

**Sharon Selectboard  
Organizational Meeting Minutes  
March 8<sup>th</sup>, 2023 FINAL**

Participants by Zoom: Mary Gavin, Selectboard Vice Chair; Lucy Pierpont, Finance Manager

In-person: Kevin Gish, Selectboard Chair; Nicola Shipman, Selectboard Assistant; Sarah Pfeiffer, Selectboard Clerk

By phone: Frank Rogers, Road Foreman

**Call to Order**

Kevin Gish called the meeting to order at 6:34PM

**Nominate Temporary Chair**

Sarah Pfeiffer nominated Kevin Gish as temporary chair. Mary Gavin seconded. Motion approved unanimously.

**Election of Officers**

The members agreed that it would be appropriate to have a discussion regarding the election of Officers.

Mary Gavin suggested that maybe Sarah Pfeiffer would consider stepping into the role as chair.

Sarah Pfeiffer said she thought about taking on the role, but she doesn't have the capacity to take on the role with the current demands on her time.

Kevin Gish noted that last year Mary Gavin had mentioned she might be interested in the role of Chair. Mary Gavin said she had expressed interest last year, but she has since taken on a role with South Royalton Rescue Center and is assisting with their capital project. She does not have the capacity to take on the Chair role with all she has going on right now.

Kevin Gish noted that he has the time to devote to being Chair, and he would be willing to serve if the Members would be comfortable with him in the role despite there being a precedent that the role rotates among the members. Mary Gavin said she would be okay with that but asked that the meetings are conducted in a more efficient way and that more detailed information be available to the Board in the prep packets for the meetings.

**Kevin Gish nominated Sarah Pfeiffer as Clerk. Mary Gavin seconded. Motion approved unanimously.**

**Kevin Gish nominated Mary Gavin as Vice Chair. Sarah Pfeiffer seconded. Motion approved unanimously.**

**Sarah Pfeiffer nominated Kevin Gish as Chair. Mary Gavin seconded. Motion approved unanimously.**

### **Adoption of Regular Meeting schedule**

Mary Gavin made a motion to approve the meeting schedule for the Town of Sharon Selectboard to be the first and third Monday of the month to begin at 6:30PM

### **Approve Newspaper of Record**

Mary Gavin made a motion to approve the Valley News as the Paper of Record for the Town of Sharon Selectboard. Sarah Pfeiffer seconded. Motion approved unanimously.

### **Review/Approve Agenda**

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

### **Public Comments**

None

### **Selectboard Reports**

Sarah Pfeiffer said she emailed Maplefields, but she hasn't heard a decision from them yet regarding the AED placement. Sarah will reach out again.

Kevin Gish went to an event hosted in Randolph. Kevin said the Chair of the Boston Fed was in attendance, and she was looking to hear from small Towns about the issues facing the communities. Kevin said there was significant conversation about housing, and that it was interesting to learn what Randolph is doing with housing.

Mary Gavin asked if worth recapping Town Meeting at this time. Kevin and Sarah agreed it would be worthwhile to discuss, but Kevin suggested that the discussion is postponed until the meeting minutes are available.

Mary noted that Strafford is moving to Australian Ballot, and she wondered if it would be worth exploring a holding Town Meeting on a different day, such as a Saturday, as a test run to see if that could boost participation.

### **Finance Manager Reports**

Lucy Pierpont said the Town received a VHAF check for a delinquent property for just over \$15,000, so as of today, the town is owed \$76,810 in FY23 tax payments.

Kevin Gish asked if the VHAF payments cover the entire delinquent tax payment. Lucy Pierpont said VHAF calls to ask the total of the tax owed to the town and then VHAF processes the application and sends a check to the Town, and so far those checks have been for the full amount of taxes owed.

Mary Gavin asked if VHAF also pays interest and late fees. Lucy confirmed that VHAF pays the taxes owed, plus the interest and penalties.

### **Road Foreman Reports**

Frank Rogers said mostly things are running smoothly after the snow last week and that he doesn't have much to report. Frank thanked the Selectboard members for the work they do.

Kevin Gish asked about the status of the sand and salt piles. Frank said he received two more loads of salt and is still within budget for the year. Sand use is on par with previous years.

Mary Gavin asked if Frank had enough gravel. Frank said he thinks he does but he has had to use some gravel. Frank did mention that there is still money left in the gravel budget if he needs to purchase more.

### **Selectboard Assistant Reports**

Nicola Shipman said she met with Jackson Evans of the Preservation Trust of Vermont. Jackson recommends the town consider applying for the Robert Sincerbeaux Grant which is a \$500 grant that could assist in hiring an engineer to come look at the Old School House building and give an assessment of the building and what factors could be contributing to the moisture levels in the building. Nicola will pursue that grant application if the Board decides to go that route.

Nicola also said she met with the newly-hired IREC Jeff Grout and Ryan Haac for a tour of the Town Offices building. In addition to exploring the MERP Funding through the State, Jeff recommends an energy audit. Jeff's first recommendation would be replacing outdated fluorescent lighting with LED lighting.

