

**Sharon Selectboard
Meeting Minutes
November 6th, 2023 FINAL**

Participants in Person: Kevin Gish, Selectboard Chair; Scott Henkels, Selectboard Vice Chair; Sarah Pfeiffer, Selectboard Clerk; Leon Sheldon, Resident; Carole Sheldon, Resident; Cheryl Foote, Resident; Margaret Gilmore, Resident; Jeff Demers, Resident; Frank Rogers, Road Foreman; Ryan Haac, Energy Committee Chair/Resident; Doreen Clark, Resident; Fran Schmidt, Resident; Barbara Donahue, Resident; Dee Gish, Planning Commission/Energy Committee/Resident; Nicole Antal, The WRV Herald; Nicole Fox, Fuss & O'Neill; Jake Fowler, Fuss & O'Neill; Megan Asbury, TRORC; Nicola Shipman, Selectboard Assistant; Paula Duprat, Resident; George Ostler, Resident

Participants attending via Zoom: Will Davis, Resident; Lucy Pierpont, Finance Manager; Marcy Marceau, Resident; Wayne Claflin, Resident; Cathy Sartor, Town Clerk

Call to Order:

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

1. Review/Approve Agenda

Kevin Gish made a motion to approve the agenda with the addition of item 16 for a discussion of the interview process for hiring Town Employees. Scott Henkels seconded. Motion approved unanimously.

2. Public Comments

No public comments

3. Sharon Village Scoping Study Local Concerns:

The Selectboard hosted a Local Concerns meeting in coordination with Nicole Fox and Jake Fowler of Fuss & O'Neill and Meghan Asbury of TRORC.

Nicole Fox explained the overarching goal of the Village Scoping Study and the purpose for the study, including showing a map of the Designated Village District, the area that was predefined for the scoping study in the TAP grant application.

To view the presentation, and to learn more about the scoping study timeline, please click the link or copy and paste into your browser: <https://sharonvt.net/sharon-village-scoping-study/>

Residents expressed their concern about the high speed of traffic in and around the village as well as the challenges of navigating the village with few crosswalks, high speeds of vehicles and challenging traffic patterns, particularly at the intersection of Route 14 and Route 132.

Resident concerns included the high rate of speed; lack of sidewalks; lack of safe cross walks; lack of traffic calming options in the village; the lack of parking

Nicole responded to questions about the fact that the Village is predominantly under State control, and she explained that her firm, Fuss & O'Neill, is working with the Town and VTrans to create several potential solutions in the final study that will be acceptable to VTrans while alleviating concerns raised by the residents.

In addition to collecting the comments from the meeting today, Nicole also reminded residents that the public comment period for the Local Concerns phase of the project closes on November 20th, 2023. There is also an online survey available to complete or written comments may be sent to Rita Seto at rseto@trorc.org

Online Survey Link: <https://tinyurl.com/SharonStudy>

4. **Windsor County Sheriff Update**

Sheriff Ryan Palmer attended the Selectboard meeting to provide an update to the residents and Selectboard.

Sheriff Palmer noted the Sheriff's department is working to hire a crisis social worker to assist with the increase in mental health interventions the department is responding to. The department will also be bringing in a canine officer.

5. **Liquor License Renewals**

Sarah Pfeiffer made a motion to approve the first-class Hotel License # LP-014132 and the renewal of a third-class Hotel License # LP-014133 made a motion to approve as submitted by Chateau Industries, LLC. Scott Henkels seconded. Motion approved unanimously.

6. **Driveway Permit Application 674 Beaver Meadow Road**

Scott Henkels made a motion to approve driveway permit application submitted by Wayne Clafflin and Sunnie McPhetrus contingent upon approval for the garage from the Flood Hazard Bylaw Administrator, "Geo" Honigford. Sarah Pfeiffer seconded. Motion approved unanimously.

7. **FY25 Budget Departmental Wages**

Lucy Pierpont provided several different wage options to the Selectboard. There was some discussion about departmental wages and the most current CPI as well as the current rates of inflation as compared to a year ago.

No decisions were possible at this early stage, but the Board members will meet with Lucy and may request additional projections/financial models in advance of the next meeting so the members might make some decisions regarding the Departmental Wages.

8. Warrants

Sarah Pfeiffer made a motion to approve AP Warrant 1555 in the amount of \$15,163.23 with payments to ATCO International \$107.50, ATG Westminster \$264.24, Brad Howe \$87.50, Brook Field Services \$448.00, Casella Waste \$105.27, Cathy Sartor \$81.22, Central Vermont Communications \$358.68, Chappell Tractor \$4,050.98, Chase Site Services \$9,472.00, Compucount \$187.84. Scott Henkels seconded. Motion approved unanimously.

Scott Henkels made a motion to approve AP Warrant 1556 in the amount of \$5,613.45 with payments to Consolidated Communications \$135.12, Cott Systems \$170.00, De Lage Landen \$94.53, Econo Signs \$280.33, Evans Fuel \$4,656.41, EyeMed \$51.66, Fastenal \$145.44, Foggs Hardware \$79.96. Sarah Pfeiffer seconded. Motion approved unanimously.

