

**Sharon Selectboard  
Emergency Meeting Minutes  
July 10<sup>th</sup>, 2023 FINAL**

Attending via Zoom: Mary Gavin, Selectboard Vice Chair; Kevin Gish, Selectboard Chair; Sarah Pfeiffer, Selectboard Clerk; Catherine Sartor, Town Clerk; Nicola Shipman, Selectboard Assistant; Lucy Pierpont, Finance Manager; Will Davis, Resident

Attending via Phone: Frank Rogers, Road Foreman

**Call to Order:**

Kevin Gish called the meeting to order at 6:33 PM

**1. Review/Approve Agenda:**

**Mary Gavin made a motion to accept the amended agenda with the addition of item 2A regarding flooding and removal of item 11. Sarah Pfeiffer seconded. Motion approved unanimously.**

**2A. Flood Response**

Nathan Potter and Frank Rogers, along with the Town Office have been communicating throughout the day. The White River is still rising and waters around the State are reaching flood levels. Forecast for the White River peak at the West Hartford monitoring station is at 8PM. Frank has moved Highway equipment to the Elementary School parking lot. The Fire Department has moved their equipment to Jason Flint's property.

Road Updates:

14 North and South to the Town of Hartford line has been closed

River Road is closed

Carpenter Road is closed

Fay Brook Road sections are closed to Strafford Town line

Route 132 is passable with caution currently

Threats to small bridges on brooks are backing up due to high waters and culverts are likely backing up

Emergency Shelters are not open currently. Shelters will be open as necessary.

Luis Bango sent update to board via email regarding the Crescent Lake Dam and Luis noted he has been in touch with the Fire Department which is monitoring the dam levels.

Dena Wilkie from Sharon Health Initiative has been included in communications regarding the community response.

The was discussion that many of the Town's brooks are also vulnerable to flooding, not just the White River.

Kevin Gish said that sending updates to the Selectboard Assistant is critical.

Mary Gavin asked about assessment after the storm and how to support residents who may need help post flood.

There was conversation about which residents may need support. Mary Gavin suggested posting at the end of the day reiterating the numbers residents may call for assistance.

Mary Gavin is glad so far the power has stayed on, but it is possible that power could go out. Trees are likely to start coming down and anticipating power outages will be important.

After the storm, there will be important steps for documenting repairs for FEMA. Photos are going to be essential as well as GPS points and measurements.

Nicola Shipman will learn about the process for gathering information regarding data needed for FEMA funding as soon as possible.

Cathy Sartor said she heard from Margy Becker, who reached out and offered support for response to storm.

Kevin Gish recognized Will Davis, who said he was listening into the updates, but didn't have any comment at this time.

Mary Gavin reconfirmed the importance of documenting any damage according to the FEMA requirements before repairs can begin.

## **2B. Public Comments:**

No Public Comments

## **3. Selectboard Member Reports**

Other than the recent floods, there were no reports except for highlighting the situation of unhoused people in the State especially as it relates to the Town.

Kevin Gish noted that we might see more unhoused people with the housing crisis in the State.

Mary Gavin referenced the cessation of the hotel program as a factor for future consideration, and it will be important to add the topic of unhoused people to a future meeting to find resources to support people in need. Mary is wondering if the Town should have an action plan for how best to respond.

Cathy Sartor noted that each situation is different, and each person will need a different response depending on their needs.

Sarah Pfeiffer noted that the Sharon Connects meeting, which is canceled for tomorrow, will be a good forum for this conversation also. Sarah will raise the question.

#### 4. **Finance Manager Reports**

Lucy said there was a check from VHAP program for just over \$12,000 for a delinquent tax payment. Program ended in June, so this is likely to be the last check the Town will receive.

#### 5. **Selectboard Assistant Reports**

Nicola Shipman provided reports on the following:

##### ***Buildings and Grounds***

Howe Hill Cemetery Tree Removal: Nicola has requested quotes in writing, so far we have only one verbal, one written, and one more quote is forthcoming.

