

**Sharon Selectboard
Regular Meeting Minutes
April 3rd, 2023 FINAL**

Participants attending In Person: Kevin Gish, Selectboard Chair; Nicola Shipman, Selectboard Assistant

Participants attending via Zoom: Ian MacKenzie, MacKenzie Engineering; Lucy Pierpont, Finance Manager; Mary Gavin, Selectboard Vice Chair; Sarah Pfeiffer, Selectboard Clerk

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

Kevin Gish made a motion to approve the agenda with the addition of Item 18 Baxter Library Drainage Update. Sarah Pfeiffer seconded the motion. Motion approved unanimously.

2. Public Comments

No public comments

3. Selectboard Member Reports

Sarah Pfeiffer said she was able to contact Maplefields. Management has agreed to allow for the placement of an AED in a publicly accessible space to be available for a “good Samaritan” and they will look for an acceptable location for the AED.

Kevin Gish shared that he attended the Old Home Day Committee meeting on March 22nd, and he said the organization has been reinvigorated and is also now a registered 501(c)3.

Kevin said he attended the Town Plan hearing hosted by the Planning Commission, and he noted it was well attended. He also said that he heard attendees mention concerns about walkability in the Town as well as Class 4 roads and legal trails. He said the Planning Commission is now considering what, if any, changes would be needed. Kevin said it would be worth looking over the draft Town Plan as soon as possible because there could be questions from the residents when it comes to the Selectboard in the next phase of the adoption process.

4. Finance Manager Reports

Lucy Pierpont asked if the Selectboard would be interested in switching from Casella to More Waste Solutions for garbage hauling. More Waste Solutions would also provide recycling. A switch would reduce the cost of trash disposal for the Town from \$120/month to \$80/month which would include recycling service which the Town does not currently have with Casella. Mary Gavin, the GUVSWD representative for Sharon, said More Waste has had issues with the Upper Valley Solid Waste District. Mary asked if Lucy could also contact other area haulers. Frank Rogers mentioned that few provide dumpsters, but More Waste can provide dumpsters. Mary said she will check at the Solid Waste District meeting on Wednesday to see if the issues with More Waste Solutions have been resolved, and she will get back to Lucy with her findings.

5. Highway Business/Road Foreman Reports

Frank Rogers said things have been muddy, and the road crew has been dealing with emerging potholes as conditions allow.

Kevin Gish said that multiple people have said the Sharon roads are in better shape than other towns. Frank said there are frozen areas that are starting to soften and should be ready to fix. He also noted that some roads are already drying out, and there will be some clean up needed after this winter.

Mary Gavin asked about a crumpled sidewalk at the Faybrook Road and Route 14 intersection. Frank said that happened during plowing when the dirt roads were still soft, but there was enough snow that plowing was necessary. He and the Road Crew have it on the list to fix when things dry up.

6. Selectboard Assistant Reports

Nicola Shipman notified the board that on Saturday, May 20th the Church will be holding its annual Flea Market fundraiser which had been on hold. The same day, the Cemetery Committee plans to hold an event in coordination Vermont Old Cemetery Association at the Howe Hill Cemetery, including a seminar on the correct way to clean headstones.

Nicola noted that Old Home Day will be held on Saturday, August 12th. Jennifer Donahue requested permission to use the municipal property, but noted the organization does not carry any kind of insurance. She asked if the Town would be able to add the event to the Town's policy for the day. Nicola noted there is really no policy or procedure that has ever existed for use of municipal property, but there the Town does request a COI in advance from organizations wishing to use municipal property. Nicola also said that PACIF, the Town's insurance provider, would be in favor of having a clear Facility Use Policy, and there is a model available on their site. The Board agreed that it would be appropriate to have a Facility Use Policy for the Town. Nicola and Lucy Pierpont will coordinate to learn more from PACIF as to their requirements.

Nicola also said that there were no responsive bids for the Old Town Hall building ADA-ramp replacement. Two contractors reached out to say that the reason they could not bid is that they are booked out too far in advance to meet the deadline for project completion. Nicola said she reached out to Vermont Council of the Arts for guidance as the timeline for the project can only be extended with their approval since they are the grant administrators.

Nicola also was able to connect with Jackson Evans from the Preservation Trust of Vermont. He shared that he does not need to visit the site as he has already been inside the building, so he is working to schedule a consultant to come to do a conditions assessment for the Old Town Hall. Nicola will provide an update once that is scheduled.

Nicola worked with Shana Hickman on the Needs Assessment for grant funding opportunities that will be available to libraries soon. The Needs Assessment is important to submit as it will help the grant administrators evaluate the level of need for this kind of grant funding. The deadline for has been extended to April 15th, and Shana is managing the submission as the request was sent through directly to libraries.

