

Last Update: 10/18/2023

**Sharon Selectboard
Regular Meeting Minutes
October 2nd, 2023 FINAL**

Participants attending in Person: Dana Colson, Selectboard Candidate; Scott Henkels, Selectboard Candidate; Kevin Gish, Selectboard Chair; Nicola Shipman, Selectboard Assistant; Steve Basham, Moderator Elect

Participants attending via Zoom: Sarah Pfeiffer, Selectboard Clerk; Cathy Sartor, Town Clerk; Lucy Pierpont, Finance Manager/HR; Joe Ronan, Selectboard Candidate; Heather Devine, Legal Counsel to the Town; Suzanne Jones, Resident; Deb Jones, Treasurer

Participating by Phone: Frank Rogers, Road Foreman

1. **Call to Order:**

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

2. **Review/Approve Agenda**

Kevin Gish made a motion to approve the agenda as presented with the addition of review of minutes from September 21st to be included. Sarah Pfeiffer seconded. Motion approved unanimously.

3. **Public Comments**

None

4. **Declaration of Selectboard Vacancy and Candidates for Appointment**

Sarah Pfeiffer made a motion to declare a vacancy in the Selectboard created upon the resignation of Mary Gavin effective as of midnight on September 30th, 2023. Kevin Gish seconded. Motion approved unanimously.

Kevin Gish first took a moment to thank Mary Gavin for the many contributions she has made in her service to the Town. Kevin noted that Mary dedicated significant time, energy, and expertise to the Town, and she brought a level of financial acumen that was of tremendous benefit to the Town. Kevin noted that Mary's resignation is a loss to the Town, and he wanted to express gratitude on behalf of the Town and personally.

Kevin Gish invited candidates for the Selectboard appointment to introduce themselves.

Dana Colson introduced himself and shared background and experiences relevant to how he might serve the Town as a Selectboard Member.

Phil Dimond introduced himself but also stated that he needed to withdraw his name from the applicant pool at this time.

Scott Henkels introduced himself and shared background and experiences relevant to how he might serve the Town as a Selectboard Member.

Joe Ronan introduced himself and shared background and experiences relevant to how he might serve the Town as a Selectboard Member.

After the candidate introductions, Kevin Gish highlighted that this appointment would be in effect until March of 2024 or until an election is had. Kevin stated anyone wishing to serve beyond the end of the term would need to run for election in 2024.

Kevin Gish made a motion to enter executive session at 6:43PM for the purposes of appointing a Selectboard Member due to a vacancy created by Mary Gavin's resignation per 1 V.S.A. § 313(a)(3). Sarah Pfeiffer seconded. Attendees include Sarah Pfeiffer and Kevin Gish. Motion approved unanimously.

5. Executive Session: Selectboard Member Appointment

Kevin Gish made a motion to exit the executive session at 6:58PM. Sarah Pfeiffer seconded. Motion approved unanimously.

6. Resume Open Meeting

Sarah Pfeiffer made a motion to appoint Scott Henkels to fill the vacancy left open by the resignation of Vice Chair Mary Gavin effective September 30th, 2023. Kevin Gish seconded. Motion approved unanimously.

Cathy Sartor administered the Oath of Allegiance for the newly appointed Selectboard Member Scott Henkels dated at Sharon, Vermont this second day of October 2nd, 2023.

Cathy Sartor administered the Oath of Office for the newly appointed Selectboard Member Scott Henkels dated at Sharon Vermont this second day of October 2nd, 2023.

Kevin Gish moved that premature public knowledge of legal strategy in an ongoing lawsuit would place the municipality at a substantial disadvantage. Sarah Pfeiffer seconded. Motion approved unanimously.

Kevin Gish made a motion to enter executive session at 7:06PM per 1 V.S.A. § 313(a)(1) for the purposes of receiving confidential attorney-client communications made for the purpose of providing professional legal services to the body with participants to include Kevin Gish, Sarah Pfeiffer, Scott Henkels, Heather Devine, and Nicola Shipman. Motion approved unanimously.

7. Executive Session for the Purposes of Receiving Legal Counsel

Kevin Gish made a motion to exit executive session at 7:34 PM. Scott Henkels seconded. Motion approved.

8. Resume Open Meeting

No action required at this time.

9. Vacancies and Appointments

Cathy Sartor administered the Oath of Allegiance to Town Moderator Elect Steve Basham dated at Sharon, Vermont this second day of October 2023.

Cathy Sartor administered the Oath of Office to Town Moderator Elect Steve Basham dated at Sharon, Vermont this second day of October 2023.

