



TOWN OF SHARON
15 School Street
Sharon, VT 05065

Selectboard Regular Meeting
August 18th, 2025 DRAFT Minutes

In-Person Participants: Scott Henkels, Chair; Kevin Gish, Vice Chair; Sue Sellew, Sharon Historical Society; Allen Wight, Highway Supervisor; Mary Ayer, Sharon Historical Society; Deb Jones, Treasurer; Bob Stoddard, South Royalton Rescue Advisory Board; Alexandra Babicki, Planning Administrator (recording minutes on behalf of Nicola Shipman)

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

Sue Sellew arrived prior to the meeting being called to order.

1. Call to Order

Scott Henkels called the meeting to order at 6:29 PM.

Mary Ayer arrived at 6:30 PM.

Allen Wight arrived at 6:33 PM.

2. Review Agenda

Kevin Gish made a motion to approve the agenda without changes. Scott Henkels seconded. Motion approved unanimously.

3. Public Comment

No members of the public.

4. Minutes

Scott Henkels made a motion to approve the minutes from 8/5/2025 as presented. Kevin Gish seconded. Motion approved unanimously.

5. Warrants

Scott Henkels made a motion to approve AP Warrant 1898 in the amount of \$22, 210.04
Kevin Gish seconded. Motion approved unanimously.

Kevin Gish made a motion to approve AP Warrant 1899 in the amount of \$15, 870.61
Scott Henkels seconded. Motion approved unanimously.

Scott Henkels made a motion to approve AP Warrant 1900 in the amount of \$ 49,557.25
Kevin Gish seconded. Motion approved unanimously.



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Kevin Gish made a motion to approve AP Warrant 1901 in the amount of \$ 8,706.48. Scott seconded. Motion approved unanimously.

Scott Henkels made a motion to approve AP Warrant 1902 in the amount of \$275.00 from the Old School House Fund. Kevin Gish seconded. Motion approved unanimously.

Kevin Gish made a motion to approve AP Warrant 1903 in the amount of \$150.00 from the Recreation Fund. Scott Henkels seconded. Motion approved unanimously.

Scott Henkels made a motion to approve the HRA reimbursement in the amount of \$1,587.07 for the period of July 1st – July 31st, 2025. Kevin Gish seconded. Motion approved unanimously.

Kevin Gish made a motion to approve the payroll warrant for the period of July 27th – August 9th, 2025, with a cash draw of \$19, 627.33. Scott Henkels seconded. Motion approved unanimously.

6. Highway Reports

Allen Wight reported that the project is highway projects are on schedule, that it is going well, and that there is faster progress now the excavator has been put to work. The team has been able to operate the excavator and continue to make swift progress.

The grant project on Daisy Lane started today, August 18th, 2025. Two culverts on Daisy Lane are in and the road is halfway ditched already. The week prior the team successfully worked on High Lake Road.

Allen planned on finalizing the grant work that week and submitting it for Rita Seto's approval the following week.

Allen also noted the need to address a couple of stone-line ditches that are problematic as the stone is higher than the road surface. Rita's initial suggestion to Allen was to remove the stone to an appropriate level and then hydroseed. Additionally, Allen noted that stone check dams may be used if needed.

7. Finance Reports – Presented by Lucy Pierpont

Lucy reported that the tax bills went out on Thursday, August 9th, 2025, and the office has already received an influx of payments. Looking at FY25, both the Highway Fund and General Fund are looking to be under budget. The General Fund is looking to use around \$53,000 of the



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Fund balance. The Highway Fund is \$58,000 budget; however, there are still invoices coming in, and there is no final fund balance figure at this time.

8. Selectboard Reports

None.

9. Town Administrator Reports

No reports.

Deb Jones arrived at 6:43 PM

10. Sharon Historical Society Lease Agreement

After discussing key issues and progress of the building project, the agenda item of the lease agreement was discussed. The primary provision at issue in the agreement related to wastewater with the issue of insurance and bench-use noted at the end of the discussion to be tabled for an unspecified later date.

