



**TOWN OF SHARON**  
**15 School Street**  
**Sharon, VT 05065**

**Selectboard Meeting**  
**July 1<sup>st</sup>, 2024 FINAL Minutes**

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

**Remote Attendees:** Sarah Pfeiffer, Clerk; Lucy Pierpont, Finance Manager; Frank Rogers, Road Foreman; Lee Simek, Resident

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**

No public comment.

4. **Selectboard Member Reports**

Scott Henkels reported that he looked at the ramp for the Old Town Hall, and that it was progressing. Kevin Gish identified challenges of the ramp's design and noted there are drainage issues still to be resolved.

Kevin Gish said he attended the GUVSWMD meeting and provided an update regarding increased revenue to be generated from increased rent for tenants leasing lands from GUVSWMD and said the cost of the hazardous waste days is significant. Kevin also noted that the residents of Sharon do have access to the Southern Waste District for hazardous waste. The Southern Waste District is in Springfield, VT.

5. **Finance Reports**

Lucy Pierpont noted that the budgeted increase for the VMERS contributions for FY25 went into effect with this pay period. The new employee contribution is 6.375 percent, and the employer contribution is 7.0 percent.

Lucy noted that she and Deb Jones are working to close out the fiscal year.



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Deb Jones reported that the State issued the education tax rates for FY25.

**6. Road Foreman Reports**

Frank Rogers said the crew was working to complete the grants-in-aid project on White Brook Road.

Frank also reported that the Better Roads project on Town Farm Road is now scheduled for the end of August or the first week of September.

Kevin Gish asked how many culverts were replaced on the road.

Frank confirmed that four culverts were replaced, and White Brook Road was ditched as needed in the segment from the Route 14 intersection to Town Farm Road.

Frank also said he does have estimates for an excavator rental, but he will need to bring it back to the board at the next meeting.

**7. Warrants**

**Scott Henkels made a motion to approve Warrant 1679 in the amount of \$1,902.55. Kevin Gish seconded. Motion approved unanimously.**

**Scott Henkels made a motion to approve Warrant 1680 in the amount of \$12,226.07. Sarah Pfeiffer seconded. Motion approved unanimously.**

**Kevin Gish made a motion to approve Warrant 1681 from the Recreation Fund in the amount of \$556.00. Scott Henkels seconded. Motion approved unanimously.**

**Sarah Pfeiffer made a motion to approve Warrant 1682 in the amount of \$24,876.37. Scott Henkels seconded. Motion approved unanimously.**

**Scott Henkels made a motion to approve Warrant 1683 in the amount of \$1,804. Sarah Pfeiffer seconded. Motion approved unanimously.**

**Sarah Pfeiffer made a motion to approve Warrant 1684 in the amount of \$4,104.83. Scott Henkels seconded. Motion approved unanimously.**

**Scott Henkels made a motion to approve Warrant 1685 in the amount of \$19,269. Sarah Pfeiffer seconded. Motion approved unanimously.**



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**Sarah Pfeiffer made a motion to approve Payroll Warrant for the 6/16/24-6/29/24 pay period with a cash draw of \$18,356.74. Scott Henkels seconded. Motion approved unanimously.**

**8. Kiosk Update**

Kevin Gish noted that the Town has not incurred any costs for the kiosk as far as time and materials have been donated from various sources. Deb Jones noted that there is \$2,000 set aside for the kiosk funded by a donation from AVC specifically for that purpose.

Kevin Gish gave an update of the vision for the kiosk.

**At 7:05PM, Kevin Gish made a motion to recess the regular meeting until 7:25PM to allow for a public hearing scheduled at 7:00PM. Scott Henkels seconded. Motion approved unanimously.**

**9. PUBLIC HEARING- Aldrich Farm Road (continued from 6/11/2024)**

Kevin Gish called the hearing to order at 7:05PM.

Kevin Gish noted that the highway policy has criteria for accepting a new road.

Kevin Gish asked if there are any comments on the road acceptance.

Kevin Gish asked the Road Foreman what kind of road the Town would want to accept and what standards would be required.

Frank Rogers noted that if the Town accepts a Class 3 highway, the Town would be responsible for year-round maintenance.

Kevin Gish asked Frank Rogers if the Town has upgraded any culverts on Class 4 roads, and to follow up, Scott Henkels also asked Frank if it was accurate that Class 4 roads maintenance is recommended only as time and materials are available.

Frank Rogers said there is a requirement to inspect Class 4 roads annually, but yes, there is also an allowance to make repairs as time and materials become available.

Sarah Pfeiffer asked if the same curb cut access permit requirements apply to Class 3 highways versus Class 4 highways. Frank said he would double check the policy.

Kevin Gish asked Frank whether Frank could see a benefit to the Town to consider accepting a Class 4 road.



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Frank Rogers said that if the road were a connector road or a through road, he could see greater value in that for the municipality. Frank is not sure it would be in the Town's best interest to accept a road with limited capacity into the municipal inventory especially if it were not already up to standard.