Nicola attended an online seminar focused on ADA Compliance for Municipalities, and it brought to light areas where the Town could be taking steps to be more accessible starting with a self-assessment of our buildings and our website. Nicola said she would like to gather some more information on where and how the Town might take steps in this direction, and if there are free or low-cost consultants available to help provide guidance on moving towards stronger ADA compliance.

Nicola reached out to Jack Jones to schedule a time to start replacing rotting clapboards on the Old School House and Town Office buildings. Jack anticipates he will be able to start late April and early May in preparation for the summer painting project. Ben Lacaillade, the painting contractor, said he anticipates starting in late June after school closes, starting with the school and moving onto the Town Offices after that. Ben said he will be in touch when the start date gets closer.

Nicola shared that to date, four candidates have expressed interest in serving on the Planning Commission/DRB, and in the interest of equity, she has posted the vacancies along with the Animal Control Officer and Constable vacancies. The applications are due 4/13/15. The Planning Commission will first review Planning Commission applicants, but the Selectboard should expect to make appointments on April 17th at the next meeting.

Nicola shared that she received news that Sharon received the Vermont Watershed grant thanks to the efforts of the White River Partnership. This will provide full funding to implement a plan for Access Improvement to the White River at the access point directly across from the TSA High School campus with work to begin in 2023.

Nicola also received a GUVSWMD letter naming the representatives to their Board on the 27th. Currently, it states that the terms for Mary Gavin, representative for Sharon, and Kevin Gish, the alternate, will expire March 2025. Nicola asked if changes would be needed. Mary Gavin shared that she would not be looking to serve through 2025 and would be interested to

hear if there would be another member willing to serve in her stead. Nicola will include this on the agenda for the April 17th meeting.

7. Review/Approve Minutes

Kevin Gish made a motion to approve the minutes from March 20th, 2023 with minor changes. Mary Gavin seconded. Motion approved unanimously.

8. Approve Warrants: Selectboard

Sarah Pfeiffer made a motion to approve AP Warrant 1456 from the Recreation Fund in the amount of \$1,086.24 with payments to Central VT Cal Ripken Baseball \$419.25, Stateline Sports \$666.99. Mary Gavin seconded. Motion approved unanimously.

Kevin Gish made a motion to approve AP Warrant 1457 in the amount of \$9,078.60 with payments to Allen Wight \$125, Andrea Morgan \$268.91, Cargill Inc. \$6,628.88, Casella Waste systems \$108.54, Central Vermont Council on Aging \$750.00, ATG Westminster \$1,197.27. Sarah Pfeiffer seconded. Motion approved unanimously.

Sarah Pfeiffer made a motion to approve AP Warrant 1458 in the amount of \$9,982.60 with payments to D&D Excavating \$4,712.40, Evans Motor Fuels \$3034.06, Foley Services \$122.28, Green Mountain Economic Development \$765, Green Mountain Power \$1,348.86, HIV/HCV Resource Center \$300, Lucky's Trailer Sales \$37.74. Mary Gavin seconded. Motion approved unanimously.

Mary Gavin made a motion to approve AP Warrant 1459 in the amount of \$1,192.62 with payments to Madison National Life \$226.17, Magee Office Products \$117.73, Nicola Shipman \$209.56, Northeast Delta Dental \$552.10, Royal Auto Parts \$87.06. Sarah Pfeiffer seconded. Motion approved unanimously.

Sarah Pfeiffer made a motion to approve AP Warrant 1460 in the amount of \$31,604.22 with payments to Safeline \$700, Sharon Health Initiative \$3,000, South Royalton Rescue \$14,947.68, U.S.P.S \$126, US Bank \$6,019.20, VT Association for the Blind \$150, Vital Communities \$100, VMERS \$5,961.34, VT Fire Protection Task Force \$100, White River Partnership \$500. Kevin Gish seconded. Motion approved unanimously.

Mary Gavin made a motion to approve AP Warrant 1461 in the amount of \$4,243.83 with payments to Chase Site Services \$3,095.00, Clara Martin Mental Health \$750, Consolidated Communications \$124.44, Cott Systems \$170, EC Fiber \$104.39. Sarah Pfeiffer seconded. Motion approved unanimously.

Sarah Pfeiffer made a motion to ratify Payroll for the period 3/12/23-3/25/23 with a cash draw of \$18,383.78. Mary Gavin seconded. Motion approved unanimously.

9. Status Report from MacKenzie Engineering

Ian MacKenzie provided a status report to the Selectboard regarding the Culvert #41 replacement project on Downer Road slated for Summer 2023

Ian said the necessary permits have been submitted to the State.

Referencing the plans, Ian noted the wing walls stay within the Town right-of-way, but there is very minor grading that will be outside the right-of-way. Ian asked for help finding the temporary easement language that was sent to the abutting landowners during a previous culvert project. Nicola Shipman will provide that to Ian. The Town will need to notify the landowners and obtain a temporary grading easement.

