

**Sharon Selectboard  
Regular Meeting Minutes  
July 17<sup>th</sup>, 2023 FINAL**

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

Participants attending via Zoom: Mary Gavin, Selectboard Vice Chair; Sarah Pfeiffer, Selectboard Clerk; Cathy Sartor, Town Clerk; Galen Mudgett, Head Lister

Participating via Phone: Frank Rogers, Road Foreman; Lucy Pierpont, Finance Manager

**Call to Order:**

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

**1. Review/Approve Agenda:**

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

**2. Public Comments:**

No public comments.

**3. Selectboard Member Reports**

Kevin Gish said he had a phone call Luke Pettengill who wished to address some concerns including the short utility poles on Route 132, Route 132 conditions (prior to storm) and the truss bridge.

Kevin also said he attended a Green Mountain Economic Development Corporation forum.

**4. Finance Manager Reports**

Lucy Pierpont reported on the Budget-to-Actual for June.

Lucy reported that the General Fund is projected to be underbudget by around \$47,000 and the Town will use about \$15,000 of the fund balance. There were unanticipated VHAP program payments to the Town for delinquent taxes. The total received from VHAP was roughly \$76,000.

Most line items were underbudget except for utility and supply lines. Lucy thought the Highway Fund might also come in underbudget by just under \$34,000, and she anticipates about \$6,700 of fund balance will be spent. Many of the highway line items were underbudget except for utility lines such as fuel, which were expected to be higher.

Mary Gavin noted that this is another budget year where the Town was not able to spend down the fund balance which could be an indication that the Town is not implementing our plan, or it could mean that we are overbudgeting which could lead to a tax rate higher than needed.

## 5. Selectboard Assistant Reports

Nicola Shipman noted that the hot water heater electrical issue is fixed, but the electrician advised the full system needs replacement due to corrosion/calcification of the elements to prevent water damage to the basement of the library

Ben Lacaillade emailed to say he is looking to start the Old School House paint removal starting early this week, but the weather is tricky. The Town still has outstanding repairs to the ramp and various trouble spots that will need to get the building ready prior to painting.

Nicola said there is not yet a candidate for the VCRD Leadership Summit, but she will continue to reach out to see if there is someone interested.

Nicola said she has been working to make the website more functional and more user friendly, especially during local emergencies.

Nicola also reported that the last time the Town voted to reclassify the roads serving a limited number of residents from Class 3 to Class 4 was 2012 in a warned article. It was voted down by a voice vote.

## 6. Road Foreman Reports

Frank Rogers reported most of the smaller damaged areas, except for Steele Road, were repaired. Tomorrow the crew will fix a culvert on Chapel Hill Road. On Thursday, the crew will work to fill in the shoulder washing on Route 132 on recommendations per Chris Bump of District 4.

There are two bank stabilization projects on the brook side of Route 132 down by the ledges that need to be fixed. Chris Bump said it is worth repairing as soon as possible. Mary Gavin asked how these would be reimbursed.

Nicola Shipman noted that this highway falls under the FHWA, and she will work to find out how the FHWA administers funding.

Mary Gavin asked what would be involved with the bank slide repairs. Frank said there will need to be a stone retaining wall built to stabilize the bank that supports the road.

Frank said the bank slide on Route 132 is about 80-90 feet long and 15-20 feet from the road down to the brook and 5-6 feet wide.

Frank needs to be able to contract out the larger projects where the edge of the road is washed out. Frank mentioned that not only are there sites on Route 132 but there are up to five additional sites with failing banks.

Frank reported that Chase Site Services will be assisting the road crew to make emergency repairs to Chapel Hill Road tomorrow.

**7. Minutes**

**Sarah Pfeiffer made a motion to approve the June 26<sup>th</sup> minutes. Mary Gavin seconded. Motion approved 2-0-1 with Mary Gavin abstaining.**

**Kevin Gish made a motion to approve the July 10<sup>th</sup> minutes with minor changes. Sarah Pfeiffer seconded. Motion approved unanimously.**

**Mary Gavin made a motion to approve the July 11<sup>th</sup> minutes. Sarah Pfeiffer seconded. Motion approved unanimously.**

**8. Approve Warrants**

**Sarah Pfeiffer made a motion to approve AP Warrant 1504 in the amount of \$18,629.75 with payments to Capital one Trade Credit \$39.99, Evans Motor Fuels \$874.08, Foley Services \$55.38, Indus \$11,999.04, Innovative \$5,447.82, Madison National Life \$22.41, Magee Office products \$191.03. Mary Gavin seconded. Motion approved unanimously.**

