



**Town of Sharon
Selectboard Meeting Minutes
February 20th 2024 FINAL**

Attending In Person: Kevin Gish, Chair; Nicola Shipman, Selectboard Assistant; Scott Henkels, Selectboard Vice Chair; Sue Sellew, Sharon Historical Society (SHS); Dave Phillips, SHS; Mary Ayer, SHS; Joyce Amsden, SHS; Sydney Steinle, TRORC

Attending via Zoom: Lucy Pierpont, Finance Manager; Sarah Pfeiffer, Clerk

Call to Order:

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

1. **Review/Approve Agenda**

Sarah Pfeiffer made a motion to approve the agenda as presented. Scott Henkels seconded. Motion approved unanimously.

2. **Public Comments**

No public comments

3. **Selectboard Member Reports**

Scott Henkels reported that the Sharon Connects event was a successful start to what he hopes will be an annual event in Sharon.

Kevin Gish had updates about the Ashley Community Forest Board representatives. Erik Skarsten's term is expiring, but he is interested in continuing in the role. There is a possibility that Sharon's second ACF representative will step down in the spring. Nicola noted that to create a vacancy, the Board will need a written resignation. Nicola also noted that there is no approved 2024 budget for the ACF at this time.

4. **Finance Manager Reports**

Lucy Pierpont reported \$112,000 in outstanding taxes owed, with \$85,000 still owed on the second installment.

Lucy also provided the end of month reports for review.

5. **Road Foreman Report**

Frank Rogers was not available for this meeting.

6. **Selectboard Assistant Report**

Nicola Shipman said the MERP Level 2 Energy Audits are scheduled for Wednesday, February 21st at 8AM, and the two buildings scheduled for an audit include the Town Offices and the Town Garage.

Nicola reported that the Selectboard received a petition from a resident requesting that Aldrich Farm Road be accepted as a municipal highway. The petition will require two more signatures to meet statutory requirements. Nicola explained that it is likely the petitioner will secure the requisite signatures in the next week or so. At that time, the Selectboard is required to schedule a site visit and a public hearing to evaluate the question presented by the petitioner.

Nicola also provided a progress report for the FEMA repair projects. Nicola noted that the debris removal portion of the project on Quimby Mountain Road is experiencing a potential EHP review issue, but she is working to resolve it with FEMA. The Town wide culvert project that had been submitted has been obligated and so the only remaining projects are the Quimby Mountain Road project and the Fay Brook Bank stabilization that is going through mitigation.

Finally, Nicola mentioned that VTrans Paving Grant applications are due April 15th. Frank and Nicola plan to apply on behalf of the Town for this next round of grant funding in the hopes that the Town will be awarded funding this cycle.

7. **Minutes**

Scott Henkels made a motion to approve the minutes from 1/29/2024 with changes. Kevin Gish seconded. Motion approved unanimously.

Sarah Pfeiffer made a motion to approve the 2/5/2024 minutes with minor changes. Scott Henkels seconded. Motion approved unanimously.

8. **Warrants**

Sarah Pfeiffer made a motion to approve AP Warrant 1612 in the amount of \$20,349.51 with payments to Andrea Morgan \$45.73, Arrow Central \$1,441.97, Aubuchon Hardware \$50.98, Cargill Inc. \$12,420.55, Casella Waste \$106.28, Chase Site Services \$5,184.00, ATG Westminster \$1,100.00. Kevin Gish seconded. Motion approved unanimously.

Kevin Gish made a motion to approve AP Warrant 1613 in the amount of \$4,156.41 Compucount \$598.66, EC Fiber \$151.00, Evans Motor Fuels \$1,258.04, Eyemed \$11.95, Fifield Electric \$495.00, Foley Services \$114.70, Haun Welding \$51.11, James Armbruster \$49.92, Josh Benson \$1,471.03. Scott Henkels seconded. Motion approved unanimously.

Scott Henkels made a motion to approve AP Warrant 1614 in the amount of \$2,337.93 Kimball Midwest \$210.42, L. Brown & sons \$331.79, Magee \$995.57, Nicole Antal \$188.10, R.C. Brayshaw \$543.31, Royal Auto Parts \$68.74. Sarah Pfeiffer seconded. Motion approved unanimously.

Sarah Pfeiffer made a motion to approve AP Warrant 1615 in the amount of \$11,608.17 Sabil & Sons \$618.42, South Royaltown Rescue Squad \$140.00, Tarrant, Gillies, & Shems \$1,204.20, The Herald \$53.94, W.B. Mason \$41.95, Wells Fargo Savings \$1,505.00, Wells River \$2,590.82, Windsor County Sheriffs \$5,373.00, Worksafe \$80.84. **Scott Henkels seconded. Motion approved unanimously.**

Scott Henkels made a motion ratification the HRA for the period January 1 – January 31 2024 in the amount of \$1472.46. Sarah Pfeiffer seconded. Motion approved unanimously.

Sarah Pfeiffer made a motion to ratify Payroll for the period 1/28/24-2/10/24 with a cash draw of \$ \$16,442.66. Scott Henkels seconded. Motion approved unanimously.

9. MTAP Presentation

Chair Kevin Gish recognized Sydney Steinle of Two Rivers Ottawaquechee Regional Planning Commission. Sydney worked with the Board to identify which projects currently underway in the Town could be eligible for MTAP technical assistance.

10. SHS/Old Town Hall Building Renovation Planning

The Sharon Historical Society members presented their proposal for how a transition from the building might be feasible. There was significant discussion about the building repair timeline, project funding, fundraising efforts as well as how best to handle the larger items in the building that are either too large to relocate or are cost prohibitive to store/move. The Town will work to define the scope of work and the estimated cost of repairs.

11. Requisition Letter for Sharon Village Scoping Project – Sharon TAP TA23(8)- #CA0746 [5]

Scott Henkels made a motion to authorize Chair Kevin Gish to sign requisition letter #1 for Sharon Village Scoping Project TAP TA23(8)-#CA0746 in the amount of \$14,165.74. Sarah Pfeiffer seconded. Motion approved unanimously.

12. Certification for Compliance for Town Roads and Bridge Standards and Network Inventory [5]

Kevin Gish made a motion to sign the 2024 Compliance for Town Roads and Bridge Standards and Network Inventory. Scott Henkels seconded. Motion approved unanimously.

13. 2024 Draft Personnel Policy: Initial Review

Selectboard members made their initial review of the draft personnel policy, including making suggestions for changes and asking clarifying questions. The Board anticipates approving a policy in March.

14. March Meeting Dates

- a. Monday, March 4th – No regular meeting due to Town Meeting.
- b. Tuesday, March 5th, 2024 - Town Meeting at 9AM
- c. Wednesday, March 6th - Organizational Meeting at 6:30PM
- d. Saturday, March 9th - Conduct Site Visits for TH 46 and 47 at 9AM and 9:30AM
- e. Monday, March 18th - Public Hearing / Regular Meeting at 6:30PM

15. **Other business**

No other business

16. **Adjourn**

Sarah Pfeiffer made a motion to adjourn at 8:33PM. Scott Henkels seconded. Motion approved unanimously.

Respectfully submitted by Nicola Shipman