



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

**Selectboard Special Meeting**  
**April 21<sup>st</sup>, 2025 DRAFT Minutes**

**In-Person Participants:** Scott Henkels, Selectboard Chair; Ted Austin, Selectboard Clerk; Nicola Shipman, Town Administrator; Eric Chase, Chase Site Services; Allen Wight, Highway Supervisor

**Remote Participants:** John Roe, Planning Commission Chair; Steve Coteus, Tarrant, Gillies & Shems; Kevin Gish, Selectboard Vice Chair; Malcolm McShinsky, Resident

**1. Call to Order**

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

**2. Review/Approve Agenda**

**Ted Austin made a motion to approve the agenda with the addition of Public Comment as the new agenda Item 3, as this was inadvertently left off the agenda and is not an action item. Kevin Gish seconded. Motion approved unanimously.**

**3. Public Comment**

Malcolm McShinsky is working in collaboration with local organizations including Seven Stars, the Congregational Church, Sharon Connects and Sharon Old Home Day to bring a one-day music festival to Sharon. Malcolm was curious to know if there was a possibility of hosting this on the Town Green on July 13<sup>th</sup>, 2025.

The Selectboard is in full support of the idea. Nicola Shipman will provide a facility use agreement for the Town Green. The Sharon Old Home Day organization will provide a certificate of insurance for the event.

**4. Dog License Report**

**Scott Henkels made a motion to receive the 2025 Dog License Report as submitted by the Town Clerk's Office. Ted Austin seconded. Motion approved unanimously.**

The Selectboard will meet with the Animal Control Officer to discuss how to improve compliance and ideas for continued enforcement of the Town's Animal Control Ordinance to ensure all dogs are registered in accordance with State law.



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### **5. Plowing and Sanding Contract/Chase Site Services**

Eric Chase outlined a business like Chase Site Services can support municipal operations and Chase Site Services is expanding it's business operations to support municipalities and encourages the Town to find areas of efficiencies given the challenges many municipal departments are facing such as employee retention, staffing coverage, and rising equipment costs, for example.

The Selectboard will work to do further data analysis to understand where the Town might find efficiencies and how contractor services might play a role in future.

### **6. Executive Session**

**The Selectboard found that premature public knowledge of confidential legal counsel would place the municipality at a substantial disadvantage and therefore Scott Henkels made a motion to enter executive session at 7:04PM to receive confidential attorney-client communications made for the purpose of providing professional legal services to the body. 1 V.S.A. § 313(a)(1) with attendees to include the Selectboard members, John Roe, Nicola Shipman, Steve Coteus, and Allen Wight. Ted Austin seconded. Motion approved unanimously.**

### **7. Resume Open Meeting**

**Kevin Gish made a motion to exit executive session at 7:45PM. Scott Henkels seconded. Motion approved unanimously.**

Nicola Shipman will draft a letter to outline expectations of the Selectboard regarding improvements to Town Highways as described in the Town Highway Policy as well as areas of concern of work that was done by Double C. Together with the Selectboard, Nicola Shipman and Allen Wight will coordinate with ANR representative Scott Jensen to identify and address possible environmental impacts of unsanctioned work performed on Chapel Hill Road.

### **8. Highway Reports**

Allen Wight reported on the department's training schedule, including Allen's participation in the Leadership Academy, as well as today's MSHA training for the department employees, and noted an upcoming Flagger training that through Vermont Local Roads that will be hosted at the Town Highway Garage on May 5th.

Allen also noted that he thinks the roads will be fully open again as of early next week. Additionally, Allen will be double checking compliance including PPE, specifically hard hats, and arranging for fire alarm and extinguisher inspections.



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New highway employees have all officially started. Allen reported that he feels there is a strong team developing and morale is high.

### 9. Finance Reports

Lucy Pierpont was unable to attend, but she provided her report in writing and Nicola read the report aloud.

As the discussions turned to year end projections, Nicola Shipman asked if the selectboard would consider extending the On-Call, On-Demand Operator position through the end of the Leadership Academy to allow for support in the highway department if it is needed.

**Scott Henkels made a motion to extend the On-Call, On-Demand Operator position end date from April 2025 through September of 2025 to provide coverage as needed when the Highway Supervisor is in training. Ted Austin seconded. Motion approved unanimously.**

### 10. Highway Access Permit

The Selectboard made a final review of the permit application for 3104 Chapel Hill Road (R22278.LR) as submitted by Double C Enterprises;

Kevin Gish asked for further clarification as to the starting point of the driveway measurement that was submitted. Nicola Shipman will confirm the location of the driveway is 150 feet from the center of the Kurtz driveway or if it was measured from a different starting point. She also has GPS coordinates that she will add to the application. Nicola will reach out to Greg Chase to ask for the updated information.

Once the application is complete with the additional measurement starting point, the Selectboard will sign the approved permit application.

**Scott Henkels made a motion to approve the highway access permit with the updated measurement information. Ted Austin seconded. Motion approved unanimously.**

### 11. FY26 Grants-in-Aid Letter of Intent

**Ted Austin made a motion to sign the FY26 Grants in Aid Letter of Intent as presented. Scott Henkels seconded. Motion approved unanimously.**



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**12. Executive Session: Personnel**

Scott Henkels a motion to enter executive session for the purpose of the evaluation of an employee 1 VSA § 313(a)(3) at 8:19PM. Attendees to include the Selectboard. Ted Austin seconded. Motion approved unanimously.

