

16. Adjourn

Sarah Pfeiffer made a motion to adjourn at 8:12pm. Kevin Gish seconded. Motion approved 2-0-0. Mary Gavin was not present.

Submitted by Nicola Shipman

Last Update: 10/3/2022 8:25 PM