

**Sharon Selectboard
Special Meeting Minutes
August 10th, 2023 FINAL**

Participants attending via Zoom: Nicola Shipman, Selectboard Assistant; Lucy Pierpont, Finance Manager; Mary Gavin, Selectboard Vice Chair; Kevin Gish, Selectboard Chair. Cathy Sartor, Town Clerk; Deb Jones, Treasurer; Ira Clark, Planning Commission

By phone: Frank Rogers, Road Foreman

Not Present: Sarah Pfeiffer, Selectboard Clerk

Call to Order:

Kevin Gish called the meeting to order at 6:32PM

1. Review/Approve Agenda

Mary Gavin made a motion to approve the agenda with the addition of an executive session for personnel and the addition of payroll warrants. Kevin Gish seconded. Motion approved unanimously.

2. Public Comments

No public comments.

3. Finance Manager Reports

Lucy Pierpont reported that the Town received an additional opioid settlement payment in the range of \$500, and she also noted that the VHAP program has been extended to allow for a maximum grant of \$40,000. Those who already received funds can reapply for up to an additional \$10,000 in funding.

Lucy noted that the VMERS rates have increased 0.25% for both the employer contribution and the employee contribution.

Lucy also mentioned that the AED units have arrived, and the Town is working to install them in the buildings. Dustin Potter has offered to help identify the best place to install.

4. Warrants

Kevin Gish made a motion to ratify payroll for the period 7/16/2023 – 7/29/2023 with a cash draw of \$15,632.67. Mary Gavin seconded. Motion approved unanimously.

Mary Gavin made a motion to approve payroll for the period 7/30/23-8/12/23 with a cash draw of \$15,797.41. Kevin Gish seconded. Motion approved unanimously.

5. Road Foreman Reports

Frank Rogers said most of the work that can be done by the Highway crew to repair roads after July 10th flooding damage is complete. The bulk of the remaining work is going to need to be put out to bid, such as a small paving repair on Route 132 and some work to shape Quimby Mountain Road.

Frank also said that the crew is trying to grade the roads whenever possible, but it's been tough to make much progress with so much consistent rain.

6. Selectboard Assistant Reports

Nicola Shipman said that she spoke with Jaime Kinnarney recently. He would like to bring forward a proposed site for an electric vehicle charging station for an EV Bus that will be available to the Sharon School District. The proposed location for the charging station is on municipal property due to the cost of running power closer to the Elementary School. Nicola said this will be on the agenda for the meeting on the 21st to discuss logistics of if/how this might be agreeable to the Town.

Nicola also said she had completed the requisite filing for the Town via the FEMA portal, and that both she and Lucy Pierpont had attended the required meeting. At this time, Nicola is waiting for a FEMA representative to be assigned to the Town.

Nicola noted that the first round of FEMA funded bank stabilization projects on municipal roads will be released on Monday with a bid deadline of August 28th.

Nicola shared that VTrans will be holding a hearing to consider right of way/abutter concerns on September 7th at 6:00 Forum; 6:30 Public Hearing; The hearing documents are available at the Town Offices for public review should anyone be interested in attending.

7. Review Minutes

Mary Gavin made a motion to approve the minutes from July 17th, 2023 meeting as presented. Kevin Gish seconded. Motion approved unanimously.

Mary Gavin made a motion to approve the minutes from July 20th, 2023 with a friendly amendment to change "Meyer" to "Mayer". Kevin Gish seconded. Motion approved unanimously.

8. LOC for Anticipated Costs for Highway Repairs - July 10th Flooding

Deb Jones reached out to Community National Bank who offered a rate of 5.15% and Community Bank NA 3.99% and explained the terms of the Loan Anticipation if the Town would need a Line of Credit to pay for the Highway Repairs. There are no origination costs for establishing the loan.

Kevin Gish asked if there was any expectation for how soon we would be reimbursed by FEMA. Deb responded that it could be within 4 months from the time of submission. FEMA does not cover interest.

Mary Gavin made a motion to direct the Treasurer to work with CBNA to develop a Line of Credit at 3.99% or less with the understanding that the line of credit would be available for 365 days and not more than \$700,000. Kevin Gish seconded. Motion approved unanimously.

