



TOWN OF SHARON
15 School Street
Sharon, VT 05065

Selectboard Regular Meeting
July 21st, 2025 DRAFT 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; Deb Jones, Treasurer; Matt Cardillo, Resident

Remote Participants: Lucy Pierpont, Finance Manager; Cathy Sartor, Town Clerk

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 the addition of an executive session for the personnel matters under Item 18. Ted Austin seconded. Motion approved unanimously.

3. Public Comment

Debbie St. Peter communicated her concerns regarding the speed of traffic on Moore Road in Sharon. Debbie asked about the viability of a speed study, the possibility of increased signage and whether there could be an increase in policing. Debbie also shared her concerns about the safety of the Rt. 14/Route 132 intersection as often drivers do not stop at the stop sign.

4. Minutes

Kevin Gish made a motion to approve the minutes from 7/7/2025 as presented. Ted Austin seconded. Motion approved unanimously.

5. Warrants

Scott Henkels made a motion to approve AP Warrant 1884 in the amount of \$7,310.89. Ted Austin seconded. Motion approved unanimously.

Ted Austin made a motion to approve AP Warrant 1885 in the amount of \$18,678.75. Scott Henkels seconded. Motion approved unanimously.

Kevin Gish made a motion to approve AP Warrant 1886 in the amount of \$3,113.67. Scott Henkels seconded. Motion approved unanimously.



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Scott Henkels made a motion to approve AP Warrant 1887 in the amount of \$18,850.00. Kevin Gish seconded. Motion approved unanimously.

Kevin Gish made a motion to approve AP Warrant 1888 from the Recreation Fund in the amount of \$10.00. Ted Austin seconded. Motion approved unanimously.

Ted Austin made a motion to approve AP Warrant 1889 from the Old School House Fund in the amount of \$220. Scott Henkels seconded. Motion approved unanimously.

Scott Henkels made a motion to approve AP Warrant 1890 in the amount of \$14,151.37. Ted Austin seconded. Motion approved unanimously.

Kevin Gish made a motion to ratify the payroll warrant for 6/15/2025 – 6/28/2025* in the amount of \$19,624.48. Kevin Gish seconded. Motion approved unanimously.

Ted Austin made a motion to approve the HRA reimbursement in the amount of \$730.02 for the period June 1 – June 30, 2025. Scott Henkels seconded. Motion approved unanimously.

***correction/ratification needed at next meeting due to incorrect dates listed.**

6. Highway Reports

Allen Wight reported that the Highway Department has completed most of the mowing and the hydroseeding on Fay Brook Road has been completed. When possible, Allen recommends the Town bring in hydroseeding contractors to more cost-effectively stabilize newly dug ditches that do not require stone lining.

Allen also noted that some of the ditches that were stone lined in past years have stone-lined ditches with the stone sitting above the height of the road. This means instead of functioning as intended, the stone-lining is diverting water onto the roadways rather than down the ditch which is causing issues for those roads. The team will work to correct those trouble areas.

Scott Henkels asked about the highway equipment.

Allen noted that all machines and trucks are up and running.

7. Finance Reports

Lucy Pierpont reported that the Highway Funds and the General Funds projections are healthy with less spending down of the fund balance than anticipated. Lucy noted unanticipated revenue from interest income and the adjustment from delinquent taxes revenue have contributed to that healthy financial picture.



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8. Selectboard Reports

Kevin Gish said Sharon Connects and the Congregational Church cohosted the first annual Sharon Music Festival. Kevin said that the organizer, Malcolm McShinsky, had worked tirelessly hoped for higher attendance, but Kevin thought attendance was good for the first year of the event. Kevin noted the event was well organized and executed well.

Kevin also noted that Old Home Day is scheduled for August 9th and the Sprouty will be on September 6th this year.

Scott Henkels said he was impressed by the event and was disappointed he will not be able to attend Old Home Day this year.

9. Town Administrator Reports

Nicola Shipman reported that the Old Town Hall vapor barrier installation is complete, and Jack Jones is working to find the best solution for how to finish the floors so that the new boards match the existing boards, so the building has a cohesive floor. Nicola also reported that there are still concerns regarding damp areas showing in the north corner where drainage has not been completely corrected. Kevin Gish said he would reach out to the original contractor, but we need to ensure that work is completed to protect the new flooring and support structures from future rot. Nicola also has a draft lease agreement for the Sharon Historical Society which she hopes to have available for Selectboard review at the first August meeting

Nicola reported that the Vermiculite Remediation has begun. The remediation project is estimated to take a week or so. During this time, the Town Offices will be closed to the public due to challenges surrounding building access.

Nicola noted that the Doubleday cemetery is getting overrun with poison ivy and there is an old chain link fence that could be removed. Dave Phillips is looking into what to do with poison ivy, and Nicola has reached out to the Conservation Commission for ideas.

Deb Jones arrived at 7:05PM.

