



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

**Selectboard Regular Meeting**  
**July 7<sup>th</sup>, 2025 FINAL Minutes**

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

**Remote Participants:** Chris Lavorgna, Finke Equipment; Deb Jones, Treasurer; Lucy Pierpont, Finance Manager; Cathy Sartor, Town Clerk

**1. Public Hearing: Local Board of Health**

The individuals subject to the emergency health order issued by the Town Health Officer on July 2<sup>nd</sup>, 2025 complied with the order and did not request a hearing, so there was no need to convene the Local Board of Health public hearing. No action was taken.

**2. Call to Order**

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

**3. Review Agenda**

**Ted Austin 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.**

**4. Public Comment**

None.

**5. Minutes**

**Kevin Gish made a motion to approve the minutes from 6/16/2025 as presented. Ted Austin seconded. Motion approved unanimously.**

**6. Warrants**

**Ted Austin made a motion to ratify the payroll warrant for 6/15/2025 – 6/28/2025 in the amount of \$17,919.16. Kevin Gish seconded. Motion approved unanimously.**

**Kevin Gish made a motion to ratify a correction to the vendor for check AP Warrant 1869. Scott Henkels seconded. Motion approved unanimously.**



## **TOWN OF SHARON**

**15 School Street  
Sharon, VT 05065**

**Scott Henkels made a motion to approve AP Warrant 1873 in the amount of \$60.00 from the Recreation Fund. Kevin Gish seconded. Motion approved unanimously.**

**Ted Austin made a motion to approve AP Warrant 1874 in the amount of \$4,947.04. Kevin Gish seconded. Motion approved unanimously.**

**Kevin Gish made a motion to approve AP Warrant 1875 in the amount of \$1,603.59. Scott Henkels seconded. Motion approved unanimously.**

**Scott Henkels made a motion to approve AP Warrant 1876 in the amount of \$5,558.20. Ted Austin seconded. Motion approved unanimously.**

**Ted Austin made a motion to approve AP Warrant 1877 from the Recreation Fund in the amount of \$195.00. Ted Austin seconded. Motion approved unanimously.**

**Kevin Gish made a motion to approve AP Warrant 1878 from the Old School House Fund in the amount of \$50.00. Ted Austin seconded. Motion approved unanimously.**

**Scott Henkels made a motion to approve AP Warrant 1879 in the amount of \$9,300.50. Ted Austin seconded. Motion approved unanimously.**

**Ted Austin made a motion to approve AP Warrant 1880 in the amount of \$12,807.47. Kevin Gish seconded. Motion approved unanimously.**

### **7. Highway Reports**

Allen Wight reported that the Highway Department has been doing a good deal of ditching. Allen wanted to bring to the board's attention that the bare ditches need to be seeded, and Allen said he has talked with two companies that perform hydroseeding services. Allen would like to work with those vendors to try the hydroseeding to ensure the Town complies with the requirements for stabilizing the bare ditches.

The Board was in favor of moving forward with the hydroseeding plan and gave Allen permission to secure services up to \$5,000 to stabilize ditches as soon as possible.

Scott Henkels asked how the department trucks and machines are holding up.

Allen reported that the backhoe is struggling, but they are keeping it running. The backhoe has been busy with ditching work. Allen said a 10-wheeler was getting serviced, but the issue would likely be covered as a warranty issue. Allen also noted sand hauling is underway.



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

**8. Finance Reports**

Lucy Pierpont noted that the new fiscal year means there is now a budgeted VMERS rate increase in effect. The new employer contribution to VMERS is set at 7.25%.

**9. Selectboard Reports**

Ted Austin asked about a freestanding pine off Route 132, as it looks as though it could be a hazard. The tree is outside of the Town Highway ROW. Allen will keep an eye on it, and if it becomes an issue within the Town's ROW, the department will respond.

Scott Henkels reported as the Deputy Health Officer re: the issuance of an emergency health order issued on July 3<sup>rd</sup>, 2025. The parties complied with the health order, so there was no further action required at this time.

**10. Town Administrator Reports**

Nicola Shipman reported that the Old Town Hall vapor barrier installation is scheduled for Wednesday, July 9<sup>th</sup> and the Vermiculite Remediation project is scheduled for Monday, July 21<sup>st</sup>, 2025. The remediation project is estimated to take a week. During this time, the Town Offices will be closed to the public due to challenges surrounding building access.

**11. FY26 Wages**

Lucy Pierpont presented the FY26 wage proposals to the Selectboard.

Lucy Pierpont also brought forward a question from the Lister's Office to bring the Lister's wage more in line with the budget and comparable wages in the area.

Lucy reminded the Selectboard that the voters approved an additional \$13,000 to the Lister's budget to account for the potential for increased wages in the Lister's Department during Town Meeting 2025.