Sarah Pfeiffer made a motion to reappoint Deborah Jones as Town Treasurer for a one-year term effective Nov. 1, 2023 – October 31, 2024. Kevin Gish seconded. Motion approved unanimously.

Kevin Gish made a motion to enter executive session at 7:40PM for the purpose of discussing the vacant Road Crew position per 1 V.S.A. § 313(a)(3). Scott Henkels seconded. Attendees include Selectboard Members, Frank Rogers, and Lucy Pierpont. Motion approved unanimously.

10. Executive Session: Personnel

Sarah Pfeiffer made a motion to exit executive session at 7:58PM. Scott Henkels seconded. Motion approved.

11. Resume Open Meeting

The Selectboard instructed Lucy Pierpont to advertise both for a Level 1 Road Crew member and to post a part-time seasonal position to assist with municipal plowing.

Kevin Gish made a motion to enter executive session for the purposes of discussing confidential employment records per 1 V.S.A. §313(a)(6) with attendees to include Selectboard Members and Lucy Pierpont seconded. Motion approved unanimously.

12. Executive Session: Personnel

Kevin Gish made a motion to exit executive session at 8:05PM. Sarah Pfeiffer seconded. Motion approved.

13. Resume Open Meeting

No action required.

14. 2024 Health Insurance Plan Rates

Lucy Pierpont presented information as it relates to the 2024 Health Insurance Plan Rates as provided by the Town's providers Blue Cross Blue Shield of Vermont.

Deb Jones suggested that this is just the first pass for the Health Insurance discussion, but the Selectboard Members can direct the Finance Manager to provide projections based on different levels of Town contributions.

Lucy Pierpont was asked to provide the board with cost projections using the proposed municipal contribution as either 4%, 5% or 6.5% of the monthly premiums and for each variation of plan available to employees offered through Blue Cross Blue Shield of Vermont.

15. Treasurer's Report

Deb Jones presented information regarding the Line of Credit through Community Bank NA to help the Town afford the cost of project repairs for Town Highway damages from July 10th flooding.

Kevin Gish made a motion to approve a Line of Credit for a Current Expense Note from Community Bank NA for a maximum of \$700,000 at the interest rate of 3.99% for a period of not more than one year. The purpose of this note is to assist with cash flow to cover expenses related to repairs to be requisitioned to FEMA and FHWA for flood damage in July 2023 and to authorize the Treasurer Deborah (Deb) Jones, Assistant Treasurer Catherine (Cathy) Sartor or Finance Manager Lucy Pierpont to request advances from this line of credit to transfer into the general fund checking account. Sarah Pfeiffer seconded. Motion approved unanimously.

16. Finance Manager Reports

Lucy noted that as of this week, the outstanding payments due to the Town for property taxes are in the range of \$58,000. \$1.7 million will be due for the second payment.

17. Road Foreman Reports

Frank Rogers reported that they put in almost 800 ft of culvert pipe this summer and Notts Excavation has wrapped up the ditching and culverts work that was approved.

Frank Rogers suggested that it would be worth including a discussion to include this kind of contracted work in the budget for future budget years.

Brad and Frank have been hauling sand and hard pack. Scott has been mowing and is almost complete. The Road Crew is getting started to prepare for winter.

Frank Rogers is going to put the specifications sheet together for the loader which is on the schedule for replacement in this fiscal year.

Frank Rogers noted that next Monday is a holiday. Frank wanted to request that the Road Crew be able to work Monday, October 9th as that is traditionally a floating holiday. The crew will instead take a holiday the day after Thanksgiving.

18. Selectboard Assistant Reports

Nicola Shipman reported that Green Mountain Mowing anticipates beginning the ADA ramp project at the Old Town Hall soon with the date TBD.

Chippers started the tree removal project at Howe Hill Cemetery. Nicola is waiting to hear back from the Cemetery Committee.

Nicola reported that she and Frank met with FEMA for a follow up meeting this morning. We will need to get an RFP out for geotechnical engineering support for the bank stabilization on Fay Brook

Road and they are also working on a solution for Paving Repairs on Route 132. Nicola shared that Culvert #41 on Downer Road has been installed. Avery Excavation encountered unforeseen ledge creating unexpected additional scope of work. Avery was asked to submit the additional costs to the Selectboard for review.