**13. Resume Open Meeting**

Scott Henkels a motion to exit executive session at 8:31PM. Ted Austin seconded. Motion approved unanimously.

No public action.

**14. Executive Session: Personnel**

Scott Henkels a motion to enter executive session for the purpose of the evaluation of an employee 1 VSA § 313(a)(3) at 8:34PM. Attendees to include the Selectboard. Ted Austin seconded. Motion approved unanimously.

**15. Resume Open Meeting**

Scott Henkels made a motion to exit executive session at 8:51PM. Ted Austin seconded. Motion approved unanimously.

No public action.

**16. Warrants**

Scott Henkels made a motion to ratify Payroll for the period 4/6 – 4/19/2025 in the amount of \$17,258.09. Kevin Gish seconded. Motion approved unanimously.

Ted Austin made a motion to approve Warrant 1832 in the amount to \$685.00 from the Recreation Fund. Scott Henkels seconded. Motion approved unanimously.

Scott Henkels made a motion to approve Warrant 1833 in the amount of \$5,948.60. Ted Austin seconded. Motion approved unanimously.

Ted Austin made a motion to approve warrant 1834 in the amount of \$6,110.47. Scott Henkels seconded. Motion approved unanimously.

Scott Henkels made a motion to approve warrant 1835 in the amount of \$10,767.51. Ted Austin seconded. Motion approved unanimously.



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**17. Selectboard Reports**

Kevin Gish said the timber harvesting at the Ashley Community Forest is complete. He also said there is a full calendar of events scheduled at the Forest including educational events. The ACF Board is going to reach out to the Sharon Elementary School to see if there is a way to reengage the school in educational activities.

Kevin also noted that Green Up Day is May 3<sup>rd</sup>. Sharon Connects is hosting a community lunch starting at noon. Nicola Shipman will arrange for WCSD to provide traffic control for pedestrian safety.

Scott Henkels said he was able to visit the new Highway Department employees, all of whom have officially started.

Ted Austin reported that the communications wires on Route 132 have been corrected.

**18. Town Admin. Reports**

**Ball Field Fencing:** Nicola Shipman outlined collaborative efforts between the Town, Sharon Elementary School, and TSA to support small ball field fencing repairs. Nicola asked if the Selectboard would support the repairs with a commitment of \$1000 in Town funding. The Selectboard agreed to support this funding. Nicola also will be talking with Recreation volunteers, and she will reach out to understand the season calendar. Nicola would like the Town staff to support the Rec department, especially during the transition. The Recreation Department also needs more volunteers!

**Request Memorial Bench:** Nicola said Galen Mudgett's family is looking to place a memorial bench on the municipal grounds. The Selectboard expressed their support for that project.

**Vermiculite Remediation Preparation:** Nicola reported that Town Offices will need to identify documents to save and solutions for storage and/or disposal; will need to coordinate to have storage/disposal plan for contractor once that moves forward

**Baxter Library and Old Town Hall:** Nicola shared the quotes for monitored fire alarms as she understands they are required for public buildings. There could be funding through PACIF, but it would be only a small portion of the total cost. Nicola will reach out to the Division of Fire Safety to ensure this kind of system is required for these buildings.

**Old Town Hall Update:** Nicola reported a buildings expert will be visiting on April 29<sup>th</sup> visit to assist with understanding the moisture concerns in the building as well as providing a more comprehensive evaluation per Jackson Fellows. Nicola noted there are additional septic and potable water requirements if the building is used more than twenty-eight days per year.



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### GOVERNANCE

**Vacancies:** Nicola raised concerns regarding the increased number of vacancies in the Town Offices, including a Lister, an anticipated vacancy for a Planning Administrator, as well as the need for an E911 coordinator

**Statewide Municipal Ethics Training:** Nicola reiterated that elected officials are required to take the municipal ethics training. Municipal Officers who were in office as of January 1, 2025 must complete the training no later than September 25<sup>th</sup>, 2025 and every 3 years thereafter. Those elected or appointed after January 1<sup>st</sup> must complete training within 120 days of start date and then every 3 years thereafter

### TECHNOLOGY

**Website:** Nicola is continuing with development and testing. Nicola is seeking feedback from test subjects particularly around site organization and ease of navigation. Nicola is also working on a user manual for training.

**Highway Department:** Nicola has contact tech support to try to find a solution for either repairs to or replacement of the Highway Department computer as the one available is not working well. It is terribly slow and often cannot perform basic functions.

**Radio Antenna:** Nicola is also working with the Town's legal counsel to create the required documents for Expanded Radio Coverage Antenna up to date.

### 19. Minutes

**Ted Austin made a motion to approve the minutes from April 7<sup>th</sup>, 2025 with minor changes. Kevin Gish seconded. Motion approved unanimously.**

### 20. Upcoming Meetings/Dates/Topics

- **May 5<sup>th</sup>:** TAP Scoping Study Final Presentation (Fuss & O'Neil); OSAC; Health Officer Report; Extended Radio Communications
- **May 19<sup>th</sup>:** LEMP - due June 1<sup>st</sup>, 2025; Animal Control Officer
- **May 26<sup>th</sup>:** Offices Closed for Memorial Day

### 21. Adjourn

**Scott Henkels made a motion to adjourn at 9:26PM. Ted Austin seconded. Motion approved unanimously.**