

**Sharon Selectboard  
Regular Meeting Minutes  
June 5<sup>th</sup>, 2023 FINAL**

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

Participants attending via Zoom: Sarah Pfeiffer, Clerk; Lucy Pierpont, Finance Manager; Frank Rogers, Road Foreman; Cathy Sartor, Town Clerk; Deb Jones, Treasurer

Not present: Mary Gavin, Selectboard Vice Chair

**Call to Order:**

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

**1. Review/Approve Agenda:**

**Sarah Pfeiffer made a motion to accept the agenda with the removal of Item 8 (May 15<sup>th</sup> Minutes). Kevin Gish seconded. Motion approved unanimously.**

**2. Public Comments:**

None

**3. Selectboard Member Reports**

Sarah Pfeiffer said that Cindy Wells of Seven Stars reached out to ask about ARPA funds. Sarah told Cindy that the decision was still in process. Sarah also said she will email a follow up with Maplefields to let them know the AED is on order. According to the suppliers, the AEDs will arrive sometime in November.

Kevin Gish said he attended the Old Home Day Committee meeting, and he shared that there is a lot planned for this year's event. Kevin said he will speak with the Sheriff's Department to ensure there will be traffic control.

Kevin also said he attended the Building Committee Meeting for the Sharon Elementary School. The Selectboard is in favor of increased coordination between the Town and the Sharon Elementary School Board/Building Committee so that there is a better flow of information about municipal projects and how that may affect taxpayers.

**4. Finance Manager Reports**

Lucy Pierpont said she has completed the Reasonable Suspicion Course and is now certified as the Designated Employee Representative for the Town. Lucy also shared that the audit begins next week, so she is in audit preparation mode.

**5. Selectboard Assistant Reports**

**Kevin Gish made a motion to appoint Luis Bango to the Conservation Commission effective June 5<sup>th</sup>, 2023 for a four-year term ending March 31<sup>st</sup>, 2027. Sarah Pfeiffer seconded. Motion approved unanimously.**

## 6. Road Foreman Reports

Frank Rogers reported that the Downer Road FY23 Grants-in-Aid work is underway. He also noted that the mower is ready to be picked up. Finally, interviews are set up for Road Crew candidates as there is still an open position to fill.

Kevin Gish is coordinating with Frank to install the new Town kiosk and to remove the swing structure the week of June 12<sup>th</sup>.

## 7. Approve Warrants

**Sarah Pfeiffer made a motion to approve AP Warrant 1481 in the amount of \$26,483.83 with payments to** Andrea Morgan \$113.82, Appraisal Resource Group \$350.00, Aumentum Technologies \$2195.00, Blue Cross Blue Shield \$3,962.57, Casella Waste \$105.64, Community Bank NA \$17,000.43, Consolidated Communications \$123.00, Cott systems \$170.00, Evans Motor Fuels \$2,463.37. **Kevin Gish seconded. Motion approved unanimously.**

**Kevin Gish made a motion to approve AP Warrant 1482 in the amount of \$6,875.54 with payments to** Foley Services \$169.89, Green Mountain Power \$557.51, HP Fairfield \$630.62, Innovative Municipal Products \$5,464.17, James Armbruster \$53.35. **Sarah Pfeiffer seconded. Motion approved unanimously.**

**Sarah Pfeiffer made a motion to approve AP Warrant 1483 in the amount of \$1,339.93 with payments to** Key Communications \$131.02, Madison National Life \$226.17, Magee office products \$145.13, Mike Zwikelmaier \$366.98, Nicola Shipman \$38.97, Northeast Delta Dental \$431.66. **Kevin Gish seconded. Motion approved unanimously.**

**Kevin Gish made a motion to approve AP Warrant 1484 in the amount of \$3,486.30 with payment to** The Herald of Randolph \$76.00, Pete's Tire Barn \$900.00, Pike industries \$1,629.56, Royal Auto Parts \$329.62, Sabil and Sons \$27.12, Southworth Milton \$197.60, U.S.P.S. \$88.20, Valley News \$97.20, VLCT \$20.00, VLCT Employment Resource \$121.00. **Sarah Pfeiffer seconded. Motion approved unanimously.**

**Sarah Pfeiffer made a motion to approve AP Warrant 1485 in the amount of \$25,083.06 with payments to** Evergreen Recycling \$112.14, VLCT Property & Casualty \$10,148.85, VMERS \$3,288.81, Windsor County Sheriffs \$5,280.00, Windsor County Treasurer \$6,253.26. **Kevin Gish seconded. Motion approved unanimously.**

**Kevin Gish made a motion to approve AP Warrant 1486 REC in the amount of \$250.86 with payment to** Jennifer Fitzgerald \$60.00, Tiffany Clark \$190.86. **Sarah Pfeiffer seconded. Motion approved unanimously.**

**Sarah Pfeiffer made a motion to approve AP Warrant 1487 from the Old School House fund in the amount of \$1,248.40 with payment to** VLCT Property and Casualty \$1,248.40. **Kevin Gish seconded. Motion approved unanimously.**

**Kevin Gish made a motion to approve AP Warrant 1488 in the amount of \$1,612.53 with payment to** Capitol Steel and Supply \$180.00, Compucount \$181.35, EC Fiber \$72.00, LaValley Building Supply \$514.18, Treasury Operations \$665.00. **Sarah Pfeiffer seconded. Motion approved unanimously.**

**Sarah Pfeiffer made a motion to approve AP Warrant 1489 fund in the amount of \$39,942.00 with payment to HP Fairfield \$39,942.00. Kevin Gish seconded. Motion approved unanimously.**

**8. White River Partnership Broad Brook River Access Update**

Christian Pelletier of the White River Partnership has been working on a solution to use grant funding that was secured to develop safer and more clearly delineated parking for the Broad Brook River access in Sharon to meet the requirements of the management plan in place with the Town.

