



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

**Selectboard Regular Meeting**  
**June 2<sup>nd</sup>, 2025 FINAL Minutes**

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

**Remote Participants:** Jim Armbruster, Animal Control Officer; Lucy Pierpont, Finance Manager

**1. Call to Order**

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

**2. Review Agenda**

**Ted Austin made a motion to approve the agenda with Item 5 tabled until June 16th. Kevin Gish seconded. Motion approved unanimously.**

**3. Public Comment**

None.

**4. Animal Control Officer Report**

Jim Armbruster, Animal Control Officer, provided an update on Dog Licensing. Jim has the dog list. Registration compliance is a challenge. Jim said Towns with full-time Animal Control officers can institute door-to-door checks for unregistered animals, but we do not have that capacity in Sharon. Jim checks to confirm that dogs are registered as a first step when he receives any dog complaints. He noted there are about 30 residents who have previously registered dogs who have not re-registered for this year, but this does not account for any dogs who have not been previously registered. It is possible there could be steps towards improving registration compliance for all dogs in Town.

Jim recommended the Town consider how the existing ordinance is structured to streamline the ticketing process.

Ted Austin asked if the Town skews high or low with dog registration compliance compared to towns similar in size and population to Sharon. Jim said the number of dogs who were previously registered but who are not yet registered in 2025 is within reasonable limits compared with other towns, but he also said the Town will need a solution to find dogs who have never been registered to make sure they are registered.



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Nicola Shipman noted that registration is important because the Town needs to know which dogs have current rabies in case of a reported dog bite.

**5. Highway Equipment Planning**

Lucy Pierpont and Allen Wight presented additional information to the Selectboard regarding the financial impacts of the possible lease, purchase, or rental of an excavator versus continuing to contract out excavation projects.

The Board indicated they were in favor of moving forward with an invitation to bid, although they might still need additional time to understand the financial implications.

**6. Expanded Radio Communications Project**

Nicola Shipman presented a draft easement document to the Selectboard for review. The Selectboard was not comfortable with the language specifically around the Town's responsibility regarding winter maintenance for the private road in question. The Selectboard asked Nicola to continue to collaborate with the landowners to find a compromise that both parties can agree to, but that would also be palatable to taxpayers over the long term.

**7. Health Officer Report**

Nicola Shipman noted that she had received updates from a resident regarding activity under the Green Bridge in town. Nicola said she received reports that the site had been unattended for about three weeks. Today, a resident noticed that the tent has now been removed but personal items remain.

Scott Henkels said he, as Deputy Health Officer, will continue with the Notice of Intent, and Nicola said she will continue to develop an Encampment Ordinance to define more clearly what is and is not acceptable when it comes to camping on municipal property.

**8. TH-23/ TH-16 Access Request**

Paul Kristensen joined the meeting to request access to what is mapped as a discontinued highway between TH-16 and TH-23.

There is confusion as to whether an amendment to the discontinuance ordered in 1960 has been lost over time, and if there is a section of the discontinued highway TH-16 that should in fact be mapped as a legal trail rather than a discontinued highway.

Given the official town highway map shows the road as discontinued, the Selectboard did not feel it had the authority to give permission for Paul's forestry access though they encouraged



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him to approach the landowners abutting the discontinued highway and ask permission for access through their land to his parcel for the forestry project.

Nicola Shipman said she had sent the Highway Order Amendment from 1960 to the State AOT Mapping Division and is working to find out if there is truly a mapping error or if there is in fact a completely discontinued section of highway. Until there is clarity as to the status of the road, Nicola suggested that the Selectboard continue to reference the official Town map as the best documentation of the Town's highway inventory until there is either a revised map issued, or the status of the highway is otherwise confirmed as a legal trail.

### **9. FY26 Windsor County Policing Service Agreement**

Kevin Gish made a motion to approve the 2025-2026 Law Enforcement Services Contract with the Windsor County Sheriff's Department with the amendment to Paragraph 4A from \$7,800 to \$78,000. Ted Austin seconded. Motion approved unanimously.

### **10. Sand Hauling Bids**

Scott Henkels made a motion to award the 2025-2026 Winter Sand Hauling Bid to D&D Excavating at \$9.00/yard for 2,085 yards hauled. Kevin Gish seconded. Motion approved unanimously.

### **11. Vacancies / Appointments**

Kevin Gish made a motion to appoint Nicole Antal and Bennet Zapletal to the Recreation Committee each for one-year terms ending March 2026 effective immediately. Ted Austin seconded. Motion approved unanimously.

Kevin Gish made a motion to appoint Malcolm McShinsky to the Conservation Commission to a four-year term ending March 2029 effective immediately. Ted Austin seconded. Motion approved unanimously.

Ted Austin made a motion to appoint Andrew Cliburn to the Planning Commission/DRB for a three-year term ending in March 2028 effective immediately. Kevin Gish seconded. Motion approved unanimously.

### **12. Highway Reports**

Allen Wight reported that the rain has been an impediment to the progress with grading, but the grader is back out on the roads. Allen continues to train grader operators, and he reported that the Town Farm Road ditching and culverts project, funded by the Better Roads grant, is



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complete. Allen also said Rita Seto of TRORC has been through to help the Town with the close out process.

**13. Finance Reports**

Lucy Pierpont reported that the Town received a revised quote for Viking-Cives for additional changes required for the F-600 body build out with changes amounting to \$4,300. The Trade-in Value for the F-550 could be somewhere between \$40,000 and \$70,000, and so the Town is considering trading in the truck in given the value to the Town.