**Mary Gavin made a motion to approve AP Warrant 1505 in the amount of \$19,633.47 with payments to Lacaillade's Professional Painting \$6,055, Galen Mudgett \$228.70, Dave Phillips \$50, Pike Industries \$5,801.79, Sabil and Sons \$270.27, Southworth Milton \$6,174.51, Tarrant, Gillies, and Shems \$1033.20, VLCT \$20. Sarah Pfeiffer seconded. Motion approved unanimously.**

**Sarah Pfeiffer made a motion to approve AP Warrant 1506 from the Old School House Fund in the amount of \$220 with payment to Countryside Alarms \$220. Kevin Gish seconded. Motion approved unanimously.**

**Mary Gavin made a motion to approve the HRA reimbursement warrant for the period 6/1/23-6/30/23 in the amount of \$1,205.71. Sarah Pfeiffer seconded. Motion approved unanimously.**

**Sarah Pfeiffer made a motion to approve payroll warrant for the period of 7/2/23 – 7/15/23 in the amount of \$15,939.70. Mary Gavin seconded. Motion approved.**

**9. Seven Stars Building**

Mary Gavin made noted several facilities in Town might be available for different purposes as the needs of the community change, but the Board decided further discussion will need to be delayed due to Michael Barsanti's unanticipated absence.

**10. Review Operations Protocols re: Emergencies affecting Highway Infrastructure**

Nicola Shipman presented a communication flow chart for improving internal communications that will be implemented in future.

### 11. Mutual Aid Agreement

The Selectboard was asked to consider if/how Town would like to engage in contracted mutual aid to assist other municipalities with flood recovery. At this time, the Town does not have additional resources to provide support locally, but if needed, the Town can put an agreement in place. Additionally, if the Town wishes to be reimbursed, FEMA requires this kind of agreement for Towns receiving or providing mutual aid.

### 12. ADA Ramp Replacement Bid

Nicola Shipman will reach out to Green Mountain Mowing to ask a clarifying question regarding the bid proposal.

### 13. TAP Scoping Study Contractor Recommendation

**Mary Gavin made a motion to sign the Justification Letter for the Town's selection of the TAP Scoping Study Contractor to be submitted to VTrans for approval. Sarah Pfeiffer seconded. Motion approved unanimously.**

### 14. Cleaning Position

Lucy Pierpont confirmed there is an applicant for the cleaning position.

Kevin Gish asked if there should be an executive session to discuss specific candidates. Lucy Pierpont said that previously Margy Becker and Deb Jones interviewed the cleaning person.

Nicola Shipman and Lucy Pierpont will be responsible for interviewing the Cleaning Staff applicant as per the Selectboard.

### 15. Expanded Radio Coverage for Road Crew

No additional discussion required

### 16. TH-46 Owner Request for Discontinuance

Galen Mudgett wondered if the procedure for discontinuance is different in this case, as the landowner has requested a discontinuance. Galen Mudgett said he is not sure of the case of what State Statute requires at the landowner's request.

Nicola Shipman will need to make sure, but she knows there is a statutory process for how road classifications are changed, and she believes it would still be the same process regardless of who initiates the request.

Kevin Gish asked about the 2012 public vote that was on the Town Warning. Galen Mudgett provided insights as to some of the previous decisions that was made

Galen mentioned there are several stub roads that are not more than 1/10<sup>th</sup> of a mile long and the Town Road Crew cannot turn around easily to maintain those roads effectively. Galen said he will develop a list of the stub roads.

17. **PC/DRB Commission Review**

There was continued discussion of the pros and cons of a five-person versus seven-person board.

The Board noted that a larger planning commission/development review board membership could encourage more diversity of thought and discussion. On the other hand, it has traditionally been hard to fill those roles.

Cathy Sartor suggested that there were more applications than there were openings this year, and she wondered what the level of experience required might be.

Nicola suggested it would be appropriate to have a “job description” for the role as it is specific in nature and it could help candidates understand the expectations.

Vacancies for the Health Officer and Planning Commission will be posted again. Otherwise, there was no decision made to adjust the size of the Planning Commission at this time, and it remains a seven-person commission.

18. **ARPA Funding**

Sarah Pfeiffer said she and Deb Jones will be meeting later in the week.

19. **Other business**

No other business

20. **Adjourn**

**Mary Gavin made a motion to adjourn at 8:00PM. Sarah Pfeiffer seconded. Motion approved unanimously.**