

**Sharon Selectboard
Special Meeting Minutes
February 6th, 2023 FINAL**

Participants attending via Zoom: Kevin Gish, Selectboard Chair; Mary Gavin, Selectboard Vice Chair; Sarah Pfeiffer; Nicola Shipman, Selectboard Assistant; Lucy Pierpont, Finance Manager; Joyce Amsden, Sharon Historical Society (SHS); Susan Sellew, SHS; Jack Jones, Carpentry Advisor; Dave Phillips; SHS

Attending via phone: Frank Rogers, Road Foreman

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 deletion of Item 14, Executive Session. Sarah Pfeiffer seconded the motion. Motion approved unanimously.

2. **Public Comments**

No public comments.

3. **Selectboard Reports**

Mike Clark reached out to Sarah Pfeiffer regarding recent changes to the Cal Ripken League distances for pitching. Mike has the necessary paperwork from the Town and will submit a donation request form to Pike Industries. Pike has offered to donate jock sand for the infield, and Mike Clark and Fred Small will donate their time. The ballfield will be upgraded so the team can continue hosting Cal Ripken League games.

Sarah Pfeiffer has not connected with the District Manager of Maplefields, Willy Pacheco, at this time, but she is still working to try to find out if there could be a mutually agreeable arrangement for installing an AED in the store given its central location.

4. **Finance Manager Reports:**

Lucy Pierpont reported that there is about \$1.1 million due in property taxes for the second installment. This is about the same amount that was owed this time last year. CoreLogic has not sent tax payments yet, and that is typically a large payment.

Lucy also mentioned that the audit services provided will need to go out to bid but not until after the FY23 Audit has been completed.

The second installment of taxes is due February 15th.

5. Road Foreman Reports: Frank Rogers

Frank Rogers said the over-the-rail mower has reached a critical point and is at the point that it should be replaced.

Frank researched some options, and during his research he learned that Tiger Bengal offers a preassembly program which allows for the refurbishment of the main parts of the mower – including the booms, pump, new blades, and other vital components, as well as reusing the deck of the old mower. The quote provided to the Town also includes installation. The benefit to the Town is that the preassembly option delays the need to purchase a new mower.

Frank also mentioned that to install a new mower, the Town would also need to purchase a new tractor as vendors will not warranty a new mower installed on an older tractor model nor will vendors install a new mower on an older tractor. To replace the tractor and mower simultaneously, the Town would need to spend about \$150,000-190,000 depending on the vendor as well as the make and model of the equipment.

Frank said he presented the preassembly as an option since he knows that budgets are tight.

Mary Gavin asked how old the current tractor is. Frank said he thinks the tractor is about 11 years old and is still in good shape due to regular maintenance and since it only sees seasonal use. Frank did say it is possible that the tractor could need to be replaced in the next five years or so, and that would be a good time for the Town to plan for the purchase of a new tractor and new mower.

Frank said the preassembly option is really the best way forward unless the Town decides to purchase a new tractor and mower which is not currently budgeted for.

Mary Gavin asked where the tractor purchase was on the equipment replacement schedule. Frank and Deb Jones said that though the tractor was due to be replaced as it is now ten years old, Frank had decided to move the tractor replacement further out to make room for different equipment purchases that were considered more critical to the highway department.

Mary Gavin asked if the preassembly solution has been used by other Towns. Frank said Royalton also was also pursuing this preassembly solution as a stop gap to delay the need to purchase a new tractor and new over-the-rail mower.

Frank said the lead time is 3-4 months for order of preassembly kit. Kevin Gish noted that it would be good to order now so that the mower would be ready in time for mowing season.

Frank said the hours might be high on the tractor, but since it is an older model and more mechanical than electrical, it could last quite a while longer and much of the maintenance can still be done in house.

Deb Jones said there was \$50,000 set aside in the FY23 budget for a replacement mower and the preassembly quote was just under \$40,000. This means funds are available for the purchase.

