



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

**Selectboard Regular Meeting**  
**January 21<sup>st</sup>, 2025 FINAL Minutes**

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

**Remote Participants:** Lucy Pierpont, Finance Manager; Cathy Sartor, Town Clerk; Deb Jones, Treasurer; Steve Basham, Moderator

**1. Call to Order**

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

**2. Review/Approve Agenda**

**Ted Austin made a motion to approve the agenda as presented. Scott Henkels seconded. Motion approved unanimously.**

**3. Public Comment**

No public comment

**4. Warrants**

**Ted Austin made a motion to approve AP Warrant 1786 in the amount of \$23,250.92. Scott Henkels seconded. Motion approved unanimously.**

**Scott Henkels made a motion to approve AP Warrant 1787 in the amount of \$2,646.17. Kevin Gish seconded. Motion approved unanimously.**

**Kevin Gish made a motion to approve AP Warrant 1788 in the amount of \$6,409.57. Scott Henkels seconded. Motion approved unanimously.**

**Ted Austin made a motion to approve AP Warrant 1789 in the amount of \$10,101. Kevin Gish seconded. Motion approved unanimously.**

**Ted Austin made a motion to approve REC Warrant 1790 in the amount of \$243.00. Scott Henkels seconded. Motion approved unanimously.**

**Kevin Gish made a motion to approve Old School House Warrant 1791 in the amount of \$1,402.23. Ted Austin seconded. Motion approved unanimously.**



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**Scott Henkels made a motion to approve HRA reimbursement for December 1, 2024 - December 31<sup>st</sup>, 2024 in the amount of \$2,148.42. Ted Austin seconded. Motion approved unanimously.**

**Kevin Gish made a motion to ratify payroll for the period 12/28/24-1/11/25 with a cash draw of \$19,156.51. Scott Henkels seconded. Motion approved unanimously.**

**5. Minutes**

**Kevin Gish made a motion to approve the minutes from 12/16/2025 as presented. Scott Henkels seconded. Motion approved unanimously.**

**Kevin Gish made a motion to approve the minutes from 1/6/2025 with one correction. Scott Henkels seconded. Motion approved unanimously.**

**6. Selectboard Reports**

Ted Austin gave an update on a meeting he attended with the Highway Supervisor and a communications contractor to discuss expanded radio communications for the town. The Board concluded the next step is to talk to additional residents with similar potential for hosting equipment on their property and further evaluate all options before deciding the best way forward.

Ted also wanted to discuss with the other members his desire to continue to serve as a Selectboard member, knowing the deadline for nominating petitions to be included on the Australian Ballot is coming up next week. Ted noted he has a unique opportunity in the summer of 2025 to travel, but he would be unavailable during that time. Ted does not want to turn down the opportunity if it does materialize, but he is also interested in running for a three-year term on the Selectboard. Ted noted he will communicate the possibility of this trip to voters if he does decide to run. Ted asked the current members of the board if he were to be voted in, whether his absence would be acceptable to the members currently serving. After discussion, Ted indicated he would submit a nominating petition, so he can be included on the 2025 ballot.

Kevin Gish said he spoke with Sargent Beraldi today for an update regarding the tent under the green bridge in Town.

Scott Henkels noted that he will be coordinating with the Town Health Officer, the Town's legal counsel and the Sheriff's department, as this situation could trigger the need for an Emergency Health Order. He will report back at the next meeting.



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**7. Highway Reports**

Allen Wight reported that one of the crew members would be returning next week after a short leave, and he said the team is functioning well.

Allen also explained light snowfall typically requires the same resources and machine hours as heavier snow. Additionally, the lack of snow is creating areas of concern. For example, there are culverts freezing due to the lack of snow cover. The highway department will be working to thaw culverts as soon as they can, but temperatures have been dangerously low; it would be unsafe for the crew members to conduct that work until it warms up.

Allen also reported he has been formulating a plan for the ditching and culvert work in summer 2025. Allen is working to map out the best way to proceed with paving on Beaver Meadow Road and exploring the option of chip sealing Route 132 to extend the lifespan and inhibit further degradation of areas that are showing signs of wear.

