



TOWN OF SHARON
15 School Street
Sharon, VT 05065

Selectboard Meeting
May 20th, 2024 FINAL Minutes

In-Person Attendees: Scott Henkels, Selectboard Vice Chair; Kevin Gish, Selectboard Chair; Chris Blais, Resident; Julia Okrant, Saddleback Bar Services; Mark Okrant, Resident; Nicola Shipman, Selectboard Assistant; Deb Jones, Treasurer

Remote Attendees: Sarah Pfeiffer, Selectboard Clerk; Frank Rogers, Road Foreman; Galen Mudgett, Head Lister; Caleb Putnam, Resident

1. **Call Meeting to Order**

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

2. **Review/Approve Agenda**

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

3. **Public Comments**

Deb Jones, as a member of the public, brought forward a question regarding the possible evolution of Sharon Cares, a subcommittee of Sharon Connects. Deb asked if it would make sense to bring the committee under the umbrella of the Town to serve as the Opioid Settlement Advisory Committee. The Selectboard expressed support for that idea.

4. **Selectboard Member Reports**

No reports submitted.

5. **Finance Reports**

Deb Jones noted a modest increase of 5.25% in Delta Dental's fees, resulting in an annual increase of \$164 based on current enrollment.

Deb provided details related to the Town's actuals for the year as well as end of year projections.

6. **Road Foreman Reports**

Frank Rogers reported that main roads have been graded. Culvert cleaning and water bar cleaning has begun.



TOWN OF SHARON
15 School Street
Sharon, VT 05065

Frank Rogers would like to rent an excavator since there is a good deal of preparation needed for the various highway construction projects coming up this year.

Frank also raised the idea to purchase a hydraulic hose making machine, and the pricing is about \$6,000 for the set up. Deb Jones noted that a small tools line is included in the FY25 budget of about \$5,000 to cover the cost of the installation. Frank and Nicola will work to put together a competitive quote package for the Selectboard, so that there can be a comparison of the costs and a vendor selected.

7. Selectboard Assistant Reports

Nicola Shipman reported that the Town is now able to move forward to the next phase of the Baxter Library Drainage Project, as there is a signed plan set. Nicola has drafted an MOU for Cost Sharing with the School District, and she will work to secure a 1111 Permit through the State. Nicola is also drafting an RFP and will get feedback prior to release.

Nicola noted she has not yet received word on Old Town Hall ADA Ramp and Excavation project from Green Mountain Mowing. Sharon Historical Society has been working diligently towards vacating the building. Jackson Evans of Preservation Trust of Vermont is serving as Project Manager during the Old Town Hall renovations, funded through the MTAP program, and he is assisting with the general oversight as well as project timeline and technical expertise.

Nicola shared that [H.629](#), an act relating to changes to property tax abatement and tax sales, was signed into law by the Governor on May 13th. This bill was passed prior to the proposed Sharon tax sales. Ken Wright, the Collector of Delinquent Taxes, will be conferring with the law firm hired to manage the sales to determine if/how the new law will affect the Town.

Nicola noted S.55, a bill related to changes in the Open Meeting Law, was passed by both chambers and the Town should expect changes to the structure of Open Meeting Law with the expiration of Act 1 on June 31st, 2024.

The Town of Sharon was awarded a Class 2 Paving Grant. The Town will be able to move forward with paving on Route 132 once the Grant Agreement is fully executed.

The Town of Sharon was also awarded a Category B Better Roads Grant to perform ditching and culvert updates on Town Farm Road.

Nicola said she and Frank are working on an RFP for a bank stabilization project on Quimby Mountain Road which is the last of the repairs from FEMA. The Town will release the RFP on Thursday.



TOWN OF SHARON
15 School Street
Sharon, VT 05065

Finally, Seven Stars has driveway and parking maintenance scheduled, and they invited the Town join the contract. The Selectboard was in favor of moving forward. Nicola will reach out to Michael Barsanti to communicate the Board's interest.

8. **Minutes**

Kevin Gish made a motion to approve the minutes from 5/6/2024 as presented. Scott Henkels seconded. Motion approved unanimously.

Scott Henkels made a motion to approve 5/9/2024 as presented. Kevin Gish seconded. Motion approved unanimously.

9. **Warrants**

Sarah Pfeiffer made a motion to approve the Payroll Warrant for the period ending 5/18/24 with a cash draw of \$18,054.08. Scott Henkels seconded. Motion approved unanimously.

Kevin Gish made a motion to approve AP Warrant # 1660 in the amount of \$3,485.80. Sarah Pfeiffer seconded. Motion approved unanimously.

Scott Henkels made a motion to approve AP Warrant # 1661 in the amount of \$9,841.76. Sarah Pfeiffer seconded. Motion approved unanimously.

Kevin Gish made a motion to approve AP Warrant # 1662 in the amount of \$22,978.61. Sarah Pfeiffer seconded. Motion approved unanimously.

Scott Henkels made a motion to approve warrant #1663 from the Recreation Fund in the amount of \$416.00. Sarah Pfeiffer seconded. Motion approved unanimously.

Kevin Gish made a motion to approve warrant #1664 from the Old School House Fund in the amount of \$4,659. Scott Henkels seconded. Motion approved unanimously.