Kevin Gish asked if Class 3 standard would be a reasonable expectation for the acceptance of a new municipal highway.

Frank Rogers agreed Class 3 is the minimal standard to be considered for acceptance.

Scott Henkels noted that at least one petitioner is seeking winter maintenance.

Frank said winter maintenance is often the biggest driver for why residents wish for roads to be considered as part of the municipal road system.

**At 7:25PM, Kevin Gish made a motion to adjourn the public hearing until July 15<sup>th</sup>, 2024 at 7:00PM. Sarah Pfeiffer seconded. Motion approved unanimously.**

**10. Resume Regular Meeting**

Kevin Gish noted that with the adjournment of the public hearing, the regular meeting reconvened at 7:25PM.

**Scott Henkels made a motion to approve Warrant 1686 in the amount of \$722.64 to Worthington Direct for an enclosed bulletin from the Kiosk Grant Fund. Sarah Pfeiffer seconded. Motion approved unanimously.**

**11. Paving Bids and VTrans Class 2 Paving Discussion**

**Scott Henkels made a motion to award a paving contract to Pike Industries for the Class 2 Paving plus Municipal Paving bids to Pike Industry at a price of \$82.00 per ton and a total amount not to exceed \$141,040. Sarah Pfeiffer seconded. Motion approved unanimously.**

Lee Simek joined via Zoom at 7:39PM to ask about Aldrich Farm Road.

Kevin Gish noted the continuation of the hearing on July 15<sup>th</sup> at 7:00PM.

Lee Simek exited the meeting.



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**12. Consideration of Resident Complaint re: Culverts on White Brook Road**

Kevin Gish reported that a resident on White Brook Road has expressed strong objections regarding culvert replacements on White Brook Road and is concerned about damage to her property because of the culvert work.

Kevin provided background and noted that the Town sought legal counsel prior to issuing a response to the resident. The Selectboard received guidance that the Town has the right to perform the work, and that the Town is obligated to comply with the conditions of the MRGP permit.

**Kevin Gish made a motion to sign a letter of response to the resident with one minor correction made. Scott Henkels seconded. Motion approved unanimously.**

**13. Community Survey**

The Selectboard reviewed a draft letter and proposed survey with the intention of sending it out to registered voters for data collection regarding town meeting date and voter preferences.

Nicola Shipman will incorporate the suggested changes and bring the revisions to the board at the July 15<sup>th</sup> meeting.

**14. Selectboard Assistant Reports**

Nicola Shipman provided reports on the various building projects, including the Old Town Hall, the Baxter Memorial Library Drainage project, the building security upgrades and the exterior painting project.

Nicola also reminded the members that the new Open Meeting Law is in effect as of July 1<sup>st</sup>, 2024 and provided documents from the VLCT and Secretary of State's offices to help orient everyone to the new requirements of the law.

Nicola reported the Town's new personnel policy is effective as of July 1<sup>st</sup>, 2024 and the next policy on the list for a review is the Town's Highway policy.

Nicola also provided updates regarding municipal highway projects, including the TAP Scoping Study, the Class 2 paving grant award, and her efforts to work with TRORC to submit projects for State mitigation funding with the hopes of resolving the concerns around the Quimby Mountain Road Bridge 9 and the Route 132 Bank Stabilization.

Finally, Nicola asked the Board to authorize the Class 2 Paving grant agreement.



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**Kevin Gish made a motion to sign the grant agreement P02178 for Class 2 paving awarded to the Town of Sharon with total amount of \$109,783.20. Sarah Pfeiffer seconded. Motion approved.**

**15. Minutes**

**Kevin Gish made a motion to accept the modified minutes from June 3<sup>rd</sup>, 2024. Scott Henkels seconded. Motion approved unanimously.**

**Scott Henkels made a motion to approve the June 10<sup>th</sup>, 2024 minutes with minor corrections. Kevin Gish seconded. Motion approved unanimously.**

**Scott Henkels made a motion to approve the minutes from June 11<sup>th</sup>, 2024 as written. Kevin Gish seconded. Motion approved unanimously.**

**Kevin Gish made a motion to approve the minutes from June 17<sup>th</sup>, 2024 as written. Scott Henkels. Motion approved.**

**16. Upcoming Meeting Dates/Topics**

Kevin Gish noted the upcoming Selectboard Interviews schedule for July 15<sup>th</sup>, 2024.

Nicola Shipman also noted that Alex Bird has requested an opportunity to meet with the Selectboard on July 15<sup>th</sup> to ask questions related to the listening session with the School Board on June 3<sup>rd</sup>, 2024.

**17. Adjourn**

**Scott Henkels made a motion to adjourn at 8:30PM. Sarah Pfeiffer seconded. Motion approved unanimously.**

Respectfully submitted,  
Nicola Shipman