



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

**Selectboard Regular Meeting**  
**June 16<sup>th</sup>, 2025 DRAFT Minutes**

**In-Person Participants:** Nicola Shipman, Town Administrator; Kevin Gish, Selectboard Vice Chair; Allen Wight, Highway Supervisor; Scott Henkels, Selectboard Chair; Susan Root, Resident; Bill Kitchel, Resident

**Remote Participants:** Harry Falconer, TRORC SEC; Ted Austin, Selectboard Clerk; Lucy Pierpont, Finance Manager; James Coe, Coe and Coe

**1. Call to Order**

Scott Henkels called the meeting to order at 6:32PM.

**2. Review Agenda**

Kevin Gish made a motion to approve the agenda with changes including the addition of a discussion of the Road Commission vacancy as item 12a. Scott Henkels seconded. Motion approved unanimously.

**3. Public Comment**

None.

**4. Minutes**

Scott Henkels made a motion to approve the minutes from 5/23/2025 with minor changes. Kevin Gish seconded. Motion approved unanimously.

Scott Henkels made a motion to approve the minutes from 6/2/2025 with minor changes. Kevin Gish seconded. Motion approved unanimously.

**5. Warrants**

Kevin Gish made a motion to approve AP Warrant 1860 in the amount of \$2,788.31. Ted Austin seconded. Motion approved unanimously.

Kevin Gish made a motion to approve AP Warrant 1861 in the amount of \$20,923.44. Ted Austin seconded. Motion approved unanimously.

Kevin Gish made a motion to approve AP Warrant 1862 in the amount of 8,238.57.00. Scott Henkels seconded. Motion approved unanimously.



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**Kevin Gish made a motion to approve AP Warrant 1863 in the amount of \$18,479.44. Ted Austin seconded. Motion approved unanimously.**

**Kevin Gish made a motion to approve AP Warrant 1864 from the Old School House Fund in the amount of \$590.00. Ted Austin seconded. Motion approved unanimously.**

**Kevin Gish made a motion to approve AP Warrant 1865 OSH in the amount of \$982.66. Ted Austin seconded. Motion approved unanimously.**

**Scott Henkels made a motion to approve AP Warrant 1866 REC in the amount of \$460.00. Ted Austin seconded. Motion approved unanimously.**

**Scott Henkels made a motion to approve AP Warrant 1867 in the amount of \$13,846.04. Kevin Gish seconded. Motion approved unanimously.**

**Scott Henkels made a motion to approve AP Warrant 1868 in the amount of \$350.00. Ted Austin seconded. Motion approved unanimously.**

**Scott Henkels made a motion to approve HRA Warrant for the period 5/1-5/31/2025 in the amount of \$81.33. Kevin Gish seconded. Motion approved unanimously.**

**Scott Henkels made a motion to ratify payroll for the period 6/1/2025 – 6/14/2025 with a cash draw of \$20,534.84. Kevin Gish seconded. Motion approved unanimously.**

### **6. Highway Reports**

Allen Wight reported on the recent heavy rain, but he noted that the Town had minimal damage throughout the Town. The major damage was to Sharhart Road, with damage sustained primarily from a volume of water that appeared to have come from Wood Road and washed out a sizable portion of the road between Wood Road and the railway. Allen said there will be continued discussions with the railroad to arrange for reimbursement to the Town for materials.

Allen also reported that mowing and grading is in progress and will proceed if the weather allows.

### **7. Finance Reports**

Lucy Pierpont reported on the most recent Budget to Actuals. Lucy noted the general fund lines were as expected except for the IT line which was higher than budgeted. Lucy also said the Highway Fund will be able to add \$32,000 to the Fund balance. Nothing was overbudget in the Highway Fund, and, as Lucy indicated, although overtime wages were high there was a period when the department was understaffed, and so that is to be expected.



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**8. Selectboard Reports**

Kevin Gish reported that there had been a person living on the green, but that the person has moved on without incident.

He also reported that Old Home Day had their first meeting in preparation for the 2025 Old Home Day, and he indicated the organization would like to return to the Town Green and closer to the Congregational Church for their activities this year.

Kevin reported he requested the Sheriff's Department to provide support for traffic control for Old Home Day and for the Sprouty.

**9. Town Highway Garage Planning**

James Coe from Coe and Coe presented the new options based on the Town's request.

There was discussion of the costs and the different plans all of which work out to be similar in cost. The plans show either way the garage project is projected to be about \$3.5 million dollars to construct.