Sarah Pfeiffer made a motion to approve AP Warrant 1557 in the amount of \$1,546.28 with payments to Foley Services \$168.66, Green Mountain Mowing \$503.33, Green Mountain Power \$715.91, Key Communications \$140.75, Lober Builders \$17.63. Scott Henkels seconded. Motion approved unanimously.

Scott Henkels made a motion to approve AP Warrant 1558 in the amount of \$10,429.66 with payments to Madison National Life \$229.59, Magee Office Products \$113.94, Corelogic (Marshall& Swift) \$385.95, Mascoma Bank \$9,124.50, NE Delta Dental \$395.68, OB'S \$180.00. Sarah Pfeiffer seconded. Motion approved unanimously.

Sarah Pfeiffer made a motion to approve AP Warrant 1559 in the amount of \$22,377.49 with payments to Pete's Tire Barns \$927.90, Pike Industries \$20,733.81, Royal Auto Parts \$157.78, Sam Brakeley \$30.00, Tasco Security \$528.00. Scott Henkels seconded. Motion approved unanimously.

Scott Henkels made a motion to approve AP Warrant 1560 in the amount of \$6,464.19 with payments to Viking-Cives \$1,275.57, VMERS \$3,551.82, Winter Equipment Company \$1,636.80. Sarah Pfeiffer seconded. Motion approved unanimously.

Sarah Pfeiffer made a motion to approve AP Warrant 1561 in the amount of \$49,449.00 with payment to Avery Excavation \$49,449.00. Scott Henkels seconded. Motion approved unanimously.

Scott Henkels made a motion to approve AP Warrant 1562 in the amount of \$39,460.00 with payment to Northwoods Excavating \$39,460.00. Sarah Pfeiffer seconded. Motion approved unanimously.

Sarah Pfeiffer made a motion to approve AP Warrant 1563 to the Old School House Fund in the amount of \$1,994.98 with payment to Discount Ramps \$1,994.98. Scott Henkels seconded. Motion approved unanimously.

Kevin Gish made a motion to approve payroll for the period 10/22 – 11/4/2023 in the amount of \$14,850.31. Sarah Pfeiffer seconded. Motion approved unanimously.

Sarah Pfeiffer made a motion to ratify payroll for the period 10/8 – 10/21/2023 in the amount of \$15,838.68. Scott Henkels seconded. Motion approved unanimously.

9. Minutes: October 16th, 2023

Kevin Gish made a motion to approve the minutes from October 16th 2023 as presented. Scott Henkels seconded. Motion approved unanimously.

10. Selectboard Member Reports

Sarah Pfeiffer noted that she is continuing to coordinate the installation of the AED the Town is donating to Maplefields.

11. Finance Manager Reports

Lucy Pierpont reported that the Town audit went well with no issues identified. Lucy also noted that outstanding taxes owed to the Town for the first tax payment stand at just over \$40,000 which is slightly higher than last year, but payments are still being processed.

Kevin Gish noted that if the Town is going to go out to bid for Audit services, the Auditor currently under contract recommended that the Town release that bid in early January.

12. Road Foreman Reports

Frank Rogers said that the Highway department is officially ready for winter, with trucks serviced and ready to go. He also said that most of the sand hauling is complete, and Frank has been grading as time and conditions allow. Frank said there are about 1200-1300 tons of hard pack left to haul and most of the flood damages have been repaired with the last section of Quimby Mountain Road to be completed next week. He did note that stone supplies are limited.

13. Selectboard Assistant Reports

Nicola Shipman reported that some utilities work has been underway on Route 132 to remove the communications lines from the short poles. That said, there are still poles in place and the project does not seem to be completed. Additionally, GMP provided notice of intent to proceed with upgrades on River Rd. for utility line improvements commencing around the 30th of October

Ben Lacallaide confirmed via email that due to the weather conditions this summer, he has had to revise the timeline for completion to Spring of 2024. Nicola also heard from Jacob Mayer that the ADA Ramp replacement project has been pushed to the Spring of 2024

Nicola said she and Frank were talking about FY24 grants, and Frank will reach out to Rita Seto to see if the bank stabilization on Route 132 is a good fit for the Stormwater Mitigation Grant due December 8th as well as identify location for the FY24 Grants in Aid projects.

Nicola and Frank will keep an eye out for the Paving Grant opportunity, so the Town can be considered for grant funding for Route 132 paving as well as Beaver Meadow Road paving repairs.

Nicola also noted that now the new board has settled after the resignation of Mary Gavin, the Board will need to set a date for a site visit to consider the TH-46 declassification posed by landowner John Manchester.

Nicola also noted that the carpentry contract with Jack Jones expires November 30, 2023.

Finally, Nicola and Lucy communicated that the VLCT is recommending that all ARPA funding be allocated by March 31st, 2024 to ensure the funds are not reclaimed. The solution the VLCT is recommending is to allocate the ARPA funding to the general fund, so those funds can be protected and accessible for projects moving forward.

14. Other Business

The Selectboard members identified Saturday, December 16th as a special meeting date for budget discussions. This will be an in-person meeting commencing at 9:00AM.

15. Interview Process

Kevin Gish gave a brief description of the interview process for the Town in advance of an interview with a potential highway crew member, so that Scott Henkels would be aware of the Town's process.

16. Adjourn

Sarah Pfeiffer made a motion to adjourn at 9:19PM. Scott Henkels seconded. Motion approved unanimously.