Sue Sellew suggested a revision of the lease agreement's section regarding wastewater. Instead of basing the agreement under Section 1-304(29) of Vermont's Wastewater System and Potable Supply Rules, the lease should include the agreement between the Sharon Congregation Church and the Historical Society. The Church has agreed to allow the Historical Society to utilize its bathrooms and kitchen.

Kevin voiced that the wastewater element seemed permissible but noted that the lease agreement should still prohibit food in the building. The lease agreement will maintain that there will never be food in the building, and the revision of the lease would only remove the involvement of state wastewater regulations.

Sue also flagged the eventual decision of what to do with the benches from the building and additionally noted future insurance clarifications that Nicola Shipman will address going forward.

There was additional discussion of the building project, outlining details of the construction timeline and the funding for the construction project. Deb Jones provided background with regards to how funds are distributed when there are restricted gifts used to fund capital improvement projects. The construction timeline as well as the financial overview of the project will be brought forward to the next meeting.

Bob Stoddard arrived at 6:59 PM.

Sue Sellew and Mary Ayer left the meeting at 7:10 PM



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11. Bank Loan for Excavator

Kevin Gish made a motion to sign the Highway Equipment note with Community Bank NA for \$120,000.00 dated August 19th, 2025, with 5.47% interest, to be paid back within five years. Scott Henkels seconded. Motion approved unanimously.

Allen Wight left at 7:25 PM

12. Mailbox Damage: Request for Reimbursement

On August 6th, 2025, Nicole Antal sent an email to Nicola Shipman regarding damage caused to her mailbox by a road grader. Nicole rescinded her request for reimbursement but did note that now her neighbor is seeking reimbursement. Kevin advised the request of the neighbor to be sent separately to Nicola Shipman to be brought forward to the next Selectboard Meeting.

Tabled for next meeting.

13. AED Request for Funding:

Bob Stoddard voiced his concern for the older patrons of Seven Stars. Since there are often events with large groups of people, Bob emphasized the utility in an AED on-site. Bob already found a refurbished AED for roughly \$800 which comes with proper step-by-step safety instructions that untrained individuals could use. Bob offered to purchase the AED himself and then submit a receipt to the Town for reimbursement.

Bob was then tasked with bringing the request to Seven Star's board. Additionally, Bob brought small suction devices that can be used when someone is choking as an alternative to the Himelick to be placed with at Seven Stars and offered to provide one for the Town Office. Deb Jones additionally offered to provide Bob harm-reduction kits which include Narcan to be placed by the new AED at Seven Stars.

Kevin Gish made a motion to approve the purchase of an AED device to be positioned at Seven Stars Art Center up to a maximum of \$800 to be from the assigned fund balances reserved for community purposes. Scott Henkels seconded. Motion approved unanimously.

Bob Stoddard left at 7:30 PM

14. Executive Session: Personnel

An executive session regarding personnel was not needed, but the Selectboard did sign the job description of the new Planning Administrator, Alexandra Babicki.

Kevin Gish made a motion to approve the job description of the Planning Administrator. Scott Henkels seconded. Motion approved unanimously.



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15. Resume Open Session

Action is not needed.

Deb Jones, Lucy Pierpont, and Cathy Sartor left at 7:35 PM

16. Executive Session: Legal Counsel 24-ENV-00064

Scott Henkels moved that premature public knowledge would clearly place the public body at a substantial disadvantage, therefore the selectboard moved to enter executive session at 7:36 PM with attendees to include the Selectboard and Alexandra Babicki (Planning Administrator in place of Town Administrator Nicola Shipman) to discuss confidential attorney-client communications made for the purpose of providing professional legal services to the body. 1 V.S.A. § 313(a)(1). Kevin Gish seconded. Motion approved unanimously.

17. Resume Open Session

Open Session resumed at 7:54 PM

18. Upcoming Meetings/Dates/Topics

- a. **September 1st**: Labor Day (offices closed)
- b. **September 3rd**: Special Meeting
- c. **September 15th**: Regular Meeting (Winter maintenance)

19. Appointments/Vacancies/Personnel (if needed)

None.

20. Other Non-Binding Business

None.

21. Adjourn

Scott Henkels made a motion to adjourn at 8:00 PM. Kevin Gish seconded. Motion approved unanimously.

Respectfully submitted,
Alexandra Babicki