



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

**Selectboard Regular Meeting**  
**March 17<sup>th</sup>, 2025 FINAL Minutes**

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

**Remote Participants:** Lucy Pierpont, Finance Manager; James Coe, Coe + Coe; Deb Jones, Treasurer

**1. Call to Order**

Scott Henkels called the meeting to order at 6:30PM.

**2. Review/Approve Agenda**

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

**3. Public Comment**

No public comment

**4. Coe + Coe Presentation**

James Coe of Coe + Coe met with the Selectboard to review the existing conditions of the Town Garage as well as to discuss the preliminary plans as presented. James also provided a preliminary budget for a six-bay Town Highway Garage.

Discussion focused on the needs of the Highway Department and the obligation to find solutions that will be palatable to taxpayers. The Town is looking at the project from a variety of angles. Solutions will need to be nimble, creative, and cost-effective to be able to accommodate the machinery, the equipment and the staff while also considering the constraints of the parcel and budget.

Ted Austin asked if there were industry standards for the kind of building requirements suggested, particularly as it relates to a Town our size.

James noted that he typically sees buildings that are 4 or 5 bays, and construction costs range from \$250 - \$300 per square foot.

James also estimated that fully retrofitting the existing building as the new highway garage is not recommended as the cost of that is likely to be 80-90% of the cost of a new building but with inferior results and less adaptable to the future needs of the Town.



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

The Selectboard asked James to provide the Town with:

- A narrative/cost analysis to quantify why Coe + Coe does not recommend the full rehabilitation of the existing garage structure
- A draft plan allowing for a 4-bay new build combined with relocating the sand pile and repurposing the existing garage to allow for heated equipment storage to minimize costs and maximize taxpayer funding
- A new seven-bay garage building, which would be overbuilt, but has the correct number of bays to accommodate all machines that are currently under cover over winter

Together, the array of proposed alternatives will give the Town a sense of the possible pathways available as well as the associated costs. The Selectboard will need to review the alternatives, even those which are not likely to be realistic or appropriate, such as doing nothing or building a seven-bay garage, for example.

**5. Highway Access Permit: Double C Enterprise**

Allen Wight reported sight lines and location was appropriate for the proposed driveway site, and was in accordance with the existing Highway Policy. The exact site has not yet been staked out due to the snow cover. After a brief discussion, the Selectboard asked Nicola Shipman to reach out to the property owner to request that the driveway is staked for visibility so the Selectboard can review the location and to ensure the property owner can also provide the exact measurements so the permit is complete and can be considered for approval.

**6. Dump Truck Load Proposals**

**Ted Austin made a motion to approve a \$160,000 loan and to authorize Lucy Pierpont to secure a bank loan with Community Bank NA at a 5.3% interest rate for a 10-wheel dump truck that is to be delivered to the Town. Kevin Gish seconded. Motion approved unanimously.**

**7. Level 3 Assistant Supervisor Job Description**

Nicola Shipman presented a revised job description for Selectboard review.

**Kevin Gish made a motion to approve the Level 3 Assistant Supervisor job description as presented. Ted Austin seconded. Motion approved unanimously.**



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

8. **Executive Session: Personnel**

**Scott Henkels made a motion to enter executive session with attendees to include: Selectboard Members, Allen Wight, Nicola Shipman, and Lucy Pierpont. Ted Austin seconded. Motion approved unanimously.**

9. **Resume Open Meeting**

**Scott Henkels made a motion to exit executive session at 7:40PM. Kevin Gish seconded. Motion approved unanimously.**

**Scott Henkels made a motion to accept the resignation of Mark Earle effective March 7<sup>th</sup>, 2025. Ted Austin seconded. Motion approved unanimously.**

10. **Executive Session: Personnel**

**Scott Henkels made a motion to enter executive session at 7:41PM with attendees to include: Selectboard Members, Allen Wight, Nicola Shipman, and Lucy Pierpont. Ted Austin seconded. Motion approved unanimously.**

11. **Resume Open Meeting**

**Scott Henkels made a motion to exit executive session at 8:14PM. Kevin Gish seconded. Motion approved unanimously.**

No public action taken.

12. **Appointments and Vacancies**

Ken Wright met with the Selectboard to discuss the challenges the Listers' Offices is currently facing including:

- the need for technical assistance with parcel mapping;
- the need for additional support in the Lister's Offices given the vacancy created with the unexpected passing of Galen Mudgett, Jr.;
- the kind of work that will need to be done moving toward the filing of the Grand List and meeting requirements for Homestead Declarations;
- keeping up with Current Use reporting.

Ken also presented a more long-term view of what could be happening at the State level and how it could affect the Town Listers based on the current draft legislation in discussion. Ken and the members also discussed the vacancy in the E911 Administrator role.