James reminded the Selectboard this is a planning tool for the future.

Ted Austin asked a question about the stretch membrane buildings and James Coe said he likes those structures, and he has designed them as agricultural structures, and he tends to think of them as 20-year buildings.

After additional discussion, the Selectboard thanked James for his work, and James exited the meeting.

**10. Town Admin. Reports**

Nicola Shipman provided an update regarding the Old Town Hall renovation project as well as the Town Offices vermiculite remediation.

Nicola also noted the Town will need to fill the Road Commissioner vacancy as soon as possible as this is required by Statute.

Nicola reminded the Selectboard that the Wetlands District representative and the MRGP representative are scheduled to visit with the Town on Thursday, June on the 19<sup>th</sup> at 10AM. She noted that if more than one Selectboard member wishes to attend, Nicola would need to warn this as a special meeting by June 18<sup>th</sup> prior to 10AM.



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Nicola also reported that she is working on a Highway Access Policy Draft which could be available for first review in July.

Finally, Nicola asked the Board to consider the key components they would like to see included in an Encampment/Overnight Camping Ordinance, so the Town can draft an ordinance.

**11. Highway Equipment Planning Update**

Lucy Pierpont wanted to bring to the attention of the Selectboard that if the Town pursues the excavator purchase that there would be considerations regarding the equipment reserve fund and what capacity the Town would have for future equipment purchases.

Lucy noted, for example, that if the Town purchases an excavator, there is not enough financial flexibility for the Town to replace the backhoe within the next ten years.

Lucy said the Excavator and Trailer bid documents have been released, and she expects those bids to come back on June 26<sup>th</sup>, 2025 is the deadline.

**12. Expanded Radio Communications**

The Selectboard met with Bill Kitchel and Susan Root to discuss an easement to allow for expanded emergency radio communication coverage in the Town.

**13. Road Commissioner**

The Selectboard discussed the options for filling the vacancy for Road Commissioner, a position required by statute. This item will need to be added to the agenda for the next meeting.

**14. SRRS Service Agreement**

**Kevin Gish made a motion to sign the July 1<sup>st</sup>, 2025 – June 30<sup>th</sup>, 2028 SRRS Ambulance Contract. Scott Henkels seconded. Motion approved unanimously.**

**15. FY26 Wages**

Tabled until July 7<sup>th</sup>, 2025 meeting

**16. TRORC Agreements for Review**

**Kevin Gish made a motion to sign the TRORC Shared Energy Coordinator Agreement for FY26. Scott Henkels seconded. Motion approved unanimously.**



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### **17. Hartford Emergency Communications Agreement**

Kevin Gish made a motion to sign the Hartford Emergency Agreement July 2025 – June 30, 2029. Scott Henkels seconded. Motion approved unanimously.

### **18. Scoping Study Requisition #3 and Project Acceptance**

Kevin Gish made a motion to sign the Requisition #3 Request and the Certification and Acceptance Letter for the TAP Scoping Study. Scott Henkels seconded. Motion approved unanimously.

### **19. Vermiculite Remediation Bids**

Kevin Gish made a motion to award the bid to Alloy Group through Clay Point Associates. Scott Henkels seconded. Motion approved unanimously.

### **20. BR1162 Municipal Invoicing Form**

Kevin Gish made a motion to sign the Municipal Invoicing Form for Better Roads Grant #BR1162. Ted Austin seconded. Motion approved unanimously.

### **21. Executive Session: Personnel**

Kevin Gish made a motion to enter executive session at 9:20PM for the purpose of evaluating an employee per 1 VSA § 313(a)(3) with attendees to include Selectboard and TA. Scott Henkels seconded. Motion approved unanimously.

### **22. Resume Open Meeting**

Kevin Gish made a motion to exit at 9:31PM. Ted Austin seconded. Motion approved unanimously.

No action required.

### **23. Upcoming Meetings/Dates/Topics**

- a. **July 4<sup>th</sup>**: Independence Day (Friday)
- b. **July 7<sup>th</sup>**: Regular Meeting (1<sup>st</sup> Monday)
- c. **July 21<sup>st</sup>**: Regular Meeting (3<sup>rd</sup> Monday)
- d. Review August meeting dates to confirm quorum: tabled until July 7<sup>th</sup>



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**24. Other Non-Binding Business**

None.

**25. Adjourn**

**Kevin Gish made a motion to adjourn at 9:36PM. Scott Henkels seconded. Motion approved unanimously.**

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