

**Sharon Selectboard  
Special Meeting Minutes  
January 9th, 2023 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: Kevin Gish, Selectboard Chair; Sarah Pfeiffer, Selectboard Clerk; Nicola Shipman, Selectboard Assistant; Mary Gavin, Selectboard Vice Chair; Deb Jones, Treasurer; Lucy Pierpont, Finance Manager

Participants attending via Phone: Frank Rogers, Road Foreman

**Call to Order:**

Kevin Gish called the meeting to order at 6:30PM.

**1. Review/Approve Agenda**

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

**2. Public Comments**

No public comment.

**3. Review/Approve Minutes**

**Sarah Pfeiffer made a motion to approve the December 19<sup>th</sup>, 2022 minutes with minor changes. Mary Gavin seconded. Motion approved unanimously.**

**Mary Gavin made a motion to approve the December 28<sup>th</sup>, 2022 minutes with minor changes. Sarah Pfeiffer seconded. Motion approved unanimously.**

**4. Selectboard Member Reports: Members**

Sarah Pfeiffer met with a Maplefields representative, Dustin Potter and Becky Owens regarding placement of an AED in the Maplefields. Sarah will follow up with Maplefields to find out what their decision might be. Sarah said the Town intends to purchase the device if Maplefields agrees to have it installed at their location, and the Sharon Fire Department and the South Royalton Rescue Squad have agreed to provide ongoing maintenance for the device.

Mary Gavin asked about the funds gifted to the Town from the AVC. Lucy Pierpont responded that the Town received \$6,000 dollars from the AVC. Mary asked that there be a

review of the disbursements, consideration given to how they are used, and asked for follow up on how those funds are going to be tracked. The AVC divided the donation into three separate designations: \$2,000 for the Town kiosk, \$2,000 for the Conservation Commission Fund, and \$2,000 for environmental education.

Mary Gavin also asked about the tree limbs in the Town right-of-way left over from the recent storm. Frank said that Joe and Allen have been cutting trees back over the past two weeks. Frank said they will continue to clean up as needed, and more debris has appeared with the melt. Mary will provide Frank with a list of locations that might still need some attention with the understanding that there is a lot of clearing that has already been accomplished.

Kevin Gish said thank you to the Fire Department, specifically Nathan Potter and Becky Owens for getting the warming shelter open. Kevin also thanked the Road Crew for their hard work during and after the storm.

**5. Finance Manager Reports: Lucy Pierpont**

Lucy Pierpont said the Town received a check for \$2,000 from the National Opioid Settlement. The total National Opioid Settlement payments made to the Town is \$3,000.

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

Frank Rogers reported that things were relatively quiet for now, assuming there is no major snowfall in the near future. The crew is doing the best they can to keep the roads in good condition, which has been a challenge lately given the warm, wet weather.

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

Nicola Shipman let the Board know that she sent an Agreement for Services to Avery Excavation for review. She is waiting for answer regarding insurance coverage, but she will forward to the Board once she has heard from Avery.

Nicola also shared that the Vermont legislature reconvened today, and there is a bill to be brought before the legislature requesting an extension of Act 78 which would allow for fully remote meetings to continue beyond January 15<sup>th</sup>, 2023. Nicola will let the Board know as soon as she is aware of any vote results.

Nicola reminded the Board that January 19<sup>th</sup> is the last day to file voter-backed petitions with Town Clerk to include articles in the Town Meeting Warning. The Town Clerk then has 24 hours to return invalid petitions. The 23<sup>rd</sup> is the deadline to file supplemental petitions with the Town Clerk. Nicola and Cathy Sartor will work with Galen Mudgett to ensure the Warning is available for Selectboard Approval at the January 30<sup>th</sup> meeting.

Nicola shared that the deadline for warning town meeting is Sunday, February 5<sup>th</sup>.

Finally, in reference to Item 12, Nicola noted that the original estimate of \$11,210.00 for the design work for the Baxter Memorial Library was from 2021. The estimate from the engineering firm has since increased. The design fee costs are to be shared by the School District and the Town as outlined in the MOU which was fully executed on 12/8/2022. The MOU states that the Town has paid \$1,440.00 towards the design fees from a previous investigation into the drainage project, half of which would be billed to the School District.

