



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

**Selectboard Special Meeting**  
**December 16th, 2024 DRAFT Minutes**

**In-Person Participants:** Kevin Gish, Selectboard Chair; Scott Henkels, Selectboard Vice Chair; Allen Wight, Highway Supervisor; Ted Austin, Selectboard Clerk; Nicola Shipman, Town Administrator

**Zoom Participants:** Deb Jones, Treasurer; Lucy Pierpont, Finance Manager; Galen Mudgett, Head Lister

**1. Call 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. Ted Austin seconded. Motion approved unanimously.

**3. Public Comment**

None.

**4. Warrants**

Ted Austin made a motion to approve a payroll warrant for the period December 12/1 – 12/14/2024 in the amount of \$22,300.05. Scott Henkels seconded. Motion approved unanimously.

Scott Henkels made a motion to approve AP Warrant 1770 in the amount of \$3,427.01. Kevin Gish seconded. Motion approved unanimously.

Ted Austin made a motion to approve AP Warrant 1771 in the amount of \$4,647.76. Scott Henkels seconded. Motion approved unanimously.

Scott Henkels made a motion to approve AP Warrant 1772 in the amount of \$34,733.84. Ted Austin seconded. Motion approved unanimously.

Kevin Gish made a motion to approve the AP Warrant 1773 from the Old School House Fund in the amount \$4,971.00. Ted Austin seconded. Motion approved unanimously.

Kevin Gish made a motion to approve AP Warrant 1774 from the Recreation Fund in the amount \$39.19. Scott Henkels seconded. Motion approved unanimously.



**TOWN OF SHARON**  
**15 School Street**  
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**Ted Austin made a motion to approve AP Warrant 1775 in the amount of \$146. Scott Henkels seconded. Motion approved unanimously.**

**Scott Henkels made a motion to ratify the HRA for the period of November 1, 2024- November 30, 2024 in the amount of \$51.68. Ted Austin seconded. Motion approved unanimously.**

**Scott Henkels made a motion to ratify payments from the Chester Downer Fund for a total of \$265 with checks made to Windsor County Probate and Pine Hill Cemetery. Ted Austin seconded. Motion approved unanimously.**

**5. Minutes**

**Scott Henkels made a motion to approve minutes from December 2<sup>nd</sup> 2024 with changes. Ted Austin seconded. Motion approved unanimously.**

**Scott Henkels made a motion to approve minutes from December 7<sup>th</sup> with change as noted. Ted Austin seconded. Motion approved unanimously.**

**Scott Henkels made a motion to approve minutes from December 9<sup>th</sup> as presented. Ted Austin seconded. Motion approved unanimously.**

**6. Selectboard Member Reports**

Kevin Gish reported that GUVSWMD has hired a new recycling coordinator and noted the rates will remain at \$9 per capita for FY2026, and for future consideration, Kevin noted the New Hampshire legislature is talking about not accepting waste from Vermont which could pose an issue as there is only one landfill in Vermont.

**7. Highway Reports**

Allen Wight presented preliminary information for the purchase of a replacement truck as outlined in the vehicle replacement schedule and provided guidance to the Selectboard as to the pros and cons of different approaches and how each affects the timing.

**8. Finance Reports**

Lucy Pierpont reported on budget to actuals for November. Lucy said there was nothing concerning or out of line with what would be expected this time of year.

Lucy noted there is \$28,000 owed for the first payment of taxes which is lower than usual for this time of year.



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Lucy noted that she had submitted the municipal invoice sheet to Rita Seto for the Better Roads Grant project so the Town can be reimbursed for that work.

**9. Town Admin. Reports**

Nicola Shipman reported that Andrea Morgan, our Planning Clerk, will be stepping down sometime in January. This is unfortunate as Andrea Morgan has been a tremendous asset to the Town. Andrea has generously offered to continue to provide support to the Planning Commission possibly through the date of the DRB's Flood Hazard Bylaw Hearing in January. Andrea also said she is willing to assist with training a new hire if she has capacity to do so.

Nicola also reported on the status of the new website as well as that she is exploring grant funding opportunities for capital budgeting and planning specifically related to municipal buildings, particularly Town Highway Garage, with TRORC's Geena Baber.

**10. Grand List Amendment Request**

Galen Mudgett reported the Lister's are required to file an Errors and Omissions Certificate which is to be filed due to changes in current use enrollment status or changes in acreages into or out of current use, for example.

