



TOWN OF SHARON
15 School Street
Sharon, VT 05065

Selectboard Meeting
May 9th, 2024 Minutes

In-Person Attendees: Scott Henkels, Selectboard Vice Chair; Kevin Gish, Selectboard Chair; Nicola Shipman, Selectboard Assistant; Sarah Pfeiffer, Selectboard Clerk

Remote Attendees: Cathy Sartor, Town Clerk

1. **Call Meeting to Order**

Kevin Gish called the meeting to order at 6:35PM.

2. **Review/Approve Agenda**

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

3. **Personnel Policy**

Nicola Shipman identified suggested changes to the draft policy and requested Selectboard feedback. Nicola noted areas of similarity as well as differences between the policy currently in place and the circulating draft. Nicola also communicated that the goal would be to adopt a policy with an effective date of July 1st, 2024. This would coincide with the start of the new fiscal year giving Human Resources an opportunity to make the changes needed while also streamlining the process administratively.

Kevin Gish asked how the new policy might be brought forward to employees, so each employee is aware of the changes. Nicola said it would be appropriate for employees to meet with HR either individually or in small groups to review the newly adopted policy, so all employees are aware of the changes.

Finally, Nicola asked the Selectboard if there were any further changes they would like to see before the next meeting.

Scott Henkels asked if there could be further consideration of a “floating holiday.” Nicola Shipman will work to address this question with Human Resources and VLCT to resolve unresolved questions as to the administration of a floating holiday as well as how language might be crafted so any policy regarding holidays is both legally compliant and straightforward to administer.

Nicola Shipman also noted that Deb Jones would like to know if the Selectboard would prefer to require Highway Department employees to submit medical cards as a matter of policy. If a medical card is not currently required by the conditions of CDL licensure, the



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Selectboard would be in favor of requiring medical cards as a matter of policy. Nicola Shipman will collaborate with Deb Jones to craft language to add to the policy documents in time to present to the Selectboard at their meeting on May 20th.

4. **Adjourn**

Scott Henkels made a motion to adjourn at 7:17PM. Sarah Pfeiffer seconded. Motion approved unanimously.

Respectfully submitted,
Nicola Shipman