Scott Henkels made a motion to ratify HRA reimbursement for the period ending April 1st, 2024 - April 30th, 2024 in the amount of \$714.93. Sarah Pfeiffer seconded. Motion approved unanimously.

10. **Saddleback Bar Services**

Julia Okrant and Mark Okrant joined the Selectboard. Julia presented a proposal for Saddleback Bar Services. Julia is looking to offer bar catering for weddings and events, as well as food service in Sharon.



TOWN OF SHARON
15 School Street
Sharon, VT 05065

Julia outlined the plan for how she has worked to meet the States requirements for Food Truck Liquor License Requirements.

The Selectboard asked a series of questions related to the business plan and operations.

Kevin Gish made a motion to approve an Outdoor Consumption Permit for Saddleback Bar Services pending a positive review by the DRB regarding Change of Use.

Scott Henkels asked for clarification regarding plans for noise control. Julia confirmed there would be no bands or music. Nicola Shipman noted there is no Noise Ordinance on the books at this time.

Since there was no further discussion, **Sarah Pfeiffer seconded. Motion approved unanimously.**

11. Putnam Driveway Permit Application Review

Caleb Putnam is a co-applicant for a Driveway Permit to access Town Highway 24. Currently, the property is in the subdivision review process, and the Driveway Permit is required prior to moving forward with the subdivision final review.

Kevin Gish reported that when he visited TH-24, he observed the three-sided box culvert with what looked to be failing wing walls. Kevin also noted that TH-24 is a Class 4 section of road with limited Town maintenance per the Highway Policy.

Kevin Gish noted that the driveway permit application and the property owner's request to improve TH-24 are separate processes. Caleb will also need to submit the proposed plans for improvements to TH-24 to the Selectboard for review and approval should they wish to make improvements to the Town Highway.

Scott Henkels made a motion to approve a driveway permit for John Putnam and Caleb Putnam to access TH-24. Kevin Gish seconded. Motion approved unanimously.

12. Highway Access Request for Underground Power Line

Chris Blais met with the Board to request permission to access Moore Road to install underground power lines. Chris presented plans for posting the road, a traffic control plan, a plan for installation and the plan for returning the section of road to municipal standard.

Kevin Gish made a motion to permit access the Town Highway to install underground power lines at 779 Moore Road in accordance with the written email plan submitted by Chris Blais and pending final inspection and approval by the Road Foreman upon completion of the work. Sarah Pfeiffer seconded. Motion approved unanimously.



TOWN OF SHARON
15 School Street
Sharon, VT 05065

13. Personnel Policy

Nicola Shipman brought forward a revised Personnel Policy, which included a Floating Holiday per the Selectboard's request.

There were no changes made to the draft during the review.

Nicola will provide the complete policy for a final review with the goal of reaching approval at the next Selectboard meeting on June 3rd, 2024.

14. Cracksealing Bids

Scott Henkels made a motion to award the Cracksealing contract to Sealcoating Inc. at a price of \$2.05 per pound with a total not to exceed \$12,000 for work to be completed by June 30th, 2024. Sarah Pfeiffer seconded. Motion approved unanimously.

15. PRV-4342 Grand List Extension Request

Kevin Gish made a motion to approve the request for a 30-day extension and to sign PRV-4342 as presented by the Lister's Office. Scott Henkels seconded. Motion approved unanimously.

16. 2024 Pay Table/Internal Controls Sheet

Sarah Pfeiffer made a motion to approve the 2024 Pay Table as presented. Scott Henkels seconded. Motion approved unanimously.

Kevin Gish made a motion to sign the Internal Controls Financial Check List for 2024. Sarah Pfeiffer seconded. Motion approved unanimously.

17. Lister's Appointment

The Selectboard postponed the appointment to the next regular meeting on June 3rd.

18. Baxter Library MOU for Construction

Scott Henkels made a motion to sign a Memorandum of Understanding between the Town of Sharon and the Sharon Elementary School District for cost sharing for the Baxter Library Drainage Project. Sarah Pfeiffer seconded. Motion approved unanimously.



TOWN OF SHARON
15 School Street
Sharon, VT 05065

19. List of Unregistered Dogs for the Town of Sharon

Nicola Shipman will reach out to the Animal Control Officer to ask for his continued assistance with registry compliance and enforcement of the dog registration requirements.

20. Executive Session

The Selectboard found that premature public knowledge would clearly place the municipality at a substantial disadvantage.

Kevin Gish made a motion to enter executive session at 8:47PM to discuss confidential attorney-client communications made for the purpose of providing professional legal services to the body per 1 V.S.A. § 313(a)(1) with participants to include the Selectboard Members and Nicola Shipman. Sarah Pfeiffer seconded. Motion approved unanimously.

After the motion to enter executive session was voted on, there were technical issues that needed to be resolved. The Board suspended the meeting until 8:55PM. due to technical issues related to Zoom.

The meeting was resumed at 8:55PM with executive session.

Sarah Pfeiffer made a motion to exit executive session at 9:11PM. Scott Henkels seconded. Motion approved unanimously.

No action was taken.

21. Upcoming Meeting Dates:

Kevin Gish reminded the board that there is a hearing on June 10th and a site visit on June 11th in response to the Aldrich Farm Road petition.

22. Adjourn

Scott Henkels made a motion to adjourn at 9:13PM. Sarah Pfeiffer seconded. Motion approved unanimously.

Respectfully submitted,
Nicola Shipman