Nicola responded to the contractor request for scheduling the lighting update, but so far there has been no date scheduled with the contractor.

The Baxter Library Drainage design plans have been pushed out until at least August due to the Engineer's schedule.

The MERP application for Municipal Energy Audits is now open and the list of required documents required for Level 2 assessment is extensive. Nicola, Ryan Haac and Lucy Pierpont are gathering documentation.

The July 12<sup>th</sup> Water Line Inspection with the VT DEC was cancelled due to the flooding.

The Town received a PACIF Building Inspection report for Old Town Hall; additional buildings inspections were conducted July 6<sup>th</sup> and the required fixes were minimal.

##### ***General Municipal Information***

The State homestead and non-homestead tax rates have been released.

The Town of Strafford is holding a Flood Hazard Area Zoning Ordinance hearing on July 18, 2023 at 7PM at the Morrill Homestead Education Center

##### ***Highways***

VTrans is preparing for repaving projects at the Sharon Welcome Center, which will be closed during the project.

The VTrans Route 14 paving project is unlikely to begin until 2025.

The Town did not receive VTrans Paving grant funding for paving work on Route 132 or Beaver Meadow Road for this grant cycle. The Town will need to reapply next year.

Radio Communications Enhancement Project: the project is anticipated to cost a minimum of \$22,000 - \$25,000, but that does not include the lease agreement with American Tower. Nicola is asking that the Selectboard consider this project as part of the ARPA grant funding to improve communications and safety for the Road Crew.

## 6. Road Foreman Reports

Frank Rogers said that earlier in the day, the water was running, culverts were full, and ditches were full. Frank said there is some damage, and some roads are impassable.

All in all, Frank thinks the town roads will definitely have some damage, but the extent is less than it would have been without the efforts to improve the ditching and culverts over the past several years.

Mary Gavin asked for information regarding impassable roads. Frank Rogers reported that there was a wash out on Fay Brook Road that required the road to be closed. Frank said there was also a section of Quimby Mountain down to a single lane due to a culvert on private property that is undersized which caused a washout down Quimby Mountain Road, and the Broad Brook is causing issues on Broad Brook Road.

Route 132 is now closed, and Quimby Mountain Road is closed.

Kevin Gish asked that the Road Crew document the damage, and Frank said he will take photos and measurements. Kevin also said that Frank can reach out to Nicola Shipman and Kevin Gish to assist with documentation.

Frank also wanted to bring up the idea of renting the excavator to assist with ditching and culverts to get a lot of work done in a short period of time particularly on Route 132

Frank said that there is an 18" culvert on Fay Brook Road that will need to be re-dug, reset and backfilled

**Mary Gavin made a motion to hire Ricky Nott for excavations services for up to 80 hours at \$90/hour for a total not to exceed \$5000 from contracted services and \$2200 from the culvert line from the FY24 Highway budget for road ditching. Sarah Pfeiffer seconded. Motion approved unanimously.**

## 7. Review/Approve Minutes

**Sarah Pfeiffer made a motion to approve the minutes from June 20<sup>th</sup>, 2023. Kevin Gish seconded. Motion approved 2-0-1 with Mary Gavin abstaining.**

June 26<sup>th</sup> minutes review is tabled until the next meeting.

## 8. Approve Warrants

**Mary Gavin made a motion to approve AP Warrant 1496 in the amount of \$1,790.58 with payments to Consolidated Communications \$133.24, Cott Systems \$170, Northeast Delta Dental \$431.66, Evans Motor Fuels \$947.92, Foley Services \$107.76. Sarah Pfeiffer seconded. Motion approved unanimously**

**Sarah Pfeiffer made a motion to approve AP Warrant 1497 in the amount of \$5,775.80 with payments to Kimball Midwest \$439.98, Madison National Life \$160.57, Magee Office Products \$305.25, New England Truck Tire \$4,120.00, Old Home Day \$750.00. Mary Gavin seconded. Motion approved unanimously**