**Kevin Gish made a motion to ratify the rate increase as presented by the Lister's to \$30/hour effective June 29<sup>th</sup>, 2025. Scott Henkels seconded. Motion approved unanimously.**

There was discussion regarding pay rates for employees.

**Scott Henkels made a motion to approve the FY26 Wages as presented in Option 1 with a \$1.75/hour increase for all employees effective for the first pay period in FY26, except for probationary employees. Probationary employees will not receive an increase during the probationary period. Ted Austin seconded. Motion approved unanimously.**



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

**12. Town Offices Vermiculite Remediation**

Scott Henkels made a motion to sign the contract with Alloy Group for Vermiculite Remediation with a maximum limiting amount of \$37,729.00. Ted Austin seconded. Motion approved unanimously.

Scott Henkels made a motion to pay for all expenses related to the Vermiculite Remediation project from the General Fund Assigned Fund balance. Ted Austin seconded. Motion approved unanimously.

Kevin Gish made a motion to pay the Town Treasurer at the rate of the Assistant Finance Manager for vermiculite remediation financial document processing. Scott Henkels seconded. Motion approved unanimously.

**13. Vacancies and Appointments**

Kevin Gish made a motion to approve the Road Commissioner job description as presented. Ted Austin seconded. Motion approved unanimously.

Kevin Gish made a motion to appoint Scott Henkels as Road Commissioner to a one-year term ending in March, 2026 effective immediately. Ted Austin seconded. Motion approved unanimously.

Kevin Gish made a motion to appoint Megan Cray to the Recreation Committee for a one-year term through March 2026 effective immediately. Ted Austin seconded. Motion approved unanimously.

**14. Highway Bid Results**

**FY26 Hardpack Bids**

Ted Austin moved to purchase  $\frac{3}{4}$ " stone from Pike Industries at \$10.65 per ton and  $\frac{1}{2}$ " stone from Twin State at \$9.95 per ton. Kevin Gish seconded. Motion approved unanimously.

**Excavator and Trailer Bids**

After a good deal of contemplation, the Selectboard tabled their decision to the July 21<sup>st</sup> meeting so they could get a more complete picture of the financing and how that could affect the total cost of the excavator. The Selectboard also tabled the decision for the trailer.



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

15. **Sharon Old Home Day**

Kevin Gish made a motion to approve the SOHD Facility Use application for Old Home Day on August 9<sup>th</sup>, 2025. Ted Austin seconded. Motion approved unanimously.

16. **Chapel Hill Road Update**

Kevin Gish provided an update to the Selectboard members regarding the work that was done on Chapel Hill Road. Rebecca Chalmers said she would send a letter to Double C Enterprises regarding unauthorized and unpermitted work completed on the Class 4 section of Chapel Hill Road and negatively affected Class 2 wetlands.

Additionally, Kevin noted that two hydrologically connected segments that were previously within compliance of the Municipal Roads General Permit are now out of compliance due to the construction.

Kevin Gish also read an email from Chad McGann, the MRGP permit contact with the DEC who visited the site. Chad is helping the Town understand what must be completed to bring the segments back into compliance.

Kevin said the State has been extremely helpful and responsive to the Town.

17. **Executive Session: Confidential**

Scott Henkels moved that that premature public knowledge would clearly place the town at a substantial disadvantage and moved to enter executive session to receive confidential legal services at 8:35PM with attendees to include Selectboard members, Allen Wight, Nicola Shipman. Ted Austin seconded. Motion approved unanimously.

18. **Resume Open Meeting**

Kevin Gish made a motion to exit executive session at 8:58PM. Ted Austin seconded. Motion approved unanimously.

No action needed.

19. **Executive Session: Personnel**

Scott Henkels made a motion to enter executive session at 9:02PM for the purpose of evaluating an employee per 1 VSA § 313(a)(3) with attendees to include the Selectboard members and Nicola Shipman. Ted Austin seconded. Motion approved unanimously.



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

**20. Resume Open Meeting**

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

No action required.

**21. Encampment Ordinance**

Due to the time, the Selectboard had a brief discussion, and Nicola Shipman highlighted some documents she provided to the Selectboard as models and suggestions for what the Town might include in an ordinance.

**22. Upcoming Meetings/Dates/Topics**

- a. **Monday, July 21<sup>st</sup>:** Regular Meeting (3<sup>rd</sup> Monday)
- b. **No Regular Meeting Monday, August 4<sup>th</sup>**
- c. **Tuesday August 5<sup>th</sup>:** Special Meeting
- d. **Monday, August 18<sup>th</sup>:** Regular Meeting (3<sup>rd</sup> Monday)

**23. Other Non-Binding Business**

None.

**24. Adjourn**

**Kevin Gish made a motion to adjourn at 9:25PM. Ted Austin seconded. Motion approved unanimously.**