



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

**Selectboard Special Meeting**  
**March 5<sup>th</sup>, 2025 FINAL Minutes**

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

**Remote Participants:** Lucy Pierpont, Finance Manager/Human Resources

**1. Call to Order**

Kevin Gish called the meeting to order at 6:30PM.

**2. Review/Approve Agenda**

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

**3. Election of Officers**

Kevin Gish nominated Scott Henkels to serve as Chair. Ted Austin seconded. Motion approved unanimously.

Scott Henkels nominated Kevin Gish to serve as Vice Chair. Ted Austin seconded. Motion approved unanimously.

Kevin Gish nominated Ted Austin as Clerk. Scott Henkels seconded. Motion approved unanimously.

**4. Adopt Rules of Procedure**

Kevin Gish made a motion to adopt the 2025 Rules of Procedure. Ted Austin seconded. Motion approved unanimously.

**5. Adopt a Paper of Record**

Kevin Gish made a motion to adopt the White River Valley Herald as the paper of record. Ted Austin seconded. Motion approved unanimously.

**6. Appoint a Tree Warden**

Kevin Gish made a motion to reappoint Vince Gross to serve as the Town Tree Warden for a one-year term. Ted Austin seconded. Motion approved unanimously.



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**7. Town Meeting 2025 Review**

Nicola Shipman provided an overview of the lister position and will be posting the vacancy similarly to other paid positions in the town using the Lister's Handbook as the reference for a job description and outline of the role.

Kevin Gish highlighted there are residents who have expressed interest in getting involved in different committees and commissions in town.

**8. Public Comment**

None.

**9. Highway Reports**

Allen Wight, Highway Supervisor, reported the crew is preparing for mud and melting due to the rain this week. He has been making sure to get the grader on the roads when possible, and the crew has been hauling hard pack and Allen secured a delivery of salt.

Nicola noted that she has been given a list of areas in town where residents are consistently plowing snow into municipal highways. Depositing or plowing snow onto a Class 1, 2 or 3 highways is illegal in Vermont. The Highway Department have seen areas in town that are creating safety concerns for our highway operators and creating conditions that have the potential to damage machinery when in operation, particularly the grader. Nicola will send out letter to residents to highlight the law and to encourage compliance.

**Scott Henkels made a motion to authorize Kevin Gish to sign a letter of recommendation for Allen Wight for a professional development opportunity. Ted Austin seconded. Motion approved unanimously.**

**10. Selectboard Member Reports**

The members noted that local events have seen good attendance and are well run, particularly the Sharon Connects Skills Swap. Scott Henkels noted the Annual Town Meeting and voting was smooth and well organized.

**11. Town Admin. Reports**

Nicola Shipman provided updates, starting with municipal buildings. First, she noted Coe + Coe has provided preliminary drafts and cost estimates for the Town Highway garage. Allen provided



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feedback as did the Selectboard members. Coe + Coe will be attending the meeting on March 17<sup>th</sup> to discuss the initial plans with the Selectboard.

Nicola reported that the Town Offices basement has considerable evidence of vermiculite contamination, and the space is currently closed for general access so as not to disturb the material unnecessarily. The Town is waiting for a report from the consultant who came to evaluate the space, but in the meantime, Nicola and Lucy will work to identify funding sources and solutions for remediation

Nicola asked for help with a project related to the Old Town Hall and Baxter Memorial Library buildings. To move forward with quotes for commercial fire system installation, she needs a fire escape plan to submit. Scott Henkels and Kevin Gish will assist in creating a floor plan/fire escape plan of these buildings, so Nicola can secure a quote for commercial fire alarm systems.

Nicola is coordinating with Preservation Trust of Vermont representatives in the hopes of kickstarting a broader community conversation regarding building use in our Town.

Kyle Katz from TRORC is supporting the Town in preparation for the Selectboard's required Flood Hazard Bylaw Amendment Hearing and Acceptance scheduled for April 7<sup>th</sup>. Notice will go out in the paper this week.

The Class 2 Paving Application is due April 15<sup>th</sup>. Nicola and Allen are working on the application for Beaver Meadow Road, but the grant funding maximum has been reduced from \$200,000 to \$175,000. Allen secured estimates for the work on Academy Drive (Class 3 highway) and Beaver Meadow Road (Class 2 paved section)

Nicola and Allen are working on the annual VTrans filings for FY26 now that we have an approved budget.

Nicola also gave a brief overview of the concerns with the Green Bridge in Town and highlighted that the TAP Scoping Study is still in the 30-day comment period with VTrans.

Finally, Nicola highlighted that all Town Officials are encouraged to take the free Statewide Municipal Ethics Training, but certain elected officials are required by the State to complete the training. Municipal Officers who were in office on January 1, 2025 must complete the training no later than September 25<sup>th</sup>, 2025 and every 3 years thereafter. Officers who start after January 1<sup>st</sup>, 2025 must complete training within 120 days of start date and then every 3 years thereafter.

## **12. Warrants**

**Kevin Gish made a motion to approve AP Warrant 1806 in the amount of \$31,093.51. Scott Henkels seconded. Motion approved unanimously.**



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**Ted Austin made a motion to approve AP Warrant 1807 in the amount of \$21,638.40. Kevin Gish seconded. Motion approved unanimously.**

**Kevin Gish made a motion to approve AP Warrant 1808 in the amount of \$5,103.90. Ted Austin seconded. Motion approved unanimously.**

**Ted Austin made a motion to approve AP Warrant 1809 in the amount of \$4,357.03. Kevin Gish seconded. Motion approved unanimously.**

**Scott Henkels made a motion to approve AP Warrant 1810 in the amount of \$33,298.15. Kevin Gish seconded. Motion approved unanimously.**

**Kevin Gish made a motion to approve AP Warrant 1811 in the amount of \$3,086.55. Ted Austin seconded. Motion approved unanimously.**

**Ted Austin made a motion to approve AP Warrant 1812 in the amount of \$1,200,000 to the Sharon School District. Kevin Gish seconded. Motion approved unanimously.**

**Scott Henkels made a motion to ratify payroll warrant for the period 2/9/2025 – 2/22/2025 with a cash draw of \$23,341.27. Ted Austin seconded. Motion approved unanimously.**

**13. Minutes**

**Kevin Gish made a motion to approve the minutes of 2/18/2025 with minor changes. Scott Henkels seconded. Motion approved unanimously.**

**14. Executive Session: Personnel**

**Scott Henkels made a motion to enter executive session at 7:38PM 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, Lucy Pierpont, and Nicola Shipman. Ted Austin seconded. Motion approved unanimously.**

**Scott Henkels made a motion to exit executive session at 7:57PM. Ted Austin seconded. Motion approved unanimously.**

**15. Resume Open Meeting**

**No action.**



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

- Monday, March 17<sup>th</sup>: Regular Meeting (appointments; Coe+Coe; VTrans Financial Plan; Class 2 Paving Grant, vacancies)
- Monday, April 7<sup>th</sup>: Regular Meeting (FH Bylaw Public Hearing)

**17. Adjourn**

**Kevin Gish made a motion to adjourn at 8:01PM. Ted Austin seconded. Motion approved unanimously.**