**Mary Gavin made a motion to approve AP Warrant 1498 in the amount of \$5,768.85 with payments to Green Mountain Power \$568.66, Petes Tire Barn \$450, Pike Industries \$527.19, R.L. Nott Excavation \$4,000, VT Fire Extinguisher \$223. Kevin Gish seconded. Motion approved unanimously**

**Mary Gavin made a motion to approve AP Warrant 1499 OSH in the amount of \$50 with payments to Vermont Fire Extinguisher. Sarah Pfeiffer seconded. Motion approved unanimously**

**Mary Gavin made a motion to approve AP Warrant 1500 in the amount of \$250.00 from the REC fund with payments to Wind River Environmental \$250. Sarah Pfeiffer seconded. Motion approved unanimously**

**Kevin Gish made a motion to approve AP Warrant 1501 in the amount of \$26,959.81 with payments to Mudgett Jennett and Krogh Wisner \$5,500, South Royalton Rescue \$7,473.76, Southworth Milton \$1,023.38, Twin State Sand and Gravel \$4,060.51, U.S.P.S. \$132, Vital Communities \$250, VMERS \$3,055.41, Windsor County Sheriffs \$5,190.00, Worksafe \$274.75. Mary Gavin seconded. Motion approved unanimously.**

**Sarah Pfeiffer made a motion to approve 1502 Aubuchon Hardware \$58.62, Compucount \$168.95, Evans Motor Fuels \$701.59, Greater Upper Valley Solid Waste \$90.00, Pike Industries \$740.91, R.C. Brayshaw \$817.12, Valley News \$78.50, Vermont Fire Extinguisher \$60. Mary Gavin seconded. Motion approved unanimously.**

**Mary Gavin made a motion to approve AP Warrant 1503 in the amount of \$12,829.20 with payments to De Lage Landen Financial \$94.53, EC Fiber \$151, Eyemed Vision Care \$38.18, Key Communications \$142.99, Business Tech Management \$3,108, Two Rivers-Ottawquechee \$5,640.50, VLCT \$2,154, Windsor County Mentors \$500. Sarah Pfeiffer seconded. Motion approved unanimously.**

**Sarah Pfeiffer made a motion to ratify payroll for the period 6/18/23-7/1/23 with a cash draw of \$13,974.06. Kevin Gish seconded. Motion approved unanimously**

## **9. TH46 Discontinuance**

Nicola Shipman brought forward a letter submitted by Mr. John Manchester requesting the discontinuance of TH-46, a 0.10 mile Class 4 road, dated June 15<sup>th</sup>, 2023. Nicola showed the Selectboard the location of the stub road using AOT Highway Maps and gave some of the history of the road classifications. The road does not have any links nor does it connect to any other existing legal trails or class 4 roads, but serves private property only.

The Board will consider the request, but no action taken at this time.

**10. Seven Stars**

Removed from agenda; Michael Barsanti unable to attend.

**11. FY24 Pay Increase**

Mary Gavin asked if pay increase was voted on at Town Meeting. Lucy Pierpont confirmed that this was approved at Town Meeting via the vote on the FY24 Budget.

Mary asked if there had been other increases in FY23. Lucy confirmed some departments had received pay raises, including the Highway Department and the AP Assistant.

**Sarah Pfeiffer made a motion for the payroll period starting 7/2/23-7/15/23 to approve a 3% wage increase for each of the Highway Department employees, a 4% increase for the Selectboard Assistant, Accounts Payable Clerk, and Treasurer, and a 5% increase for the Finance Manager. Kevin Gish seconded. Motion approved unanimously.**

**Sarah Pfeiffer made motion to approve \$1,000 to be paid to Treasurer Deb Jones for the FY24 Audit preparation split into equal payments throughout the year. Kevin Gish seconded. Motion approved unanimously.**

**12. Expanded Radio for the Road Crew**

Previously discussed in Selectboard Assistant reports

**13. ARPA**

No discussion

**14. Other business:**

No other business

**15. Adjourn**

**Sarah Pfeiffer made a motion to adjourn at 8:04 PM. Mary Gavin seconded. Motion passed unanimously.**

Respectfully submitted by Nicola Shipman