Mary Gavin, after reviewing the plans, asked if the Town would be responsible for replacing a culvert on someone's driveway because of this project. Ian said if the contractor must disturb the driveway culvert, it would be up to the contractor to ensure it is reinstalled or replaced, as needed.

The Town will need to issue a Notice to Proceed. Nicola will draft the Notice, and Ian will work on the Stream Alteration Permit, Corps of Engineers Permit and the Stamped Engineering Drawings.

10. TAP Scoping Study Grant Funding

Mary Gavin a motion to authorize signature the Grant Funding Acceptance Letter for the Transportation Alternatives Program Scoping Study which was awarded to the Town of Sharon on March 28th, 2023. Sarah Pfeiffer seconded. Motion approved unanimously.

11. Opioid Settlement Participation Form

Sarah Pfeiffer made a motion to authorize Finance Manager Lucy Pierpont to sign the Opioid Settlement Participation forms as presented to allow the Town to participate in the five new national opioid settlements. Mary Gavin seconded. Motion approved unanimously.

12. Review Town Meeting 2023 and Discuss Considerations for Town Meeting 2024

Mary Gavin said she would like to see increased participation in Town Meeting, and she wonders if it would be worth exploring an option for a Saturday Town Meeting.

The members thought that would be an interesting idea to explore, and that it would be worth taking a survey of residents to see if a Saturday Town Meeting would be valuable

Mary noted if this would be something voters would wish to try, the Selectboard would need to include a warned article in 2024 to put into effect in 2025.

There was discussion about ways to enhance communication from the Town Offices to the public, and there were ideas for improving the flow of information. Also, the Members discussed was how to get more people engaged in municipal positions.

Nicola Shipman mentioned that she finds the website to be clunky both from the user side and from the back end, and there was agreement among the members that a review of the accessibility of the website, from an ADA-perspective as well as from a functionality standpoint, would be worth exploring.

13. Letter of Support for South Royalton Rescue Squad Project

Kevin Gish made a motion to sign the Letter of Support for the South Royalton Rescue Squad Building Project as published dated April 3rd, 2023. Sarah Pfeiffer seconded. Motion approved unanimously.

14. Paving Grants FY24 Application

Mary Gavin made a motion to authorize the Road Foreman and Selectboard Assistant to submit a VTrans Class 2 Paving Grant application for FY24 on behalf of the Town of Sharon. Kevin Gish seconded. Motion approved unanimously.

15. Efficiency Vermont Commercial Rebate Information

Nicola Shipman is working to get a revised estimate from Zach Wood. To apply for the Efficiency Vermont Commercial Rebate program, the estimate needs to breakout labor costs and materials.

Once there is a revised estimate, the Town can apply for pre-approval of a project to convert the Town Offices from fluorescent lighting and to upgrade lighting that is not up to code for public buildings. The application deadline is April 30th, 2023 and, if approved, the Town will receive a 75% rebate on the cost of labor.

Nicola will need to get a competitive quote in accordance with the Town procurement policy for the work to proceed. Work must be completed by December 31st, 2023 to qualify for the rebate.

16. Appointments

Mary Gavin made a motion to appoint Dave Phillips, Stacey Lober and Cole Hull to the Cemetery Committee for a one-year term. Sarah Pfeiffer seconded. Motion approved unanimously.

Mary Gavin made a motion to appoint Sam Potter and Tiffany Clark to the Recreation Committee for a one-year term. Sarah Pfeiffer seconded. Motion approved unanimously.

Sarah Pfeiffer a motion to appoint Sam Brakeley, Scott Chesnut, Dan Deneen, Dick Ruben, and Mike Zwickelmaier to the Conservation Commission for a one-year term. Mary Gavin seconded. Motion approved unanimously.

17. Library Drainage Project

Kevin Gish provided background of events leading up to the drainage project.

The updated scope for the Engineering Study is now estimated not to exceed \$14,000.

Mary Gavin asked if there was an estimated start date. Kevin said once Will Davis signs the agreement with the engineers, work will begin soon thereafter.

Mary Gavin made a motion to approve the revised estimate for engineering services not to exceed \$14,000 for the Baxter Memorial Library and Sharon Elementary School Drainage project in accordance with the existing MOU between the Town of Sharon and the Sharon School District. Sarah Pfeiffer seconded. Motion approved unanimously.

Mary Gavin asked that communication flow more clearly to the Town so that the Town is aware of important project information including start dates and progress reports.

18. Other Business

No other business.

19. Adjourn

Mary Gavin made a motion to adjourn at 8:22PM. Sarah Pfeiffer seconded. Motion approved unanimously.

Submitted by Nicola Shipman