



**Town of Sharon
Selectboard Meeting**

April 15th, 2024 DRAFT Minutes

Participating In Person: Nicola Shipman, Selectboard Assistant; Deb Jones, Finance; Kevin Gish, Selectboard Chair; Scott Henkels, Selectboard Vice Chair; Sue Sellow, Sharon Historical Society (SHS), Mary Ayers, SHS; Art Stacy, Resident; Jack Jones, Jack Jones Construction; Dave Phillips, SHS

Participating via Zoom: Cathy Sartor, Town Clerk; Sarah Pfeiffer, Selectboard Clerk; Darren Marcy, WRV Herald

Participating via Phone: Frank Rogers, Road Foreman

Call to Order

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

1. **Review/Approve Agenda**

Sarah Pfeiffer made a motion to approval with removal of Item 19 “Letter of Engagement” since that item was completed last week. Scott Henkels seconded. Motion approved unanimously.

2. **Public Comments**

No public comments.

3. **Selectboard Member Reports**

Kevin Gish said the Ashley Community Forest Board is moving forward with some projects, including a minor expansion of parking area as well as installation of kiosk and drainage. Kevin noted that the ACF Board will go out to bid if any work is over \$5,000.

The ACF is looking to reinvigorate school programming, and they are pursuing a recreational trails grant through the State. Finally, the Board is looking to fill a vacancy. The Town of Sharon representative Rob Stainton is resigning effective May 9th, and the Town will need a representative to serve the remainder of his three-year term.

4. **Finance Reports**

Deb Jones provided the financial reports for the Selectboard, highlighting areas of added visibility for the assigned fund balance in the reporting of the general fund and the highway fund balances.

Deb also addressed the fact that the Selectboard should consider meeting with the Listers to discuss pay rates as there have been budgeted increases in FY24 and FY25, but there has been no discussion directly with the Listers around pay.

Deb noted that the change in the penalty for delinquent taxes from 8% to 2% for the two-week period did mean a reduction of \$4,000 in the fees collected by the Collector in the first two weeks of delinquency.

Kevin Gish noted that Darren Marcy had joined and welcomed him to the meeting. Kevin did indicate that Item 19 related to the Letter of Engagement, which was of particular interest to Darren, had been removed from the agenda at the start of the meeting since that item was taken care of on Friday, April 12th, 2024 and no longer required action.

Deb Jones also presented the Chase Site Services Sand Hauling Contract. As the contract had been awarded at a previous meeting, Deb asked the Selectboard to sign the contract.

5. **Road Foreman Reports**

Frank Rogers said that spring clean up started today. The Road Crew will be starting to grade the roads as the roads dry, so they can start taking care of the potholes.

6. **Selectboard Assistant Reports**

Nicola Shipman said she would be meeting with Alliance Mechanical to go through all Municipal mechanical systems and get quote for routine maintenance and servicing.

Nicola is coordinating with Jackson Evans to see if the Town could qualify for MTAP support for project oversight/technical assistance with the Old Town Hall repairs.

Nicola reported that she and Frank submitted the VTrans Class 2 Paving Grant in advance of the deadline, and the Town is still waiting to hear the decision regarding Better Roads grant funding for ditching and culverts slated for improvements in 2024.

Nicola said she and Frank are still working to identify solutions for the culvert on Quimby Mountain Road, which still needs to be addressed.

The plans for the Town's portion of the Baxter Library Drainage project are complete, but the Town is waiting for the Sharon Elementary School Board to approve the plans. Once the Town has stamped plans, Nicola can resubmit the 1111 permit application to the State so that the Town can access the catch basin located in the State right of way. The Town is in a holding pattern until that is resolved.

Finally, Nicola also noted that Dick Ruben and the Sharon Connects group are coordinating efforts for Sharon's Green Up Day. Green Up Day is scheduled for Saturday, May 6th, 2024.

7. **Minutes**

Kevin Gish made a motion to approve minutes from 4/1/2024 with changes. Scott Henkels seconded. Kevin Gish voted in favor. Scott Henkels voted in favor. Sarah Pfeiffer abstained. Motion approved unanimously.

8. **Warrants**

Scott Henkels made a motion to approve Warrant 1643 for a total of \$12,947.18. Sarah Pfeiffer seconded. Motion approved unanimously.

Sarah Pfeiffer made a motion to approve Warrant 1644 for a total of \$2,482.91. Kevin Gish seconded. Motion approved unanimously.

Scott Henkels made a motion to approve Warrant 1645 for a total of \$10,044.57. Kevin Gish seconded. Motion approved unanimously.

Kevin Gish made a motion to approve Warrant 1646 for a total of \$245.93. Scott Henkels seconded. Motion approved unanimously.

Sarah Pfeiffer made a motion to approve Warrant 1647 from the Recreation Fund for a total of \$578.27. Kevin Gish seconded. Motion approved unanimously.

Scott Henkels made a motion to approve Warrant 1648 for a total of \$12,474.67. Kevin Gish seconded. Motion approved unanimously.

Kevin Gish made a motion to ratify an HRA reimbursement for March 1 – March 31, 2024 warrant for \$1,159.55. Scott Henkels seconded. Motion approved unanimously.

9. **Liquor/Catering Licenses**

Kevin Gish made a motion to approve Second-Class Liquor License Application #41547 and Tobacco License Application #41548 as submitted to the State of Vermont Division of Liquor Control Board by R.L. Vallee, Inc. Scott Henkels seconded. Motion approved unanimously.

Cathy Sartor noted that there has been a change in renewals process, and it would be more streamlined to have renewals to go through the Town Clerk's Office. Allowing the Town Clerk to approve renewals will also minimize delays for applicants as the Selectboard regular meetings are only twice a month.

