



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

**Selectboard Special Meeting**  
**April 7<sup>th</sup>, 2025 DRAFT Minutes**

**In-Person Participants:** Scott Henkels, Chair; Allen Wight, Highway Supervisor; Nicola Shipman, Town Admin.; Greg Chase, Double D Enterprises; Mike Clark, Resident; Kevin Gish, Vice Chair; John Roe, Planning Commission/DRB Chair

**Remote Participants:** Ted Austin, Clerk; Lucy Pierpont, Finance Manager

**FLOOD HAZARD BYLAW AMENDMENT - PUBLIC HEARING**

- 1. Call Hearing to Order**  
Scott Henkels called the hearing to order at 6:31PM
- 2. Flood Hazard Bylaw Amendment: Public Hearing**  
No members of the public; no testimony given
- 3. Adjourn Public Hearing**

**Scott Henkels made a motion to adjourn at 6:36PM. Kevin Gish seconded. Motion approved unanimously.**

**SELECTBOARD MEETING**

- 1. Call the Selectboard Meeting to Order**  
Scott Henkels called the Selectboard Meeting to order at 6:37PM
- 2. Review/Approve Agenda**

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

- 3. Bridge 15 Update**

The Selectboard welcomed Mike Clark, resident of Sharon and President of Winterset, Inc. Mike provided his professional insights regarding Bridge 15, the Green Truss bridge near the Midway building. Mike is recommending the Town plan for preventative maintenance to the wearing course of the bridge to avoid more costly repairs in the future. There is also additional work that will need to be completed that has been identified on the State bridge report from 2022 and 2024.

There was a brief discussion of recreation department funding and concerns related to ball field fence damage which Nicola noted she would be reporting on in her reports to the Selectboard. This topic will be addressed more fully at a future Selectboard meeting.



**TOWN OF SHARON**  
**15 School Street**  
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**4. Flood Hazard Bylaw Amendment**

**Kevin Gish made a motion to adopt the changes to the Flood Hazard Bylaw Section 6.7 “Nonconforming Structures & Uses” as presented. Ted Austin seconded. Motion approved unanimously.**

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

The Selectboard welcomed Greg Chase to the meeting.

The final driveway permit decision was tabled until April 21<sup>st</sup> due to late submittal of driveway site location information. The Selectboard will visit the site and will review the permit application at their next regular meeting.

Greg Chase noted a cross culvert he and Allen Wight previously discussed was not visible, and so he was not sure it existed. Allen said he would double check to see if the culvert has been covered up or if there is no culvert. If there is no cross culvert as referenced, Greg would need to install an 18” culvert as a condition of his driveway permit to satisfy the requirements of the Highway Policy.

John Roe asked whether each unique parcel created by the subdivision process would also need access permits to the Town Highway. There was also discussion of the Town’s requirements of access permits for any curb cut access to the Town Highways, including temporary access and how to make that process more transparent and clearer for landowners. The Town will need to get additional guidance to be able to answer these questions more fully.

**6. Loan Documents**

**Scott Henkels made a motion to execute loan documents for a previously authorized loan of \$160,000 with Community Bank NA. Kevin Gish seconded. Motion approved unanimously.**

**7. Appointments and Vacancies**

**Kevin Gish made a motion to appoint Helen Barrett as the Board of Lister’s Clerk effective April 1<sup>st</sup>, 2025. Scott Henkels seconded. Motion approved unanimously.**

**Kevin Gish made a motion to formally hire Charle Tufankjian as a Level 2 Road Crew employee effective April 16<sup>th</sup>, 2025 and William Gray as a Level 1 Road Crew employee effective April 14<sup>th</sup>, 2025. Scott Henkels seconded. Motion approved unanimously.**

**Kevin Gish made a motion to appoint the following slate of officers:**



**TOWN OF SHARON**  
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**Flood Hazard Bylaw Administrator**

Reappoint Tom “Geo” Honigford as the Flood Hazard Bylaw Administrator for a one-year term through March 2026

**Planning Commissioner**

Reappoint Lucy Gibson to a three-year term ending in March 2028

**TRORC Board Representative**

Reappoint Ira Clark to a one-year term ending in March 2026

**Energy Committee**

Reappoint Jill Wilcox to a one-year term ending in March 2026

**Cemetery Committee**

Reappoint Cole Hull, Dave Phillips, and Stacey Lober to one-year terms ending in March 2026.