Mary Gavin asked the length of the warranty. Frank said the warranty is 1 year on the preassembly.

Mary said since there is money budgeted, and since Frank thinks this would be a good stop-gap solution, she is on board with moving forward. Sarah Pfeiffer agreed that it sounded like a good solution.

Mary Gavin asked if this should go out to bid. Frank noted that the preassembly is only available through a sole-source vendor and cannot go out to bid.

Mary Gavin made a motion to authorize the purchase of the Tiger Bengal Preassembly for a John Deere 6330 Tractor to refurbish the over-the-rail mower in the amount not to exceed \$40,000 noting that this is a sole-source vendor and therefore the Town will not go out to bid. Sarah Pfeiffer seconded. Motion approved unanimously.

Frank Rogers also said that a resident reached out to him regarding upgrading a 600' Class IV section of TH-22 section to bring it up to standard. The resident has indicated that this would be privately funded and is not asking the Town to cover the cost of the upgrades. Frank asked the resident to reach out to Nicola Shipman.

Mary Gavin said there is a process for how a private resident may apply for to fund improvements to a Town highway. Nicola Shipman will follow up with the resident to communicate the procedures for how to apply. Nicola will also communicate that while the Town has not yet authorized work on the road, the Selectboard will consider the application once it is sent into the Town.

6. Selectboard Assistant Reports: Nicola Shipman

Nicola Shipman let the Board know that the Chase Site Services contract for plowing, sanding/salting and sidewalk clearing expires April 2023. Nicola and Frank will work to make sure the RFP goes out for the contract late August or early September of 2023.

Nicola also said the Board received an MOU with a Facility Use Agreement to use the Sharon Elementary School as an emergency shelter from the Sharon School District via Jamie Kinnarney. Given that the Town already has a Local Emergency Management Plan in place and as required by statute, and since there are already protocols and a chain of command for emergency response, the Board will not be pursuing this agreement at this time.

Nicola said that there was one question that needed to be resolved with the Agreement for Services with Avery Excavation, and she was working on an answer for Mike Avery. She was confident that the Town would have a signed agreement shortly.

Nicola also asked if the Board would like Joe Ronan to continue to attend the opioid settlement meetings on behalf of the Town. The Board agreed that this could be up to Joe, as they were of the mind that the outcome is unlikely going to change because of the Town's attendance, and the bulk of the payments have probably been made to the Town.

Nicola noted that there was both local buzz and some concern regarding a food truck operating in Town. Nicola said that she had reached out to the Act 250 contact as requested, and she asked the business owner to contact the State to determine if an Act 250 permit would be required to operate. Other than possibly needing an Act 250 permit, there were no other permits required to operate. Mary Gavin noted that home-based businesses are typically encouraged by the Town, but the owner should be sure to arrange for appropriate parking so as not to obstruct the flow of traffic on Town highways.

Nicola also said she had booked an appointment with the VCLT Federal Fund Assistance Program to see if there were new funding opportunities that might become available to municipalities. She also will be reviewing a recently published document with a comprehensive list of funding sources.

7. Review/Approve Minutes: January 30th, 2023

Sarah Pfeiffer made a motion to approve the minutes from January 30th, 2023 a minor change. Mary Gavin seconded.

8. Review/Approve Warrants

Mary Gavin made a motion to approve AP Warrant 1431 in the amount of \$15,544.79 with payments to Cargill \$10,480.82, Charlie Brown's \$217.18, Chase Site Services \$4,137.00, Compucount \$586.22, Consolidated Communications \$123.57. Sarah Pfeiffer seconded. Motion approved unanimously.

Sarah Pfeiffer made a motion to approve AP Warrant 1432 in the amount of \$7,575.46 with payments to De Lage Landen Financial \$94.53, Northeast Delta Dental \$552.10, EC Fiber \$151.00, Evans Motor Fuels \$6,050.56, Fisher Auto Parts \$604.99, Foley Services \$122.28. Mary Gavin seconded. Motion approved unanimously.