In response to objection of the Broad Brook Cemetery Association, the Town and White River Partnership is now looking to develop two or three parking spots on the town-owned section of property on the downstream side of the road rather than in front of Broad Brook Cemetery. The White River Partnership still intends to replace the chain link gate which serves as the access to the primary river access point with a new, more attractive gate as well as installing clear signage/information for how visitors may visit the access site safely and respectfully.

Kevin Gish and Sarah Pfeiffer agreed this would be an appropriate solution while ensuring the Town is in alignment with the management plan in place.

Christian will next talk with the Conservation Commission as well as the Cemetery Association to ensure all parties are aware of the changes. Christian will also refer the Cemetery Association to the Selectboard should they have any remaining concerns about the project

**9. Highway Bids – Hard Pack/Hauling**

**Kevin Gish made a motion to approve the purchase of 3/4” hard pack at a rate of \$8.80/ton from Pike Industries. Sarah Pfeiffer seconded. Motion approved unanimously.**

**Sarah Pfeiffer made a motion to award the FY24 Sand Hauling Contract to Chase Site Services to haul 2,500 yards of winter sand at a rate of \$9.95/yard for not to exceed a total of \$23,125.00. Kevin Gish seconded. Motion approved unanimously.**

**10. ARPA Request**

The members reviewed a proposal from the Sharon Congregational Church to request the purchase of tables and chairs for a community space that will be offered in the Church. The members said the request could be added to the list of items under consideration and brought forward to the community for additional conversation.

**11. Annual Internal Financial Controls Checklist for Municipalities**

**Sarah Pfeiffer made a motion authorize Kevin Gish to sign the Annual Internal Financial Controls Checklist referenced in 24 V.S.A. § 1571(d) as presented by Town Treasurer Deborah Jones. Kevin Gish seconded. Motion approved unanimously.**

**Sarah Pfeiffer made a motion to approve the Deposit Resolution for Corporation with Citizen’s Bank as presented by Deb Jones, Town Treasurer. Kevin Gish seconded. Motion approved unanimously.**

**12. Greater Upper Valley Solid Waste District Representatives**

Kevin Gish made a motion to appoint Mary Gavin as the Sharon Representative and Kevin Gish as the Sharon alternative representative to the Greater Upper Valley Solid Waste District as Sharon representatives on the District Board of Supervisors with terms expiring March 2025. Sarah Pfeiffer seconded. Motion approved unanimously.

**13. IREC Service Agreement**

Sarah Pfeiffer made a motion to accept the FY24 IREC Service Agreement as presented. Kevin Gish seconded. Motion approved unanimously.

**14. Municipal Buildings/Repairs**

There was some discussion of the list of repairs that have been identified for the Old School House and the Town Offices building including replacing basement windows on the Town Offices and securing the railing at the Old School House due to safety concerns.

**15. FY2023 Pay Table**

Sarah Pfeiffer made a motion to approve the FY23 Pay Table as presented. Kevin Gish seconded. Motion approved unanimously.

**16. Town of Sharon Village Center Renewal**

Kevin Gish made a motion to authorize the 2023 renewal application for the Town of Sharon Village Center designation. Sarah Pfeiffer seconded. Motion approved unanimously.

**17. Planning Commission Membership**

Tabled until later meeting when all three members are in attendance.

**18. MERP Mini Grant Agreement**

Sarah Pfeiffer made a motion to authorize Nicola Shipman to sign the ACT 172 COMMUNITY CAPACITY BUILDING MINI-GRANT agreement #01155\_A172\_5065\_T\_SHARONXXXX\_M issued by the State of Vermont Dept. of Buildings and General Services on May 31, 2023. Kevin Gish seconded. Motion approved unanimously.

Nicola noted contacts for this grant are Nicola Shipman and Ryan Haac.

**19. TAP Scoping Study MPM Agreement for Services**

Kevin Gish made a motion to sign the Agreement for Project Management Services with the Two Rivers-Ottawaquechee Regional Commission Contract 10-637 for Municipal Project Management Services to be provided for the Town of Sharon Scoping Study TAP TA23(8) with costs not to exceed \$6,000. Sarah Pfeiffer seconded. Motion approved unanimously.

**20. Other business**

Nicola Shipman noted the Sheriff's Department sent the FY24 Windsor County Sheriff's contract, but it is currently under legal review by the Town's Attorney.

Deb Jones asked about how to move forward with the Town Garage project investigations. Nicola Shipman and Deb will meet to discuss a handoff of the project and next steps.

**21. Adjourn**

**Sarah Pfeiffer made a motion to adjourn at 8:20 pm. Kevin Gish seconded. Motion passed unanimously.**

Respectfully submitted by Nicola Shipman