Kevin Gish noted that the Town Clerk's Office already approves the catering permits.

Cathy noted that some Towns charge for catering permit applications, some do not. Cathy has suggested the inclusion of a \$10 permit fee for processing catering permits.

Sarah Pfeiffer made a motion to appoint the Town Clerk to approve all renewals for local liquor and tobacco licensing effective through March 3rd, 2027 or until an election is had. Scott Henkels seconded. Motion approved unanimously.

Scott Henkels made a motion to set a fee of \$10.00 to approve all requested catering permits in the Town of Sharon. Fees will be paid to the Town of Sharon by the applicant effective July 1st, 2024. Sarah Pfeiffer seconded. Motion approved unanimously.

10. SHS / Old Town Hall: Capital Improvement Plan

Together with the Sharon Historical Society, the Selectboard discussed the costs of repairs required for the Old Town Hall building as well identifying the need for additional fundraising due to the gap between the total cost of the building repairs and the amount of funding currently allocated to the building repairs, including replacing support beams, repairing sills on the North and South ends, removing and restoring the original flooring and refinishing the floor to match the original.

Due to safety concerns, the Old Town Hall remains closed and cannot reopen until repairs are complete. The Historical Society is working to vacate the building, having secured locations for their collection. They are still in need of storage space for benches currently set up in the Old Town Hall building. The drainage work and ADA-ramp replacement is scheduled to start in mid-May. Once the ramp project is complete and the funding sources have been identified, the flooring repairs can proceed.

The Sharon Historical Society is working on a capital campaign to help raise additional funds for the repairs. The SHS and the Town agree that the building will remain closed for the 2024 season and the goal is to complete repairs in time for the Historical Society to resume operations in the 2025 season.

There was also discussion of a change order submitted to the Town by the contractor hired to complete the ADA-ramp replacement project which is being funded by the Town and a grant through the Vermont Arts Council. The contractor is seeking a change order for a revised scope of work to construct a completely new railing, due to complications with the dimensions of the ramp and the costs of incorporating the original railing into the StudioNexus design.

Kevin Gish made a motion to authorize Jack Jones to order rough sawn lumber for the Old Town Hall flooring project with the amount not to exceed \$7,000. Sarah Pfeiffer seconded. Motion approved unanimously.

Scott Henkels made a motion to approve a change order request for scope of work for ramp railing submitted by Green Mountain Mowing with the total amount not to exceed \$5,100. Sarah Pfeiffer seconded. Motion approved unanimously.

11. FY25 Grants-in-Aid Letter of Intent

Sarah Pfeiffer made a motion to sign the Letter of Intent for the FY25 Grants in Aid with an initial offer of \$14,750 in state aid. Scott Henkels seconded. Motion approved unanimously.

12. Personnel Policy Review

Nicola Shipman provided an overview of the items requiring Selectboard input. The Selectboard will continue the policy process at their next meeting, May 6th, 2024.

13. The Ranger

Nicola Shipman will request a Certificate of Insurance from The Ranger for this event.

Kevin Gish made a motion to approve The Ranger's request to use municipal highways for The Ranger event on June 9th, 2024 with anticipated time between 10AM – 12PM. Scott Henkels seconded. Motion approved unanimously.

14. Planning Commission Fireproof Cabinet

Kevin Gish made a motion to sign an agreement with Horizon Engineering for services related to evaluation of structural integrity of the building to install fire safe filing cabinets for Planning Commission files with a not-to-exceed amount of \$1,000. Scott Henkels seconded. Motion approved unanimously.

15. Groundskeeping Bids

The Selectboard agreed that they would like to go back out to bid for municipal groundskeeping as the bid amount received exceeded the Town's budgeted allowance by a significant amount.

Nicola Shipman will release the Groundskeeping bid with modifications to the scope of work and length of contract.

16. VTrans TA-60 Annual Financial Plan

Scott Henkels made a motion to authorize submission of TA-60 Annual Financial Plan to VTrans District 4 for FY2025. Sarah Pfeiffer seconded. Motion approved unanimously.

17. Aldrich Farm Road Petition

The Public Hearing is now scheduled for June 10th, 2024 at 6:30PM and a Site Visit for June 11th, 2024 at 6:30PM.

18. Executive Session

Kevin Gish made a motion to enter executive session at 9:11PM for the purpose of appointment or employment or evaluation of a public officer or employee per 1 V.S.A. § 313(a)(3) with attendees to include Scott Henkels, Sarah Pfeiffer, Kevin Gish, Frank Rogers, and Deb Jones. Scott Henkels seconded. Motion approved unanimously.

Scott Henkels made a motion to exit executive session at 9:25PM. Sarah Pfeiffer seconded. Motion approved unanimously.

Scott Henkels made a motion to extend an offer of Full-Time employment with benefits to a seasonal employee with a retroactive effective date for full-time employment of April 7th, 2024. Kevin Gish seconded. Motion approved unanimously.

19. **Other Business**

Nicola Shipman noted that the Town's Local Emergency Management Plan annual submission is due on May 1st, 2024, but there will be no meeting between this meeting and the deadline. Nicola asked the Selectboard to authorize submittal of the updated LEMP.

Scott Henkels made a motion to authorize Chair Kevin Gish to sign and submit the updated LEMP due on May 1st, 2024. Sarah Pfeiffer seconded. Motion approved unanimously.

20. **Adjourn**

Scott Henkels made a motion to adjourn at 9:34PM. Sarah Pfeiffer seconded. Motion approved unanimously.

Respectfully submitted,
Nicola Shipman