**8. Finance Reports**

Lucy Pierpont provided a financial report to the Selectboard including the budget to actuals for December. Lucy indicated that based on what she is seeing, the financials are on track for the year, and she did not see anything that stood out or was concerning. Lucy noted the PACIF bill included in the warrants was for a grader accident in late 2024.

**9. Town Administrator Reports**

Nicola Shipman provided an update regarding the 2024 Town Report which will be heading to the printer imminently. Voters will receive their annual postcard reminding them of the availability of the annual report which includes the Selectboard Statement regarding the annual audit and information about the proposed FY26 budget and the warning for Town Meeting 2025.

Nicola also reported on the Animal Control Ordinance and the need for continued community education regarding the need for compliance, especially as it relates to dog registration and rabies vaccinations.

Nicola is working to identify solutions for the Town Highway Garage. The building is old and is in poor condition. She is working to secure a proposal which would be the first step to launching the project, but it is taking time to work through the details with the architects.



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10. **Job Descriptions**

**Ted Austin made a motion to approve the Level 1 Road Crew and Level 3 Assistant Highway Supervisor job descriptions as presented. Scott Henkels seconded. Motion approved unanimously.**

11. **One-Ton Truck Replacement**

After reviewing the bids submitted, there was discussion among the members and Allen Wight regarding the truck bids, warranty options and trade-in planning.

**Scott Henkels made a motion to award the One-Ton Truck replacement vehicle to Ted Greene Ford for a Ford F600 for \$146,742.00 with the added option of a six-year, four-thousand-hour warranty. Ted Austin seconded. Motion approved unanimously.**

12. **Finalize Town Meeting 2025 Warning**

Together with Steve Basham, Moderator, and Cathy Sartor, Town Clerk, the Selectboard worked to finalize the warning for Town Meeting 2025.

**Ted Austin made a motion to approve the warning for Town Meeting 2025. Kevin Gish seconded. Motion approved unanimously.**

13. **Ratify 2025 Stray Contract with Country Animal Hospital**

**Ted Austin made a motion to ratify the 2025 Stray Animal Contract with Country Animal Hospital. Scott Henkels seconded. Motion approved unanimously.**

14. **Repeal Town of Sharon 2006 Conflict of Interest Ordinance**

**Due to the changes in Vermont State Statute instituting a Statewide Municipal Code of Ethics ([24 VSA Chapter 60](#)) that took effect January 1, 2025, Scott Henkels made a motion to repeal the 2006 Town of Sharon Conflict of Interest Ordinance in its entirety pursuant to 24 VSA § 1976 effective January 21<sup>st</sup>, 2025. Ted Austin seconded. Motion approved unanimously.**



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**15. Adopt Town of Sharon 2025 Code of Ethics Investigation and Enforcement Ordinance**

Due to the changes in Vermont State Statute instituting a Statewide Municipal Code of Ethics ([24 VSA Chapter 60](#)) that took effect January 1, 2025, Scott Henkels made a motion to adopt the Town of Sharon Ethics Investigation and Enforcement Ordinance as presented pursuant to 24 VSA § 1997 effective January 21<sup>st</sup>, 2025. Ted Austin seconded. Motion approved unanimously.

**16. Upcoming Meetings/Dates/Topics**

- **Thursday, January 23<sup>rd</sup>, 2025** (40 days before Town Meeting) First Day to Warn Town Meeting
- **Monday, January 27<sup>th</sup>, 2025** Special Meeting (Town Meeting Prep if required)
  - **5PM Deadline to Submit Nominating Petitions for Elected Office to Town Clerk's Office**
- **Sunday, February 2<sup>nd</sup>, 2025** (30 days prior to Town Meeting) Last Day to Warn Town Meeting
- **Monday, February 3<sup>rd</sup>, 2025** Regular Meeting
- **Wednesday, February 12<sup>th</sup>, 2025** Property Taxes Due
- **Monday, February 17<sup>th</sup>**—Town Offices Closed
- **Tuesday, February 18<sup>th</sup>, 2025** Special Meeting
- **Tuesday, March 4<sup>th</sup>, 2025** Town Meeting
- **Wednesday, March 5<sup>th</sup>, 2025** Organizational Meeting

**17. Adjourn**

Scott Henkels made a motion to adjourn at 8:19PM. Kevin Gish seconded. Motion approved unanimously.