



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

**Selectboard Regular Meeting**  
**February 3<sup>rd</sup>, 2025 FINAL Minutes**

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

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

**1. Call to Order**

Kevin Gish called the meeting to order at 6:31PM.

**2. Review/Approve Agenda**

**Kevin Gish made a motion to approve the agenda noting Item 8 would be moved after Item 11. Scott Henkels seconded. Motion approved unanimously.**

**3. Public Comment**

None.

**4. Highway Reports**

Allen Wight said the snow on Friday and Saturday was helpful in that it provided coverage for culverts that are freezing due to lack of snow cover. The team has been working to thaw culverts that are of concern, including one on Krivak Road. There is a culvert on Moore Road that Allen said he is keeping a close eye on. Allen reported various issues with the trucks, including a 10-wheeler and the one-ton, but all vehicles are back up and running.

**5. Executive Session: Personnel**

**Scott Henkels made a motion to enter executive session at 6:37PM for the purpose of evaluation of an employee pursuant to 1 VSA §313(a)(3) with attendees to include Kevin Gish, Scott Henkels, Ted Austin, Allen Wight, and Nicola Shipman. Kevin Gish seconded. Motion approved unanimously.**

**Scott Henkels made a motion to exit executive session at 7:14PM. Ted Austin seconded. Motion approved unanimously.**

**6. Resume Open Meeting**

No action taken at this time.



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Allen Wight exited the meeting at 7:16PM due to road conditions.

**7. Executive Session: Personnel**

**Scott Henkels made a motion to enter executive session at 7:17PM for the purpose of the appointment of a public officer pursuant to 1 VSA §313(a)(3) with attendees to include Kevin Gish, Scott Henkels, Ted Austin, and Nicola Shipman. Ted Austin seconded. Motion approved unanimously.**

**Scott Henkels made a motion to exit executive session at 7:25PM. Ted Austin seconded. Motion approved unanimously.**

**8. Resume Open Meeting**

**Scott Henkels made a motion to make an offer of employment to a Planning Administrator candidate. Ted Austin seconded. Motion approved unanimously.**

**9. Better Roads Cat. A Road Erosion Inventory Agreement**

**Kevin Gish made a motion to sign a contract for services with TRORC for a Town Wide Road Erosion Inventory (as required by the Municipal Roads General Permit) with a maximum limiting amount of \$10,560 unless otherwise specified. Scott Henkels seconded. Motion approved unanimously.**

**10. FY25 Audit: Letter of Engagement**

**Scott Henkels made a motion to sign the letter of engagement with Mudgett, Jennett, & Krogh-Wisner for audit services for the fiscal year ending June 30, 2025. Ted Austin seconded. Motion approved unanimously.**

**11. Baxter Memorial Library Trustee Resignation**

Nicola Shipman provided a letter of resignation submitted by Karen Rodis. Nicola reminded the Board that the Selectboard must public notice of the vacancy within ten days of the effective date of the vacancy, and the selectboard may appoint to fill a vacancy before the notice is publicly posted.

**Scott Henkels made a motion to accept the resignation of Baxter Memorial Library Trustee Karen Rodis which was submitted in writing with an effective date of January 31<sup>st</sup>, 2025 at 11:45AM. Ted Austin seconded. Motion approved unanimously.**



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**Kevin Gish made a motion to appoint Marissa Lindman as a Baxter Memorial Library Trust to fill the vacancy created by the resignation of Karen Rodis. Ted Austin seconded. Motion approved unanimously.**

**12. Warrants**

**Scott Henkels made a motion to ratify payment to Pine Hill Cemetery Association in the amount of \$691.80. Kevin Gish seconded. Motion approved unanimously.**

**Ted Austin made a motion to approve AP Warrant 1793 in the amount of \$22,600.01. Scott Henkels seconded.**

**Kevin Gish made a motion to approve AP Warrant 1794 in the amount of \$2,604.45. Ted Austin seconded. Motion approved unanimously.**

**Scott Henkels made a motion to approve AP Warrant 1795 in the amount of \$2,288.27. Kevin Gish seconded. Motion approved unanimously.**