Nicola also noted that she and Lucy Pierpont attended the VLCT Town Fair again. Nicola recommends that the Town consider putting some consideration to contracting more formal IT support, particularly as it relates to record retention and cybersecurity. Also, if the Town would like to move toward a more fully interactive and ADA accessible website, Nicola believes the Town could find a lower-cost developer with significant municipal experience to help improve our website to offer online forms, online payment integration with Municipay, as well as improved ADA accessibility compliance, better functionality and more intuitive design based on her conversations with vendors at the Town Fair.

Finally, Nicola shared that the Selectboard received notice that there will be a DRB Hearing for Peggy Ainsworth on Tuesday, October 10th at 7PM. The Town owns a parcel that abuts the Ainsworth parcel and therefore is included in the formal noticing sent by the DRB.

19. Selectboard Member Reports

Sarah Pfeiffer noted that Andrew Brackett and Tom Lober are available to help install the AEDs as those are at the Town Office and ready to install.

20. Review Minutes:

Sarah Pfeiffer made a motion to approve the minutes from Sept. 18th, 2023 as presented. Kevin Gish seconded. Motion approved 2-0-1 with Scott Henkels abstaining.

Kevin Gish made a motion to approve the minutes from September 21st, 2023 as presented. Sarah Pfeiffer seconded. Motion approved 2-0-1 with Scott Henkels abstaining.

21. Warrants

Sarah Pfeiffer made a motion to approve AP Warrant 1538 in the amount of \$5,603.82 with payments to Andrea Morgan \$102.72, Blue Cross Blue Shield \$3,962.57, Cathy Sartor \$44.54 Consolidated \$133.28, Dave Phillips \$50.00, Evans Motor Fuels \$1,149.42, Foley Services \$161.29. Kevin Gish seconded. Motion approved 2-0-1 with Scott Henkels abstaining.

Scott Henkels made a motion to approve AP Warrant 1539 in the amount of \$5,567.35 with payments to Kofile Preservation \$4,557.50, Green Mountain Power \$671.51, Lucy Pierpont \$108.75, Madison National Life \$229.59. Sarah Pfeiffer seconded. Motion approved 2-0-1 with Scott Henkels abstaining.

Sarah Pfeiffer made a motion to approve AP Warrant 1540 in the amount of \$8,468.72 with payments to Magee Office Products \$319.36, New England Truck Tire \$1,274.83, Northeast Delta Dental \$467.64, Pike Industries \$3,955.47, Reynolds and Son \$2,151.42, Sharon Electric \$300.00. Scott Henkels seconded. Motion approved 2-0-1 with Scott Henkels abstaining.

Sarah Pfeiffer made a motion to approve AP Warrant 1541 in the amount of \$4,020.99 with payments to Valley News \$201.60, Viking-Cives \$157.57, VLCT \$60.00, VMERS \$3,408.81, Work safe \$193.01. Kevin Gish seconded. Motion approved 2-0-1 with Scott Henkels abstaining.

Sarah Pfeiffer made a motion to approve AP Warrant 1542 from the Recreation Fund in the amount of \$294.00 with payments to Big Green T's 294.00. Kevin Gish seconded. Motion approved 2-0-1 with Scott Henkels abstaining.

Kevin Gish made a motion to approve AP Warrant 1543 from the Old School House Fund in the amount of \$260.00 with payments to Countryside Alarms \$260.00. Sarah Pfeiffer seconded. Motion approved 2-0-1 with Scott Henkels abstaining.

Sarah Pfeiffer made a motion to approve AP Warrant 1544 in the amount of \$6,590.00 with payments to RL Nott \$6,590. Kevin Gish seconded. Motion approved 2-0-1 with Scott Henkels abstaining.

Sarah Pfeiffer made a motion to ratify Payroll for the period 9/10/23-9/23/23 with a cash draw of \$16,949.54. Kevin Gish seconded. Motion approved 2-0-1 with Scott Henkels abstaining.

22. ARPA Funding

Sarah Pfeiffer wanted to ensure that the conversation surrounding the Radio Repeater for the Town Highway Department didn't by the wayside and was asking how to fund the purchase, whether through the Highway Equipment Reserve, the Highway Equipment Fund, or through ARPA funding.

Nicola Shipman will pursue putting this out to bid with the assurance that the Selectboard will commit funds.

23. Other business

Kevin Gish asked if the members would like to consider reorganizing roles with the addition of a new member. The roles are as follow: Kevin Gish, Chair; Scott Henkels, Vice Chair; Sarah Pfeiffer, Clerk

No other business.

24. Adjourn

Sarah Pfeiffer made a motion to adjourn at 9:13PM. Kevin Gish seconded. Motion approved unanimously.

Respectfully submitted by Nicola Shipman