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

**8. Town Offices Vermiculite Remediation**

**Kevin Gish made a motion to engage Clay Point Associates for the development of design/bid documents and to allocate funds to cover the cost of remediation with the exact funding source (building reserve fund vs general fund building improvements and repairs) to be identified in collaboration with the Town Treasurer. Scott Henkels seconded. Motion approved unanimously.**

**9. Warrants**

**Kevin Gish made a motion to approve Payroll with a cash draw of \$341.67. Scott Henkels seconded. Motion approved unanimously.**

**Scott Henkels made a motion to ratify Payroll from March 9<sup>th</sup>– March 22<sup>nd</sup>, 2025 with a cash draw of \$16,683.13. Ted Austin seconded. Motion approved unanimously.**

**Kevin Gish made a motion to approve Payroll from March 23<sup>rd</sup>– April 5<sup>th</sup>, 2025 with a cash draw of \$23,147.72. Scott Henkels seconded. Motion approved unanimously.**

**Kevin Gish made a motion to approve AP Warrant 1823 in the amount of \$16,909.35. Scott Henkels seconded. Motion approved unanimously.**

**Scott Henkels made a motion to approve AP Warrant 1824 in the amount of \$2,418.31. Kevin Gish seconded. Motion approved unanimously.**



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

**Kevin Gish made a motion to approve AP Warrant 1825 in the amount of \$5,286.54. Ted Austin seconded. Motion approved unanimously.**

**Scott Henkels made a motion to approve AP Warrant 1826 in the amount of \$1,920.61. Kevin Gish seconded. Motion approved unanimously.**

**Kevin Gish made a motion to approve AP Warrant 1827 in the amount of \$1,991.43. Ted Austin seconded. Motion approved unanimously.**

**Scott Henkels made a motion to approve AP Warrant 1829 in the amount of \$11,456.03. Kevin Gish seconded. Motion approved unanimously.**

**Kevin Gish made a motion to approve AP Warrant 1830 in the amount of \$9,735.10. Ted Austin seconded. Motion approved unanimously.**

**Scott Henkels made a motion to approve AP Warrant 1831 from the Recreation Fund in the amount of for \$1,124.25 Kevin Gish seconded. Motion approved unanimously.**

**10. Selectboard Reports**

Ted Austin reported that according to his contact, the sagging communication wires on Route 132 should be resolved by April 11<sup>th</sup>. He will follow up if that work is not completed by that time.

Kevin Gish attended the Recreation Committee meeting and said there were a number of people in attendance. Sam Potter and Tiffany Clark are stepping down from leading the Recreation Committee as their children are aging out of programs and they have served for several years. Diana Putney has been appointed, but the Recreation Committee will need more volunteers if we are to continue to provide recreation programming in the future.

**11. Highway Reports**

Allen Wight met with Bill Kitchel and Susan Root, and they are in support of the expanded radio communications and would be willing to host the radio antenna at their location. This will allow the Town to have expanded coverage and will improve safety for our highway department. It will also be available to the Fire Department during emergencies as needed.

Allen also noted the FCC license will need an amendment to update the exact GPS location of the antenna, but Doug Dutile is supporting with this process.

Allen also noted the Town is doing well this mud season, and he feels the early and aggressive grading has helped support the roads to keep them in better condition.



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

**12. Finance Reports**

Lucy Pierpont reported that the outstanding property taxes owed to the Town for the second payment that was due in February have fallen to \$48,000. This is an improvement from the last report.

**13. Town Admin. Reports**

***BUILDINGS***

**Baxter Memorial Library:** Nicola Shipman reported that this spring there was spring melt leaking into the Baxter Memorial Library during an initial snow melt this spring. Allen Wight was able to divert the water away from the building, and Eric Chase, who had installed the drainage system at the library, happened to be driving by and helped clear the drainage systems of blockages and the water infiltration was resolved. The door is an issue for this building and so repairs are needed.

