



TOWN OF SHARON
15 School Street
Sharon, VT 05065

Selectboard Meeting
May 6th, 2024 Minutes

In-Person Attendees: Scott Henkels, Selectboard Vice Chair; Kevin Gish, Selectboard Chair; Nicola Shipman, Selectboard Assistant; Deb Jones, Treasurer

Remote Attendees: Sarah Pfeiffer, Selectboard Clerk; Cathy Sartor, Town Clerk; Frank Rogers, Road Foreman

1. **Call Meeting to Order**

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

2. **Review/Approve Agenda**

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

3. **Public Comments**

None.

4. **Selectboard Member Reports**

Sarah Pfeiffer informed the members that her role will be changing at work. Due to those changes, Sarah will be looking to resign. Sarah will send in a notice of resignation to the Board with an effective date of her resignation.

Scott Henkels thanked Dick Ruben and Sharon Connects for their work on the Town Green Up Day.

Deb Jones noted 1,720 pounds of trash was collected for Green Up Day.

Kevin Gish reported on the Greater Upper Valley Solid Waste Management District Meeting and noted there are changes on the horizon.

Kevin Gish also said there is a group in town looking into the Community Trust Initiative.

5. **Finance Reports**

Deb Jones introduced the Pay Table approval process, something the Town goes through each year around this time. The table provides a range of pay for the positions in Town. Deb said she will bring the Pay Table to the Board for approval at the next meeting.



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Deb Jones also raised the question about the FY24 Lister's pay rates. There was discussion as to the budgeted amounts for FY24 and FY25 and discussion of pay rates based on a variety of roles within the Lister's offices.

Kevin Gish made a motion to approve the following pay increases in the Lister's Office: The Head Lister shall be paid \$13,000 per annum paid as a biweekly stipend. Hourly rates shall be set to \$20/hour for Lister's base pay, \$25/hour for mapping, \$30/hour for reappraisal with a retroactive effective date for the pay period ending on April 6th, 2024. Sarah Pfeiffer seconded. Motion approved unanimously.

Finally, Deb Jones mentioned a concern regarding the Wallace Doubleday Cemetery and compensation of a Cemetery Committee member for services provided to the Town for mowing. The Selectboard agreed to discuss this as part of the Groundskeeping Bids process.

6. **Road Foreman Reports**

Frank Rogers said that the Green Up Day trash was dropped off, but he noted that residents are leaving their bags at intersections rather than collecting them and dropping them at the Town Garage on Green Up Day. Frank also said there would be little grading this week due to the forecasted rain.

Frank asked for time to discuss the use of chloride on the Town highways. Kevin Gish said he had received questions from residents about chloride use and was curious to hear from Frank as to the use of chloride.

Frank said chloride aids with compaction and dust control on dirt roads. As far as damage to vehicles, Frank feels that road salt in the winter is more of a corrosion concern as the salt combined with the slush and snow creates the conditions for corrosion. Frank also said they have not used much chloride so far this year, since there has been rain most days after grading.

Sarah asked what would happen if there was less chloride used? Frank suggested that there could be a trial of changing how the chloride is applied, but it would be a trial and error. Frank said they could try it at locations suitable for testing.

7. **Putnam Driveway Permit Application Review**

Frank Rogers presented information to the Board regarding TH-24, a Class 4 stub road that only recently came to his attention as a Class 4 road during a driveway permitting process.

The Selectboard members would like to have an opportunity to visit the road, and they wish to look at the existing conditions of the road as well as the culvert that delineates the end of the road.



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TH-24 primarily serves as a ROW for accessing Howe Hill Cemetery. The Putnams are looking to install a driveway and wish to access TH-24 as a connector from their proposed driveway and Howe Hill Road.

8. **Selectboard Assistant Reports**

Nicola Shipman said that the exterior painting projects are set to resume shortly.

Nicola also noted that the excavation and ADA ramp project at the Old Town Hall have been pushed until June 10th with an estimated completion date of July 13th. She is waiting for confirmation from the contractor.

9. **Minutes**

Sarah Pfeiffer made a motion to approve the minutes from 4/12/2024 as presented. Scott Henkels seconded. Motion approved unanimously.

Scott Henkels made a motion to approve 4/15/2024 as presented. Sarah Pfeiffer seconded. Motion approved unanimously.

10. **Warrants**

Kevin Gish made a motion to ratify payroll for period ending 4/20/24 with a cash draw of \$15,393.93. Scott Henkels seconded. Motion approved unanimously.

Scott Henkels made a motion to approve payroll for period ending 5/4/24 with a cash draw of \$16,038.92. Sarah Pfeiffer seconded. Motion approved unanimously.

Scott Henkels made a motion to approve AP Warrant #1650 in the amount of \$2475.72. Sarah Pfeiffer seconded. Motion approved unanimously.

Kevin Gish made a motion to approve AP Warrant #1651 in the amount of \$5070.70. Sarah Pfeiffer seconded. Motion approved unanimously.

Sarah Pfeiffer made a motion to approve AP Warrant #1652 in the amount of \$1776.09. Scott Henkels seconded. Motion approved unanimously.