#### **8. Approve Warrants: Selectboard**

**Mary Gavin made a motion to approve AP Warrant 1415 in the amount of \$744.80 with payments to ATG Westminster \$172.55, Aubuchon Hardware \$424.00, Bethel Mills \$94.72, Big Tex Trailer World \$53.53. Sarah Pfeiffer seconded. Motion approved unanimously.**

**Sarah Pfeiffer made a motion to approve AP Warrant 1416 in the amount of \$12,209.25 with payments to Business Tech Management \$491.50, Capitol Steel & Supply \$386.00, Cargill Inc. \$9,620.82, Chase Site Services \$1,535.00, Compucount \$175.93. Mary Gavin seconded. Motion approved unanimously.**

**Mary Gavin made a motion to approve AP Warrant 1417 in the amount of \$6,461.14 with payments to Consolidated Communications \$122.96, Cott Systems \$170.00, De Lage Landen Financial \$94.53, EC Fiber \$255.39, Evans Motor Fuels \$5,761.32, EyeMed Vision Care \$56.94. Kevin Gish seconded. Motion approved unanimously.**

**Sarah Pfeiffer made a motion to approve AP Warrant 1418 in the amount of \$2,348.27 with payments to Fifield Electric Fire Systems \$1,208.75, Foley Services \$244.56, Green Mountain Power \$894.96. Mary Gavin seconded. Motion approved unanimously.**

**Mary Gavin made a motion to approve AP Warrant 1419 in the amount of \$4,117.17 with payments to Key Communication \$516.00, Madison National Life \$221.30, Magee Office Products \$66.00, Northeast Delta Dental \$552.10, Royal Auto Parts \$115.08, Sabil and Sons \$883.75, State of Vermont \$640.00, Suburban Propane \$1,122.94. Sarah Pfeiffer seconded. Motion approved unanimously.**

**Kevin Gish made a motion to approve AP Warrant 1420 in the amount of \$2,630.70 with payments to Nicole Forest & Corey Virok \$2,636.70 for a property tax refund. Sarah Pfeiffer seconded. Motion approved unanimously.**

**Sarah Pfeiffer made a motion to approve AP Warrant 1421 in the amount of \$4,666.14 with payments to Treasury Operations \$205.00, Twin State Sand & Gravel \$615.40, Vermont Department of Motor Vehicles \$56.00 (Annual requirement for all 4 CDL drivers), VMERS \$3,758.40, WB Mason \$31.34. Mary Gavin seconded. Motion approved unanimously.**

Kevin Gish and Nicola Shipman provide some historical background and context regarding AP Warrant 1422. The warrant is to pay the bill to replace a 200-gallon holding tank and a booster pump for the water system in the Old School House.

**Mary Gavin made a motion to approve AP Warrant 1422 from the Old School House fund in the amount of \$3,709.87 with payment to Swasey and Sons Plumbing and Heating. Kevin Gish seconded. Motion approved unanimously.**

**Sarah Pfeiffer made a motion to ratify payroll for the pay period 12/18/22-12/31/22 with a cash draw of \$16,843.42. Mary Gavin seconded. Motion approved unanimously.**

**9. FY24 Budget – Review and Approval**

**Sarah Pfeiffer made a motion to approve the FY24 Budget totaling \$1,908,948 in expenses, including highways, of which \$1,395,700 shall be raised in property taxes. Kevin Gish seconded. Motion approved 2-1-0 with Kevin Gish and Sarah Pfeiffer voting in favor, Mary Gavin opposed and no abstentions.**

**10. FY23 Wage Changes**

**Sarah Pfeiffer made a motion for the payroll period starting 1/1/23-1/14/23 to approve a 7% wage increase for each of the Highway Department employees, a 4% wage increase for the Accounts Payable Clerk, and a \$5 per hour wage increase for the Flood Hazard Administrator. Kevin Gish seconded. Motion passed unanimously.**

Mary Gavin made a qualifying statement after the vote that she while agreed the wage increase was necessary, and she voted in favor of the wage increase, she voted in favor reluctantly as the increase is higher than she is comfortable with.

**11. Baxter Memorial Library Drainage Project**

The Board Members acknowledged that the estimate from Donald L. Hamlin Associates has increased to \$12,500, and they agreed that there is no impediment to proceeding with the design work as agreed upon in the MOU with the School District.

**12. Town Meeting 2023 - Draft Warning**

Nicola Shipman presented a draft warning for review, so the Board would have a chance to see some of the language in advance of approval. The Board will need to approve the final warning at their meeting on January 30<sup>th</sup>.

**13. Certificate of Highway Mileage**

**Mary Gavin made a motion that the Selectboard approve and sign the Certificate of Highway Mileage for the year ending February 10<sup>th</sup>, 2023 as presented. Sarah Pfeiffer seconded. Motion approved unanimously.**

**14. Other business:**

No other business.

**15. Adjourn**

**Mary Gavin made a motion to adjourn the meeting at 7:41PM. Sarah Pfeiffer seconded. Motion approved unanimously.**

Submitted by Nicola Shipman