Mary Gavin made a motion to approve AP Warrant 1433 in the amount of \$1,683.52 with payments to Green Mountain Power \$1,157.44, Haun Welding Supply \$170.98, Key Communications \$133.80, Madison National Life \$221.30. Sarah Pfeiffer seconded. Motion approved unanimously.

Sarah Pfeiffer made a motion to approve AP Warrant 1434 in the amount of \$12,920.84 with payments to Magee Office Products \$20.50, Mascoma Savings Bank \$12,160.31, Sabil and Sons \$83.04, Silloway's Septic Service \$400.00, Studio Nexus Architects \$190.00, VLCT \$66.00, W.B. Mason \$.99. Mary Gavin seconded. Motion approved unanimously.

Mary Gavin made a motion to ratify payroll warrant for period 1/15/23-1/28/23 with a cash draw of \$19,641.51. Sarah Pfeiffer seconded. Motion approved unanimously.

9. Sharon Historical Society/Old Town Hall: Building Update

Kevin Gish mentioned there are multiple issues with the Old Town Hall building to resolve including: the replacement of the ramp leading into the building; the north and south sides flooring repairs; regrading on the north side of the building to direct water away from the building; possible installation of a vapor barrier and/or solutions for managing moisture levels in the building.

Sue Sellew asked about the best way to explore fundraising efforts. Jackson Evans, of Preservation Trust of Vermont, has offered support and guidance to the Historical Society and Town. Jackson thought a capital campaign fundraiser would be a good idea. The Historical Society expressed concern that waiting for grant funding cycles could extend the timeline for completing repairs and might not be the best or only way forward.

Deb Jones noted that the building improvement fund is currently at \$71,260 but that is the total currently available in the fund for all Town Buildings, not including what is in the highway budget. Deb mentioned there is also the possibility of reaching out to the Downer Fund for some grant support.

Joyce Amsden said at the last reading, the humidity in the building was at 89%. At 70%, there is a risk of mold bloom.

The Historical Society believes a vapor barrier might be needed. Sue Sellew mentioned she had an older quote from about two years ago for a heavy-duty vinyl material which would be glued to the top edge of the foundation. That was around \$9,000.

Nicola Shipman will add the drainage to the north side of the Old Town Hall building to the RFP for the ADA-ramp installation.

Sue Sellew said Jackson Evans would help provide some insights as to the removal of asphalt from the brick to ensure the correct procedures are used.

Nicola will reach out to Preservation Trust of Vermont regarding their services, and she will also connect with Sue Sellew and Jack Jones.

10. Annual Contract with Country Animal Hospital

Mary Gavin made a motion to sign the 2023 Country Animal Hospital contract at \$32.50 per day for canine board. Kevin Gish seconded. Motion approved unanimously.

11. Letter of Engagement for Audit Services

Mary Gavin made a motion to authorize Chair Kevin Gish to sign the Letter of Engagement sent by Mudgett, Jennett, & Krogh-Wisner for the FY2023 audit and entertain a motion to sign. Sarah Pfeiffer seconded. Motion approved unanimously.

12. ARPA Update

Sarah Pfeiffer will be working on a short survey to provide to residents regarding the ARPA funding. The survey will be made available on the Town website, the Town Offices Facebook page and the Sharon listserv. There will also be handouts available on Town Meeting Day.

There was some conversation regarding HealthHUB's ARPA funding request in the amount of \$50,000. The Board members agreed the Town would not be considering an amount much above \$5,000 or so. Mary Gavin said that even at that lower level of commitment from the Town, the Town would need to see projected financial projections for FY23 – 25 before committing funds. Nicola Shipman will reach out to the HealthHUB contacts to request financial projections and to communicate the level of funding the Board is considering.

13. Other business

No other business.

14. Adjourn

Sarah Pfeiffer made a motion to adjourn the meeting at 8:27PM. Mary Gavin seconded. Motion approved unanimously.

Submitted by Nicola Shipman