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

The Selectboard reviewed the following slate for appointments:

**2025 Town of Sharon Selectboard**  
**Appointments for March 17<sup>th</sup>, 2025**

**Animal Control Officer**

Reappoint James Armbruster as Animal Control Officer for a one-year term through 2026

**Ashley Community Forest Board**

Reappoint Kevin Gish to a three-year term through 2028

**CDL Trainer for the Town of Sharon**

Appoint Allen Wight as the CDL Instructor for the Town of Sharon

**Conservation Commissioners**

Reappoint Dick Ruben to a four-year term ending in 2029

**Green Up Day Coordinator**

Reappoint Dick Ruben / Conservation Commission as Green Up Day Coordinator for a one-year term through 2026

**Planning Commissioners**

Reappoint John Roe to a three-year term ending in 2028

**Liaison to the Regional Energy Coordinator**

Reappoint Ryan Haac for a one-year term through 2026

**Energy Committee**

Reappoint Ryan Haac and Dee Gish for a one-year term through 2026

**TRORC Regional Board Alternate Representative**

Appoint Dee Gish as the TRORC Regional Board Alternative Representative to serve for a one-year term through 2026

**Transportation Advisory Committee**

Reappoint Nicola Shipman to a one-year term through 2026

**Tri-Valley Transit Sharon Representative**

Appoint Michael Livingston to a one-year term through 2026

**Recreation Committee**

Appoint Diana Putney to the Recreation Committee for a 1-year term through 2026

**Emergency Management Director**

Reappoint Nathan Potter to serve a one-year term through 2026.



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

**Emergency Co-Coordinators**

Appoint Becky Owens and Keith Lyman, Jr. to serve a one-year term through 2026

**Kevin Gish made a motion to approve the appointments as presented. Ted Austin seconded. Motion approved unanimously.**

Additional appointments will be included on the agenda for the April 7<sup>th</sup> meeting.

13. **Highway Reports**

Allen Wight provided a report on the current road conditions.

14. **VTrans Submittals**

The Board tabled approval of the Annual Financial Plan for the next meeting.

**Ted Austin made a motion to sign the Certificate of Compliance required by VTrans. Kevin Gish seconded. Motion approved unanimously.**

**Kevin Gish made a motion to approve the Class 2 Paving Grant application to be submitted to VTrans. Ted Austin seconded. Motion approved unanimously.**

15. **Groundskeeping Contract Amendment**

**Ted Austin made a motion to sign the 2025 Groundskeeping Contract Amendments with Pine Hill Cemetery Association as presented with a 2025 hourly rate of \$110/hour and a maximum contracted amount of \$3,300 for the 2025 season ending October 31<sup>st</sup>, 2025. Kevin Gish seconded. Motion approved unanimously.**

16. **On Demand Operators Extension**

**Kevin Gish made a motion to extend the On Demand Operator Positions from March 31<sup>st</sup>, 2025 until the end of the 2025 Winter Season as determined by the Highway Supervisor. Scott Henkels seconded. Motion approved unanimously.**

17. **Baxter Memorial Library Agreement**

**Ted Austin made a motion to sign the amended Baxter Memorial Library Agreement for March 2025 through March 2030. Scott Henkels seconded. Motion approved unanimously.**



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

**18. Selectboard Reports**

Kevin Gish provided an update on the OSAC meeting with guest speaker Kristi Lenart-Rikert.

Ted Austin reported on the progress so far on a situation with a long-term sagging communications line in the Town's ROW on Route 132. Ted has been in touch with GMP and intends to contact the communications companies responsible for the lines. Ted said he will continue to push as the current conditions are unsatisfactory and a hazard.

**19. Finance Reports**

Lucy Pierpont noted the Town is currently owed \$52,000 in property taxes, which is significantly better than in past years, and she did report that payments are still coming in.

Lucy pointed out that electricity seems higher than budgeted. She also reported that while the overtime in the highway department is getting higher, that is expected as there have been reduced staffing levels in the department.

Lucy shared there appears to be an entry error that she is in the process of correcting related to the Highway Insurance line in the budget.

**20. Town Administrator Reports**

Nicola Shipman reported that she had filed the MRGP Report as required by the State, and she expects the draft scoping study for the TAP program to be finalized soon as the VTrans comment period had closed.

**21. Minutes**

Tabled until the next meeting.

**22. Warrants**

**Kevin Gish made a motion to approve AP Warrant 1813 from the Old School House Fund in the amount of \$1,572.66. Ted Austin seconded. Motion approved unanimously.**

**Ted Austin made a motion to approve AP Warrant 1814 from the Recreation Fund in the amount of \$100. Kevin Gish seconded. Motion approved unanimously.**

**Scott Henkels made a motion to approve AP Warrant 1815 in the amount of \$18,734.23. Ted Austin seconded. Motion approved unanimously.**



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

Kevin Gish made a motion to approve AP Warrant 1816 in the amount of \$10,248.70. Ted Austin seconded. Motion approved unanimously.

Ted Austin made a motion to approve AP Warrant 1817 in the amount of \$10,388.53. Kevin Gish seconded. Motion approved unanimously.

Scott Henkels made a motion to sign AP Warrant 1818 in the amount of \$291,355. Ted Austin seconded. Motion approved unanimously.

Ted Austin made a motion to ratify the HRA reimbursement for the period 2/1/25-2/28/25 in the amount of \$1,371.96. Kevin Gish seconded. Motion approved unanimously.

Kevin Gish made a motion to ratify payroll for the pay period 2/23/25-3/8/25 with a cash draw of \$26,101.26. Ted Austin seconded. Motion approved unanimously.

23. **Upcoming Meeting Dates/Topics**

- **March 24<sup>th</sup>, 2025: Special Meeting** (Personnel; Annual Financial Report for VTrans)
- **April 7<sup>th</sup>, 2025: Regular Meeting** (Public Hearing for Flood Hazard Bylaw Amendment)
- **April 21<sup>st</sup>, 2025: Regular Meeting:** (Readopt LEMP)

24. **Adjourn**

Ted Austin made a motion to adjourn at 9:35PM. Kevin Gish seconded. Motion approved unanimously.