**Old Town Hall Update:** Nicola is working with Preservation Trust of Vermont to bring in a buildings expert to assess the Old Town Hall. There is unfinished scope of work to be completed for drainage, but the moisture levels in the building remain high. The Town may need to consider changing where snow is deposited in winter, so we do not inadvertently add to the problem of excess moisture. Nicola is also going to speak with the SHS regarding benches belonging to the Town, as there is a possibility the SHS does not wish to retain them. The interior will need to be painted once the building has dried completely as there was mold that bloomed over the winter. Nicola is also with the Town's counsel to create a no-fee lease agreement to outline terms and responsibilities of both parties for building use.

**Ball Field Fencing:** The fencing needs repair. Nicola will work with the Rec Department to see how the Town can support those repairs

***GOVERNANCE***

**Vacancies:** There are a number of remaining vacancies in Town offices, and there is an anticipated vacancy for a Planning Administrator as Nicola understands Frances will be unable to continue in her role after May.

**Statewide Municipal Ethics Training.** Nicola reminded the Board of the training requirement and that municipal officers who were in office on January 1, 2025 must complete the training no later than Sept. 25<sup>th</sup> and every 3 years thereafter. Those in office after the January 1<sup>st</sup> start date, must complete training within 120 days of their start date and then every 3 years thereafter

**Certificate of Public Good:** The Town received notice of a petition for a certificate of public good from T-Mobile. The State's Public Utilities Commission oversees these requests, but it looks like



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**15 School Street**  
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a de-minimus change to equipment located at 730 Route 14. The full documentation is at the Town Offices if anyone is interested in viewing.

**TECHNOLOGY**

Nicola is continuing to work with Nic Antal on the new Town website, and Nicola is looking to try using Teams for the April 21<sup>st</sup> meeting as a test of that platform. Teams is included in the Office 365 plans, and it would save the Town the monthly fees to move to Teams.

**HIGHWAYS**

**TAP Scoping Study:** The Selectboard should expect to see that final report in May.

**Chase Site Services:** The Plowing and Sanding contract expires April 15<sup>th</sup>, so we will need to go back out to bid for sidewalk and plowing services. Eric Chase is also coming to address the board re: new developments in his business and how he intends to provide municipal support as part of his business structure.

**FEMA Funding:** Town received additional FEMA PA funds related to an adjustment that changed the 25% expected match to a reduced match of 10% match. We have not yet received the ERAF funding from the State.

**Highway Department Employees:** We have three full-time Town Highway employees starting the week of April 14<sup>th</sup>. Lucas Getman will be leaving April 11<sup>th</sup>.

**State Legislation:** Nicola is keeping an eye on [S.4, an act relating to maintenance and use of legal trails](#). According to VLCT, “[t]his bill would clarify, once and for all, the exclusive authority of municipalities to regulate both the **use and the maintenance of** legal trails. It is too late for S.4 to make it out as a standalone bill this session, but the committee could amend the same simple language into the annual Transportation bill.”

**14. Minutes**

**Kevin Gish made a motion to approve minutes from March 5<sup>th</sup>, 2025 as presented. Scott Henkels seconded. Motion approved unanimously.**

**Scott Henkels made a motion to approve minutes from March 17<sup>th</sup>, 2025 with minor changes. Kevin Gish seconded. Motion approved unanimously.**

**Scott Henkels made a motion to approve minutes from March 24<sup>th</sup>, 2025 as presented. Kevin Gish seconded. Motion approved unanimously.**

**Scott Henkels made a motion to approve minutes from March 27<sup>th</sup>, 2025 as presented. Kevin Gish seconded. Motion approved unanimously.**



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**15 School Street**  
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**15. Upcoming Meetings/Dates/Topics**

- **April 21<sup>st</sup>:** Chase Site Services (Eric Chase); Exec Session: Legal Counsel
- **May 5<sup>th</sup>:** TAP Scoping Study Final Presentation (Fuss & O'Neil)
- **May 19<sup>th</sup>:** LEMP - due June 1<sup>st</sup>, 2025
- **May 26<sup>th</sup>:** Offices Closed for Memorial Day

**16. Adjourn**

**Kevin Gish made a motion to adjourn at 8:36PM. Scott Henkels seconded. Motion approved unanimously.**

DRAFT