**Kevin Gish made a motion to accept the revised quote from Viking-Cives for the F-600 with a not-to-exceed amount of \$75,900. Scott Henkels seconded. Motion approved unanimously.**

**14. Selectboard Reports**

Kevin Gish reported damage to a section of guardrail on River Road past Broad Brook Road. Allen Wight said he would check the damage, and he noted there is room in the budget for guardrail repairs.

**15. Town Administrator Reports**

**Vermiculite Remediation:** Nicola Shipman noted there are multiple decisions that need to be made regarding the storage of or disposal of items in the Town Offices basement during the vermiculite remediation project. Nicola requested authorization to oversee the project and coordinate the resources needed to complete the required steps requested by the contractor. Nicola said the Town will need to provide short-term storage as well as a dumpster for the duration of the remediation project. If any items will cost more than \$5000, Nicola will bring that forward to the Selectboard for approval.

The Selectboard agreed that Selectboard staff are authorized to manage the project and to implement the necessary steps, including securing a storage solution, to arrange for a dumpster for disposal of items, and to identify which items to dispose of and which to retain in preparation for the remediation project.

**Old Town Hall Renovation Project:** Nicola reported that she received a revised quote from Northern Basements minus the dehumidifier, drain and matting, so the quote was much lower than the original estimate, but it was still over \$6,000. Nicola said Jack Jones Construction has arranged to purchase the necessary materials and install the vapor barrier under the existing contract for services with the Town, so we can stay within the timeline for the building to reopen around August 1<sup>st</sup>. Northern basements was booking out three months from the time of deposit, which would delay the completion of the flooring repairs beyond the Historical Society's season.



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Nicola said she included the revised Garage plans in the packet for the Selectboard and encouraged them to review those before June 16<sup>th</sup>. James Coe will be available to meet with the Selectboard on the 16<sup>th</sup>.

**SRRS Agreement for Services:** Bob Stoddard will bring forward the new Agreement for Services on June 16<sup>th</sup> for Selectboard review.

**Hartford Dispatch Agreement:** Nicola reported there has been a change in the structure of the amount assessed due to increased costs in the Town of Hartford. The Town should expect to see \$17,000 worth of dispatch fees assessed for FY26. The Selectboard will need to reevaluate how the Town budgets for this expense as this has been included in the Fire Department budget to date, but dispatch agreement will need to be for town wide 911 dispatch, and the Town of Hartford feels the Town of Sharon is the correct entity to contract for the dispatch services. The Town should therefore bring dispatch costs and insurance requirements under the Town's umbrella rather than under the Sharon Fire Department.

**TRORC Shared Resource:** FY26 Shared Energy Coordinator agreement was sent to the Town, and Nicola will have this available for the June 16<sup>th</sup> meeting. Nicola may need authorization to sign the document as it was sent via e-signature to her email address. Additionally, TRORC is going to conduct a sidewalk inventory as part of the next step under the Shared Energy Coordinator Agreement with TRORC to put toward the hours available to the Town in FY25. Finally, TRORC has created a municipal administrative support role. Nicola will be meeting with Paul at TRORC to learn more about what that service could look like and how TRORC might fill in gaps for administrative support for the Town.

**Highways:** Rita Seto visited the Town Offices last week and we discussed the idea of converting the paved section of Beaver Meadow Road back to a dirt road rather than repaving. There could be advantages to maintaining this as a gravel road including future paving costs, the ease of culvert repairs, and the cost to repair gravel road versus the costs of re-paving over time. Rita noted that the Class 2 grant is a resurfacing grant and is applicable to more than paving. Allen and Nicola are questioning if reverting to hardpack could be a realistic solution given the costs of paving and the challenges of maintaining that in the future. Allen and Nicola will bring this forward to District 4 if this seems like an idea the Selectboard would like to pursue.

**Chapel Hill Road Update:** Nicola Shipman, Allen Wight and Kevin Gish met with the District River Engineer on Monday. He is going to confirm that if the stream identified is within his jurisdiction, and he recommended the Town speak with the MRGP contact and the Wetlands contact for the State permitting requirements. There are concerns that a good portion of the work has not been completed to the Town's municipal standards and there are ditching, culvert and bank stabilization issues that need to be resolved.



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**16. Minutes**

**Tabled until 6/16/2025.**

**17. Warrants**

**Ted Austin made a motion to approve AP Warrant 1855 from the Recreation Fund for \$325. Scott Henkels seconded. Motion approved unanimously.**

**Scott Henkels made a motion to approve AP Warrant 1856 from the Old School House Fund for \$5,817.75. Kevin Gish seconded. Motion approved unanimously.**

**Kevin Gish made a motion to approve AP Warrant 1857 for \$22,683.73. Ted Austin seconded. Motion approved unanimously.**

**Ted Austin made a motion to approve AP Warrant 1858 in the amount of \$,2633.27. Kevin Gish seconded. Motion approved unanimously.**

**Scott Henkels made a motion to approve AP Warrant 1859 in the amount of \$37,903.03. Ted Austin seconded. Motion approved unanimously.**

**Ted Austin made a motion to approve payroll for 5/18/2025 – 5/31/2025 with a cash draw of \$20,108.61. Kevin Gish seconded. Motion approved unanimously.**

**18. Upcoming Meetings/Dates/Topics**

- a. June 16<sup>th</sup>:** Regular Meeting (Coe + Coe; SRRS; Executing Easements for Antenna; TRORC documents)
- b. July 4<sup>th</sup>:** Independence Day (Friday)
- c. July 7<sup>th</sup>:** Regular Meeting
- d. July 21<sup>st</sup>:** Regular Meeting

The Selectboard will need to review the August meeting dates to ensure a quorum as there are multiple people who will be traveling in August.

**19. Other Non-Binding Business**

None.

**20. Adjourn**

**Kevin Gish made a motion to adjourn at 9:06PM. Ted Austin seconded. Motion approved unanimously.**