**Kevin Gish made a motion to sign the Errors and Omissions Certificate PVR-4261-E as presented by the Lister's Office. Scott Henkels seconded. Motion approved unanimously.**

**11. OSAC Presentation**

Deb Jones suggested that the OSAC committee would like to install Narcan boxes next to each AED installed in Town buildings in addition to installing one on the outside of the building facing Route 132. Deb noted there are misconceptions surrounding Narcan, and she provided background as to the benefits of having Narcan available alongside AEDs for Emergency Responders in particular. Deb noted Narcan does need to be shaded as it cannot tolerate heat. Additionally, she noted there is no known risk if it were to be administered unnecessarily or if it is used accidentally.

Deb also noted the library would like to pursue harm reduction training.

Deb said she will come back to the Board with a final plan for the location and installation of the boxes.



**TOWN OF SHARON**  
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**12. Radio Communications Contract**

Allen Wight presented an update on the investigations and testing for the location of a repeater for the Town as well as the recommended capacity, so that the Highway Department has expanded radio communications in the Town.

The GPS coordinates must be exact to apply for the License through the FCC. Once the license is acquired, then the equipment will be ordered.

The best location currently is near the Downer State Forest Highway.

Nicola Shipman will raise this with Town's legal counsel to formalize an agreement to allow this to move forward.

**13. FY26 Budget**

Lucy Pierpont presented areas of the proposed FY26 budget that have been updated since the last meeting for Selectboard review including the Recreation Budget, the Planning Commission Budget, and other adjustments as needed. There was no effect on the bottom line overall.

Scott Henkels noted the Saturday budget meeting was an effective strategy for moving forward through that budget, and he feels more confident with the budget as presented after that meeting.

**14. Personnel Policy**

**Scott Henkels made a motion to adjust the Personnel Policy so that an employee who works on a holiday is paid the regular hourly rate and holiday pay at time effective immediately. Ted Austin seconded. Motion approved unanimously.**

**15. Executive Session**

**Kevin Gish made a motion to enter executive session to session for the evaluation of a public officer or employee 1 V.S.A. § 313(a)(3) with attendees to include Nicola Shipman, Lucy Pierpont, Kevin Gish, Scott Henkels and Ted Austin. Scott Henkels seconded. Motion approved unanimously.**

**16. Resume Open Session**

**Kevin Gish made a motion to exit executive session at 8:25PM. Ted Austin seconded. Motion approved unanimously.**



**TOWN OF SHARON**  
**15 School Street**  
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No action needed.

17. **Job Description Approval**

**Ted Austin made a motion to approve a Level 2 Road Crew Job Description with one minor change. Scott Henkels seconded. Motion approved unanimously.**

**Scott Henkels made a motion to approve a Planning Administrator job description with addition of disclaimers. Ted Austin seconded. Motion approved unanimously.**

18. **Highway Department**

**Scott Henkels made a motion to hire a Level 2 Road Crew Employee at a starting pay rate of \$25.50 per hour with an effective start date of December 23<sup>rd</sup>, 2024. Ted Austin seconded. Motion approved unanimously.**

19. **Ethics Liaison Appointment**

**Kevin Gish made a motion to appoint Nicola Shipman as Ethics Liaison to serve as the point of contact with the Ethics Commission per 24 VSA 1995(e) as required by Act 171. Scott Henkels seconded. Motion approved unanimously.**

20. **Town Meeting 2025 Draft Warning**

The members considered articles as presented. Nicola Shipman will submit the draft for VLCT review, but the warning will remain in draft format until after the deadline for voter-petitioned articles has passed.

21. **Upcoming Meeting Dates/Topics**

- **December 17<sup>th</sup>**: Staff Appreciation Lunch
- **Office Closures**: December 24<sup>th</sup> (staff vacations); December 25th (holiday); New Year's Day (holiday); January 20<sup>th</sup> (holiday)
- **Monday, January 6<sup>th</sup> 2025** – Regular Meeting (Budget)
- **Tuesday, January 21<sup>st</sup> 2025** – Special Meeting (Town Meeting Prep)
- **Monday, February 3<sup>rd</sup>, 2025** – Regular Meeting (Town Meeting Prep)
- **Town Meeting 2025 - Tuesday, March 4<sup>th</sup>**

22. **Adjourn**

**Scott Henkels made a motion to adjourn at 9:06PM. Kevin Gish seconded. Motion approved unanimously.**