

**Sharon Selectboard
Regular Meeting Minutes
April 17th, 2023**

Participants attending In Person: Nicola Shipman, Selectboard Assistant; Frank Rogers, Road Foreman; Kevin Gish, Selectboard Chair

Participants attending via Zoom: Sarah Pfeiffer, Clerk; Mary Gavin, Selectboard Vice Chair; Ryan Haac, Energy Committee Chair; Lucy Pierpont, Finance Manager; Jeff Grout, Intermunicipal Regional Energy Coordinator; Jim Armbruster, Candidate for Animal Control Officer

Call to Order:

Mary Gavin called the meeting to order at 6:30PM.

1. Review/Approve Agenda

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

2. Public Comments

Ryan Haac mentioned that the Energy Committee is working to reinvigorate the Community Resilience Group with the Vermont Council for Rural Development with the goal of hosting a Community Forum scheduled for early June. Ryan wanted to extend the invitation to the Selectboard members to participate in the Steering Committee meeting tentatively scheduled for May 8th or 9th.

Jeff Grout joined at 6:33PM.

Mary Gavin asked if Ryan had reached out to Mindy Blank. Ryan said he does intend to connect with her as she participated in the initial discussions.

3. Selectboard Member Reports

Mary Gavin reported that the South Royalton Rescue Squad reached out to the State Representatives offices to US Congress to request consideration for funding through the congressional appropriations. The project made Representative Balint's list and therefore has crossed a first hurdle. There is still significant work to do, but the SRRS is continuing to work to secure funding.

4. Finance Manager Reports

Lucy Pierpont asked if Mary Gavin was able to speak with GUV Solid Waste District regarding More Waste Solutions, and Mary confirmed there are issues with the vendor paying the tipping fees.

Lucy will find out pricing for recycling with Casella.

Lucy sent revised quotes to the Selectboard for SuperGrit for review. Mary asked if there would need to be a decision about this contract tonight. Frank said this would be a good decision for May 1st. Lucy will provide revised numbers.

Lucy sent projections for the end of the fiscal year. Mary suggested the fund balance may be underspent depending on how the rest of the fiscal year tracks, so there might be budgeting tweaking in the future. Mary also recognized budgeting can be a challenge due to variables such as weather events, health insurance participation levels and fuel costs, etc.

5. Selectboard Assistant Reports

Nicola Shipman reported that the Cemetery Committee is working to secure quotes for removal of a tree that is damaging the Howe Hill cemetery. Cole Hull is working to supply photos and a quote for the scope work. The Cemetery Committee is also looking to fundraise and/or find grant funding for the project.

Nicola said she does not yet have a Certificate of Insurance from Old Home Day, but there is still time before the event in August. Lucy Pierpont provided the organization with a link to TULIP, as recommended by PACIF. TULIP offers one-day coverage for organizations wishing to host on municipal property. Nicola also reached out to the Sharon Historical Society to confirm their coverage, and they are working to purchase insurance.

Nicola said that Frank Rogers and she submitted two Class 2 Paving Grants with the priority projected identified as Route 132 and the second priority listed as Beaver Meadow Road.

Nicola also let the Board know that the FY23 Crack Sealing Bid is out.

Nicola said there seems to be an issue with at least one Sharon landowner being double taxed on a portion of their property as the Town of Sharon and Norwich are both taxing a portion of the property. The Town of Norwich has a different interpretation of the boundary between our Towns than the Town of Sharon Lister's Office. The Town of Sharon establishes the boundary using the property surveys that are on file. It is unclear what the next steps might be, but there is a statutory process for addressing boundary disputes between Towns.

Nicola said she submitted the Efficiency Vermont rebate application on Thursday due to information from CED Electrical Supplier.

VTrans informed Towns that they will be installing new signs with weight limits for emergency vehicles on some municipal owned bridges. VTrans will provide a list of bridges at least three weeks in advance of the July 30th posting deadline.

Nicola has contacted Jan Lewandowski by phone and email and is expecting a response for scheduling a conditions assessment of the Old Town Hall.

Jack Jones is working to get materials for clapboard replacement and the window repair on the Town Offices in preparation for the painting project.