Scott Pfeiffer made a motion to approve AP Warrant #1653 in the amount of \$1371.94. Sarah Pfeiffer seconded. Motion approved unanimously.

Sarah Pfeiffer made a motion to approve AP Warrant #1654 in the amount of \$752.15. Scott Henkels seconded. Motion approved unanimously.



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Scott Henkels made a motion to approve AP Warrant #1655 in the amount of \$19536.81. Sarah Pfeiffer seconded. Motion approved unanimously.

Sarah Pfeiffer made a motion to approve AP Warrant #1656 in the amount of \$4605.12. Scott Henkels seconded. Motion approved unanimously.

Sarah Pfeiffer made a motion to approve warrant #1657 in the amount of \$1613.50 from Recreation. Scott Henkels seconded. Motion approved unanimously.

11. Personnel Policy

Nicola Shipman presented a revised draft of the Personnel Policy. Nicola noted that the previous policy is outdated, and the Town would be best served to implement a new policy that is more in line with actual practices and meets the new legal requirements. The 2024 draft was created using the VLCT model template and has been through initial legal review.

There was significant discussion regarding the different decisions affecting employees, the statutory requirements and requests for changes.

Nicola noted that a policy is a living document that can be amended and reviewed, and that it would be best to move forward with adopting an updated policy effective July 1, coinciding with the start of the new fiscal year. The policy can be reviewed annually or as new laws are enacted, and the Selectboard can make adjustments as needed.

Nicola will make the necessary updates and bring a revised policy to the Board for review at a future meeting.

12. Groundskeeping Bids

The Selectboard members reviewed the second round of bid submissions for the 2024 Groundskeeping bids. The Town received two bids, one from Upper Valley Property Services in the amount of \$3,660 with a bid alternate submission of \$900, as well as one from the Pine Hill Cemetery Association who submitted a bid totaling \$2,600 for the season.

Kevin Gish made a motion to employ Dave Phillips of the Cemetery Committee to mow the Wallace Doubleday Cemetery for the 2024 mowing season at a rate of \$30/hour.

Scott Henkels made a motion to approve the 2024 Groundskeeping Contract to Pine Hill Cemetery for an hourly rate of \$100/hour with a total not to exceed \$2,600. Kevin Gish seconded. Motion approved unanimously.



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13. Narcan Boxes Sharon Cares

Deb Jones, a member of the Sharon Connects subcommittee Sharon Cares, presented a letter from Laura Byrne, HIV/HVC Resource Center's Executive Director, requesting the Town of Sharon consider installing Narcan boxes at a readily accessible site in Town.

The Board felt they would like to continue the discussion, as they would like to consider a suitable location for installation.

14. Legal Services Agreement

Kevin Gish made a motion to sign Legal Representation Agreement Letter with Tarrant, Gillies and Shems for services billed at: \$180/hour for municipal general representation; \$225/hour for non-general representation, including litigation; and staff rates billed at \$125/hour with all stated rates effective as of June 1, 2024. Sarah Pfeiffer seconded. Motion approved unanimously.

15. Alliance Service Agreements

Scott Henkels made a motion to authorize Nicola Shipman to sign service agreements with Alliance Mechanical Proactive Maintenance Agreements for servicing of mechanical systems for municipal-owned buildings in the amount of \$500 for the Town Offices, \$1,080 for the Old School House Building and \$950 for the Baxter Memorial Library.

16. Preservation Trust of Vermont MTAP Assistance

Scott Henkels made a motion to authorize Nicola Shipman to sign an agreement with PVT for free technical assistance with the Old Town Hall building renovation projects. Kevin Gish seconded. Motion approved unanimously.

17. Appointments

Sarah Pfeiffer made a motion to appoint Lara Ronan and Bob Stoddard to the South Royalton Rescue Advisory Board as Sharon representatives for three-year terms effective through March 2027. Scott Henkels seconded. Motion approved unanimously.



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Scott Henkels made a motion to nominate Kevin Gish to serve on the Ashley Community Forest Board to fill a vacancy created by the resignation of Rob Stainton with a term ending in March 2025. Sarah Pfeiffer seconded. Scott Henkels seconded. Motion passed. Scott Henkels voted in favor. Sarah Pfeiffer voted in favor. Kevin Gish abstained.

18. Upcoming Meeting Dates/Topics

The Selectboard discussed the upcoming meeting agenda items and the crunch for time given the next meeting is for establishing 2024-2025 Goals; FY24 Pay Rate Table/Internal Financial Control Checklist; Listers candidate review and additional items.

The Selectboard decided to add a special meeting specifically to work on the personnel policy on Thursday, 5/9 at 6:30PM

19. Other Business

Scott Henkels provided a brief update on a rental property concern that has been brought to the attention of the Town Health Officers.

Scott noted that the Division of Fire Safety has more of a role in conducting these kinds of inspections, but Scott will work in his capacity as Town Health Officer to support the Division of Fire Safety's offices with the process.

20. Adjourn

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

Respectfully submitted,
Nicola Shipman