**Ted Austin made a motion to approve AP Warrant 1796 in the amount of \$7,227.82. Scott Henkels seconded. Scott Henkels seconded. Motion approved unanimously.**

**Kevin Gish made a motion to approve AP Warrant 1797 in the amount of \$2,993.82. Scott Henkels seconded. Motion approved unanimously.**

**Scott Henkels made a motion to ratify payroll for the 1/12/2025 - 1/25/2025 pay period with a cash draw of \$19,001.14. Ted Austin seconded. Motion approved unanimously.**

**13. Finance Reports: Lucy Pierpont**

**Lucy Pierpont reported that property taxes are due Wednesday, January 12<sup>th</sup>, 2025 by 6:00PM. Currently, there is \$26,000 outstanding from the first payment, and there is about \$1.2 million due for the second payment.**

**14. Minutes**

**Scott Henkels made a motion to approve the minutes from 1/21/2025. Ted Austin seconded. Motion approved unanimously.**



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**15. Town Admin. Reports**

Nicola Shipman noted the VTrans Municipal Grant funding has been reduced from what was previously offered in the Paving Grant and Structures Grant program to \$175,000 maximum award versus previous years maximum amounts of \$200,000.

According to information from the VLCT, Nicola highlighted that overall "Governor Scott is now recommending \$96.6 million in "Town Highway" program funding, down from an all-time high of \$102 million in FY25."

Nicola also noted that Sen. Alison Clarkson has sponsored a bill to address Legal Trails, so Nicola will keep the Selectboard updated as that moves through the legislative process.

Nicola shared a report from a concerned resident regarding significant work conducted on a section of Chapel Hill Road on the Class 4 section of the highway. This work had not been previously authorized by the Selectboard from recent records, so Nicola will communicate the resident's concern to the Highway Supervisor and coordinate with him to provide recommendations to the Selectboard for how best to move forward.

Nicola reported she had submitted the signed agreement with Coe + Coe for professional services related to the Town Highway Garage, and she expects that she will be able to provide more details later in the month.

Nicola is working to secure estimates for fire alarms for the Old Town Hall and the Baxter Library. Nicola also reported on a request for funding for an engineering study regarding whether it would be feasible to move the library well to another location on the property.

Nicola also provided updates regarding current legislation that is related to municipalities.

Finally, Nicola mentioned that she has a Draft Agreement prepped for the proposed Radio Communications Antenna and that is available for review by the Selectboard.

Finally, Nicola also said she is working to set a Selectboard hearing date for the Flood Hazard Bylaw Amendment on April 7<sup>th</sup>.

**16. Vermiculite Remediation Proposal**

Ryan Haac, the Energy Committee Chair, has been working with Harry Falconer at TRORC to learn more regarding vermiculite containment / remediation options for the Town Offices building. Ryan noted vermiculite is a concern as it is assumed to contain asbestos, and Ryan suggested the Selectboard approve entering into an agreement with a professional service provider to further evaluate possible solutions as well as to support the Town with the bid process for the scope of work needed for containment and/or remediation.



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**Kevin Gish made a motion to accept a proposal from Clay Point Associates Inc. for professional services related to vermiculite remediation at the Town Offices building with a total of \$1320.00 paid for using the balance of the MERP mini grant funding. Ted Austin seconded. Motion approved unanimously.**

**17. Upcoming Meetings/Dates/Topics:**

- **Wednesday, February 12<sup>th</sup>, 2025** Property Taxes Due by 6PM EST
- **Monday, February 17<sup>th</sup>** Town Offices Closed
- **Tuesday, February 18<sup>th</sup>, 2025** Special Meeting/Town Meeting Prep & Meet the Candidates
- **Tuesday, March 4<sup>th</sup>, 2025** Town Meeting
- **Wednesday, March 5<sup>th</sup>, 2025** Organizational Meeting

**18. Selectboard Reports**

Scott Henkels noted that the Town Health Officers are still working on an issue related to the metal bridge and a resident living

Kevin Gish said he attended the “Regional Planning and Leveraging Nature as Climate Infrastructure” online seminar hosted by TRORC and shared his key takeaways.

**19. Adjourn**

**Ted Austin made a motion to adjourn at 8:17PM. Scott Henkels seconded. Motion approved unanimously.**