Nicola is also working on a temporary grading easement for the Downer Road culvert replacement. Nicola shared that the ANR permit was approved but the Town is now waiting for Army Corps permit and final stamped plans.

6. Review/Approve Minutes

Mary Gavin made a motion to approve the minutes from April 3rd, 2023 with minor changes. Sarah Pfeiffer seconded. Motion approved unanimously.

Sarah Pfeiffer made a motion to approve the minutes from April 10th, 2023 as presented. Mary Gavin seconded. Motion approved unanimously.

7. Approve Warrants: Selectboard

Sarah Pfeiffer made a motion to approve AP Warrant 1462 in the amount of \$21,580.62 with payments to Alta Construction \$184.37, Appraisal resource group \$210.00, Aubuchon Hardware \$216.78, Avery Excavation \$10,250.00, Blue Cross Blue Shield \$4,698.59, Business Tech Management \$110.00, Cargill Inc. \$3,904.40, Chase Site Services \$1,730.00, Compucount \$181.95, De Lage Landen Financial \$94.53. Mary Gavin seconded. Motion approved unanimously.

Mary Gavin made a motion to approve AP Warrant 1463 in the amount of \$5,500.34 with payments to EC Fiber \$151.00, Evans Motor Fuels \$4,047.79, Eyemed vision \$63.68, Foley Services \$122.28, Key Communications \$138.01, Madison National life \$29.64, Magee office products \$21.48, Nicola Shipman \$284.33, Pike Industries \$623.97, Royal Auto Parts \$18.16. Sarah Pfeiffer seconded. Motion approved unanimously.

Sarah Pfeiffer made a motion to approve AP Warrant 1464 in the amount of \$4,162.09 with payments to United AG & Turf \$251.82, Sabil & Sons \$372.63, Sanel Auto parts \$81.29, Twin State Sand and Gravel \$3,262.76, Valley News \$192.60, W.B. Mason \$.99. Mary Gavin seconded. Motion approved unanimously.

Mary Gavin made a motion to approve AP Warrant 1465 from the Recreation Fund in the amount of \$567.69 with payments to Stateline Sports \$307, Tiffany Clark \$260.69. Sarah Pfeiffer seconded. Motion approved unanimously.

Sarah Pfeiffer made a motion to approve AP Warrant 1466 in the amount of \$3,531.32 with payments to Andrea Morgan \$16.25, Casella Waste Systems \$110.93, Magee office products \$46.10, Pike Industries \$3,282.35, Southworth Milton \$75.69. Mary Gavin seconded. Motion approved unanimously.

Mary Gavin made a motion to approve HRA ratification for March in the amount of \$882.53. Sarah Pfeiffer seconded. Motion approved unanimously.

Sarah Pfeiffer made a motion to ratify payroll for the pay period 3/26/23-4/8/23 with a cash draw of \$17,140.12. Mary Gavin seconded. Motion approved unanimously.

Kevin Gish joined the meeting at 7:19PM

8. MERP Grant Funding Overview

Mary Gavin welcomed Jeff Grout, the Interregional Energy Coordinator recently hired by Two-Rivers Ottawaquechee Regional Planning Commission.

Jeff shared an overview of the three different funding opportunities through the Municipal Energy Resilience Program Grant funding.

Jeff said that Energy Assessment applications should be open in Spring. Jeff recommended the Selectboard prioritize one building for the assessment application, and he also suggested that the Town finds out as much as possible about building in advance particularly during the building evaluation including presence of asbestos, lead paint, and the status of the deed, for example. Jeff is

also recommending the Town pursue a Level 2 assessment since there would be no cost to the Town, but it would provide a detailed plan for reducing energy costs and reducing the Town energy use even if the Town does not qualify for the MERP funding for the construction phase of the project.

9. Animal Control Officer Candidates

Mary Gavin welcomed Jim Armbruster, the sole candidate for the Animal Control Officer (ACO) position, and she asked him to provide highlights of his resume and experience.

Jim mentioned that he is the research coordinator for VINS and currently serves as the Animal Control Officer for the Town of Hartland. Jim said he can assist with owner conflicts, enforcing dog ordinance, and he can help set up a rabies clinic in Town as well as follow up on animals that are unregistered and/or unvaccinated.