In the meantime, the neighboring property owner, Colemann Coburn, has offered to assist with providing alternative labor for the weed whacking of the poison ivy. Dave Phillips is unable to clear it up as he is highly allergic. Nicola wondered if there could be a way to engage Coleman's staff member to perform the work for pay, but that also does not create liability issues for the Town.



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Nicola said Ken Wright asked her to relay to the Board that Sharon Connects continues its discussions around pursuing 501(c)3 status. The Village Trust Initiative has reopened its grant application, and the group may need a letter of recommendation from the Town in the next two or three weeks to support that application.

Nicola reported that she and John Roe had been conducting initial interviews with Planning Administrator candidates, as the Town received three applications late last week. Nicola noted they are all strong candidates. Nicola mentioned she requested the personnel executive session, so she could brief the board about specifics.

Nicola also noted that the Town's contract with Chase Site Services for winter sidewalk maintenance and parking area maintenance has expired and the Town will need to go back out to bid for those services.

10. Chapel Hill Road Update

Kevin Gish said he did not have much to report at this time, but he said he was working with the State and the Town's Counsel to understand what options are available to the Town.

11. Highway Bid Results

After discussion of the revised bid results as well as the financing information presented by Deb Jones and Lucy Pierpont, the Selectboard made the decision to purchase an excavator and trailer.

Kevin Gish made a motion to award the excavator contract to Finke Equipment for a Kobelco Excavator model 5K75sR-7 with a base price of \$119,969, a minimum of a 4 year/4,000 hr. warranty as outlined in the bid documents. Ted Austin seconded. Motion approved unanimously.

Scott Henkels made a motion to award the trailer contract to Kaufman for a FHPP-10K-25D trailer with a base bid of \$14,190 plus the addition of a spare tire for \$260. Ted Austin seconded. Motion approved unanimously.

12. Old Home Day Facility Use Agreement

Kevin Gish made a motion to approve the Old Home Day Facility Use Agreement as presented. Scott Henkels seconded. Motion approved unanimously.

13. Encampment Ordinance



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The Selectboard continued its discussions of the kinds of items they would like to see within the ordinance to prohibit overnight camping within the village district.

Nicola Shipman will work on a draft ordinance for review at a future meeting.

14. Tree Removal

There was discussion about a pine tree on Beaver Meadow Road that was causing landowner concern as the tree appeared to be dead.

The Selectboard discussed that the natural resources within a Town's right of way still belong to a property owner though the Town has the right to remove obstructions to the Town's highway infrastructure.

Kevin Gish mentioned that Matt Cardillo, the landowner who expressed concern about the tree, was planning to attend the meeting. Kevin asked the Board if they could table additional discussion of the project until Matt arrived. The Board agreed.

15. IT Equipment

Kevin Gish made a motion to approve the purchase of two refurbished desktop machines for a total of \$898 as quoted and one new desktop for the Lister's Office for a total of \$1,649.00 as quoted. Scott Henkels seconded. Motion approved unanimously.

Nicola Shipman noted that the quotes did not include the installation, as the quotes were just for the machine.

16. Tree Removal

Matt Cardillo arrived at 8:10PM. The Selectboard resumed discussion of the tree on Matt's property within the Town's right of way. Matt confirmed the tree is a property marker, but he could not get support from the neighbor for the limb removal as the tree would not affect their buildings. Matt was concerned that one of the limbs looked as though it could damage his building and he needed to remove those limbs. He hired Old City Trees to take down the limbs and he noted the tree appeared to be solid and not rotten. Matt paid for the removal of the limbs and the chipping. He asked if the Selectboard would contribute to that cost as many of the limbs would have been the Town's responsibility if they came down on the Town's highway.

The Selectboard communicated that the Town would set a challenging precedent if it were to pay for removal of limbs that were not posing an imminent threat to the Town's infrastructure or that were not obstructing the highway directly. The Town offered with removal of the trunk sections out of the ROW if that would be helpful to the landowner.



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17. FY26 Grants in Aid Technical Support

Kevin Gish made a motion to pursue technical assistance with TRORC for the FY26 Grants in Aid projects. Ted Austin seconded. Motion approved unanimously.

18. Appointments/Vacancies

Scott Henkels made a motion to enter executive session at 8:30PM for the purpose of hiring an employee per 1 VSA § 313(a)(3) with attendees to include the Selectboard members and Nicola Shipman. Kevin Gish seconded. Motion approved unanimously.

19. Resume Open Meeting

Kevin Gish made a motion to exit executive session at 8:46PM. Scott Henkels seconded. Motion approved unanimously.

Kevin Gish made a motion to authorize the Finance Manager and the Town Administrator to extend an offer of employment to a Planning Administrator in accordance with the Selectboard's instructions. Scott Henkels seconded. Motion approved unanimously.

20. Upcoming Meetings/Dates/Topics

- a. No Regular Meeting Monday, August 4th
- b. Tuesday August 5th: Special Meeting
- c. Monday, August 18th: Regular Meeting (3rd Monday)

21. Other Non-Binding Business

None.

22. Adjourn

Kevin Gish made a motion to adjourn at 8:35PM. Ted Austin seconded. Motion approved unanimously.