9. **Route 132 Bank Stabilization Bid Results**

Kevin Gish made a motion to award a bid and sign a contract with Avery Excavation for the ER E23-1(454) Bank Stabilization projects on Route 132 to Avery Excavation with the amount not to exceed \$79,130.00. Mary Gavin seconded. Motion approved unanimously.

10. **Tree Removal for Howe Hill Cemetery**

Mary Gavin made a motion to approve Chippers to complete tree removal in the Howe Hill Cemetery with the amount not to exceed \$,3880.00 using donated funds held by VOCA.

Funds will be disbursed to Chippers via VOCA upon completion and acceptance of the work.

11. **Cleaning Services Hiring Recommendation**

Kevin Gish made a motion to hire Melissa Frary to provide cleaning for both the Town Office and the Library at a rate of \$25 per hour, and the Town agrees to supply all necessary cleaning supplies. Mary Gavin seconded. Motion approved unanimously.

12. **Town Plan Adoption and Determination of Energy Compliance**

This item was tabled until 8/21/2023 since Sarah Pfeiffer was unexpectedly unable to attend the meeting.

13. **Windsor County Sheriff's Report**

There was some discussion of the reporting provided by the Sheriff's department.

Kevin Gish said he is in communication with the Sheriff somewhat regularly, perhaps once a week, and that he would be willing to bring feedback to the Sheriff.

Cathy Sartor said she noticed that all the stops seemed to be on Route 14 and Route 132, and she is wondering if there might also be coverage on more back roads. Mary Gavin agreed that this has been a historic issue.

14. **Private Culverts/Highway Infrastructure**

Kevin Gish made a motion to sign a letter as presented to be sent to a landowner regarding a private culvert that should be upsized to mitigate future Town highway damage during major storms/flood event. Mary Gavin seconded. Motion approved unanimously.

15. **MERP Energy Assessment Grant**

The Selectboard agreed that the Town Garage would be the Town's top priority for an energy assessment and the Town Offices would be the second priority and authorized Nicola Shipman, Selectboard Assistant, to submit the grant application on behalf of the Town.

16. **Memorialize Emergency Road Repairs Agreements**

Mary Gavin made a motion to sign the Emergency Road Repair agreements for Benson Earthworks and Chase Site Services for emergency road repairs following the July 10th, 2023 Flooding. Kevin Gish seconded. Motion approved unanimously.

17. **Grants-in-Aid FY24 Contract**

Mary Gavin made a motion to sign the FY24 Grants-in-Aid Agreement GA0646. Kevin Gish seconded. Motion approved unanimously.

18. **Old Town Hall/Sharon Historical Society ADA Ramp**

Mary Gavin made a motion to award the contract to Green Mountain Mowing for the removal and replacement of the ADA ramp and to perform site work to assist with drainage with the total amount not to exceed \$25,992.22 and to authorize Kevin Gish to sign the contract. Kevin Gish seconded. Motion approved unanimously.

19. **Town Highway 49**

Nicola will look to find dates that will be suitable for a Site Visit with the Board members that allows for the full warning as required by Statute.

The Board asked that reclassification of Class 3 roads serving single households be under consideration as a potential article at Town Meeting.

20. **Vacancies**

Nicola will email Keith Lyman Jr. regarding the Town Health Officer. Nicola Shipman and Lucy Pierpont will post the vacancies for Planning Commission/DRB again.

21. **Executive Sessions:**

Kevin Gish made a motion to enter executive session for personnel issue at 8:13PM with attendees to include Frank Rogers, Kevin Gish, Mary Gavin, and Lucy Pierpont. Mary Gavin seconded. Motion approved unanimously.

Kevin Gish made a motion to exit executive session at 8:25PM. Mary Gavin seconded. Motion approved unanimously.

The Board instructed Lucy Pierpont and Frank Rogers to develop an employment advertisement.

Kevin Gish made a motion to enter executive session at 8:27PM to receive legal counsel regarding ongoing litigation with attendees to include Mary Gavin, Kevin Gish, and Nicola Shipman. Mary Gavin seconded. Motion approved unanimously.

Kevin Gish made a motion to exit executive session at 8:31PM. Mary Gavin seconded. Motion approved unanimously.

The Board instructed Nicola Shipman to relay the Board's message to the Town's Legal Counsel.

22. Other business

No other business

23. Adjourn

Mary Gavin made a motion to adjourn at 8:32PM. Kevin Gish seconded. Motion approved unanimously.

Respectfully submitted by: Nicola Shipman