Mary Gavin asked how quickly Jim could respond to an urgent matter. Jim said he is about 20 minutes away, but generally he first makes a phone call to determine the nature of the complaint since often circumstances change before he can arrive on scene.

Mary Gavin asked what pay rate would be acceptable. Jim said he noticed that the previous ACO was compensated at a rate of \$30/hour which is the rate that he would find to be in the range of what he is looking for. Jim has most equipment he needs other than a Have-a-Heart trap.

When asked, Jim stated he had previewed the Town's Animal Control Ordinance.

Kevin Gish asked Jim if he had received any humane officer training. James said he had tried to enroll in training, but it was a challenge due to COVID, but he intends to sign up for the training as soon as it is available.

10. Executive Session

Mary Gavin made a motion to enter Executive Session at 7:56PM per 1 V.S.A. § 313(a)(3) for the purposes of the evaluation of employee and for the appointment/employment of public officers with attendees to include Mary Gavin, Kevin Gish, Sarah Pfeiffer, Lucy Pierpont, and Frank Rogers.

Frank Rogers exited Executive Session at 8:08PM

Lucy Pierpont exited Executive Session at 8:20PM

Kevin Gish made a motion to exit the executive session at 8:35PM. Sarah Pfeiffer seconded. Motion approved unanimously.

The Board requested a special meeting for Thursday, April 20th at 5PM with a noticed Executive Session.

The board also noticed that Lucy Pierpont will reach out to VLCT to learn more about the personnel policy as it relates to elected officials.

11. Appointments

Kevin Gish made a motion to appoint Vince Gross as the Town of Sharon Tree Warden for a one-year term. Sarah Pfeiffer seconded. Motion approved unanimously.

Mary Gavin made a motion to appoint Dustin Potter as the Town of Sharon representative to the South Royalton Rescue Advisory Board for a three-year term. Sarah Pfeiffer seconded. Motion approved unanimously.

Kevin Gish made a motion to appoint Jim Armbruster as the Animal Control Officer for a one-year term at a payrate of \$30/hour with reimbursement for equipment as needed and approved by the Selectboard. Sarah Pfeiffer seconded. Motion approved unanimously.

Sarah Pfeiffer made a motion to appoint Dee Gish to the Planning Commission/DRB to serve the vacancy left by the resignation of Ira Clark for a one-year term. Motion passed 2-0-1. In favor- Mary Gavin, Sarah Pfeiffer; Opposed- none; Abstentions- Kevin Gish.

12. Certificate of Compliance

Kevin Gish made a motion to sign the Certification of Compliance for Town Road and Bridge Standards and Network Inventory for VTrans District 4. Mary Gavin seconded. Motion approved unanimously.

13. FY24 Grants-in-Aid Letter of Intent

Mary Gavin made a motion to sign the Letter of Intent to participate in the Grants-in-Aid program for SFY24 with work to be completed by 9/30/2024. Kevin Gish seconded. Motion approved unanimously.

14. Readopt LEMP

Mary Gavin made a motion to readopt the Local Emergency Management Plan with changes. Kevin Gish seconded. Motion approved unanimously.

15. Efficiency Vermont Rebate

Kevin Gish made a motion to ratify the pre-approval application for the Efficiency Vermont Commercial Rebate program Nicola Shipman submitted on behalf of the Town of Sharon. Sarah Pfeiffer seconded. Motion approved unanimously.

16. Application for Temporary Sign on Municipal Property

Sarah Pfeiffer made a motion to approve the request for temporary sign placement submitted by HealthHUB with advance notice prior to programming. Kevin Gish seconded. Motion approved unanimously.

17. Other Business

Kevin Gish said Ed Eastman and Leon Sheldon called Kevin Gish to ask if they could remove the tree in front of the Church, so they can plant a new one for future years. This is something they do from time to time when the established tree gets too large. They removed the tree and will replant a new one.

18. Adjourn

Sarah Pfeiffer made a motion to adjourn at 9:01PM. Kevin Gish seconded. Motion approved unanimously.

Submitted by Nicola Shipman