Nicola also let the Board know that she received the permit applications for the Culvert project on Downer Road today, and she will make sure those applications and drawings are put before the Board for review over the next two meetings. Ian McKenzie, the engineer on the project, said he could be available for the April 3<sup>rd</sup> meeting. The Board can ask him questions about the project then. Ian is on track to submit the permit applications along with the \$200 fee on behalf of the Town. Ian will pay the permit fees when he submits the application, and he will submit an invoice to the Town for reimbursement.

Nicola informed the Board that the Sharon School District already has a Facility Use Policy and Facility Use Application Form on the books, and that form would be appropriate to cover facility use for non-emergency scenarios.

Mary Gavin asked if this update was in response to the Facility Use Agreement that had been brought forward to the board by the School District.

Nicola said yes, and that she noticed at least two separate facility use questions for the Town to consider.

Nicola noted that the elementary school building is identified for use as the Town's overnight shelter in the Local Emergency Management Plan. Running an overnight shelter without support of the Red Cross would be a liability for the Town. The Red Cross is experienced in providing safe and coordinated access to overnight sheltering. In this case, there is a facility-use agreement in place though the LEMP with the Red Cross. The Selectboard members agreed that the Town would only open an overnight shelter with Red Cross involvement for safety reasons.

Nicola asked if the school would ever be used for as a shelter without Red Cross involvement? If so, then it would be important for the Town to have a facility-use agreement. Nicola said she is waiting to hear whether that would ever be a possibility.

Another question raised was the question of liability for the School District and for the Town when Town officials use the school to conduct meetings, such as for Town Meeting or the upcoming Town Plan Hearing held by the Planning Commission. In these limited instances, Nicola learned that the Town just needs to fill out a facility-use form provided by the Sharon School District and submit it to the school administrative assistant in advance of the meeting date. The Town's certificate of insurance (COI) naming the school district as an additional insured is now on file with the district as required by the Sharon School District's Facility Use Policy, and PACIF will send the COI annually.

Nicola said Dick Ruben is looking for support with Green Up Day, and he would like help rounding up more volunteers for the day. Dick is wondering if the Board is planning to appoint the Conservation Commission to be in charge of Green Up Day in 2023. Nicola said Green Up Day is on May 7<sup>th</sup>, 2023.

Nicola asked the Board if they were interested in conducting radon testing in the Old Town Hall. Mary Gavin expressed concern that it could be cost prohibitive. Nicola will research the costs of testing.

Nicola also made the Board aware that the Village Designation is up for renewal this year. Mary Gavin stated that this is generally a Planning Commission project. Nicola will make sure the Planning Commission is aware of the renewal deadline.

### **Review/Approve Minutes**

Kevin Gish made a motion to approve the February 27<sup>th</sup> Australian Ballot Hearing minutes. Sarah Pfeiffer seconded. Motion approved unanimously.

Sarah Pfeiffer made a motion to approve the February 27<sup>th</sup> Special Meeting minutes. Kevin Gish seconded. Motion approved unanimously.

### **Review/Approve Warrants**

**Sarah Pfeiffer made a motion to approve AP Warrant 1445 in the amount of \$1,539.09 with payments to Consolidated Communications \$125, EC Fiber \$151.00, Evans Motor Fuels \$644.72, Green Mountain Power \$446.81, Frank Rogers \$65.50, Catherine Sartor \$105.99.**

**Kevin Gish seconded. Motion approved unanimously.**

**Mary Gavin made a motion to approve AP Warrant 1446 with a single payment of \$306.00 to Deb Jones \$306.00. Kevin Gish seconded. Motion approved unanimously.**

**Sarah Pfeiffer made a motion to approve AP Warrant 1447 from the Old School House Fund in the amount of \$121.20 with a single payment to Countryside Alarms \$121.20. Mary Gavin seconded. Motion approved unanimously.**

**Mary Gavin made a motion to approve AP Warrant 1448 in the amount of \$1,050,000.00 with a single payment to the Sharon School District \$1,050,000.00. Sarah Pfeiffer seconded. Motion approved unanimously.**

### **Appointments for 2023-2024 Municipal Positions**

Mary Gavin made a motion to appoint Sue Sellew to the Sharon Planning Commission for a three-year term from March 2023 – March 2026. Sarah Pfeiffer seconded. Unanimous.

Mary Gavin made a motion to appoint Nicola Shipman to the Transportation Advisory at Two-Rivers ORPC Committee for a one-year term from March 2023 – March 2024. Sarah Pfeiffer seconded.

### **Liquor License Review**

There were questions regarding the liquor license application. Cathy Sartor, Town Clerk, answered the Board's questions.

Cathy Sartor verified for the Selectboard that RL Vallee, Inc. owns the location that is listed on the application for the license, and the deed is on file with the Town.

**Mary Gavin made a motion to approve application #18551 for a second-class liquor license as submitted by RL Vallee, Inc. Kevin Gish seconded. Motion approved unanimously.**

### **Tobacco License Review**

Sarah Pfeiffer made a motion to approve application #18523 for a tobacco license as submitted by RL Vallee, Inc. Mary Gavin seconded. Motion approved unanimously.

**Other Business**

No other business.

**Adjourn**

Mary Gavin made a motion to adjourn at 7:44PM. Sarah Pfeiffer seconded. Motion approved unanimously.

Submitted by Nicola Shipman