



TOWN OF SHARON
15 School Street
Sharon, VT 05065

Selectboard Special Meeting
September 3rd 2025 Minutes

In-Person Participants: Scott Henkels, Chair; Kevin Gish, Vice Chair; Ted Austin, Clerk; Nicola Shipman, Town Administrator; Lucy Pierpont, Finance Manager; Sue Sellew, Sharon Historical Society; Reuben Sotak, Resident

Remote Participants: Cathy Sartor, Town Clerk; Joe Ronan, Opioid Settlement Advisor; Aaron Hurst, Dept. of Forests, Parks, and Recreation

1. Call to Order

Scott Henkels called the meeting to order at 6:33PM.

2. Review Agenda

Kevin Gish made a motion to approve the agenda. Ted Austin seconded. Motion approved unanimously.

3. Public Comment

None.

4. Minutes

Kevin Gish made a motion to approve the minutes from 8/18/2025 with changes. Ted Austin seconded. Motion approved unanimously.

5. Warrants

Scott Henkels made a motion to approve AP Warrant 1904 in the amount of \$16,711.08. Ted Austin seconded. Motion approved unanimously.

Scott Henkels made a motion to approve AP Warrant 1905 in the amount of \$1,805.61. Kevin Gish seconded. Motion approved unanimously.

Kevin Gish made a motion to approve AP Warrant 1906 in the amount of \$999.64. Ted Austin seconded. Motion approved unanimously.

Kevin Gish made a motion to approve AP Warrant 1907 in the amount of \$757.02. Ted Austin seconded. Motion approved unanimously.



TOWN OF SHARON

**15 School Street
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Kevin Gish made a motion to approve AP Warrant 1908 in the amount of \$3,511.86. Scott Henkels seconded. Motion approved unanimously.

Kevin Gish made a motion to approve AP Warrant 1910 in the amount of \$59,778.40. Kevin Gish seconded. Motion approved unanimously.

Ted Austin made a motion to approve AP Warrant 1911 in the amount of \$11,877.05. Kevin Gish seconded. Motion approved unanimously.

Ted Austin made a motion to approve AP Warrant 1912 in the amount of \$298.60. Kevin Gish seconded. Motion approved unanimously.

Scott Henkels made a motion to ratify the payroll warrant for August 10th – August 23rd, 2025, with a cash draw of \$18,496.08. Kevin Gish seconded. Motion approved unanimously.

6. Highway Reports

Nicola Shipman read aloud the report as submitted by Allen Wight. Allen's report provided an update on the Daisy Lane project, which is now completed, as well as culverts that are on Downer Road and Chapel Hill Road. Allen's report also noted that the second round of mowing is underway, and that sand hauling with D&D is now complete. Hard pack stockpiling is the next on the Highway department's list.

7. Finance Reports

Lucy Pierpont reported that tax collections have been ongoing, and payments are down comparatively from this time last year, but Kevin noted that the biggest concern will be whether taxpayers are paying their taxes by the due date. Lucy also noted that the Town Highway Department will be using different time sheets that were provided by Rita Seto of TRORC. The tool will be able to help the Town better track equipment hours and data gathering should improve.

8. Selectboard Reports

The members welcomed Ted Austin back from his travels. Kevin Gish noted that the Sprouty is scheduled for Saturday, September 6th.



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9. Town Administrator Reports

Old Town Hall: Nicola Shipman noted there is a project delay, but the Town expects work to resume later in September. Otherwise, once the flooring is tied back, Jack Jones intends to finish the flooring so that the old and new pine boards are blended and coherent.

Nicola recommended the Town work to find an in-house solution for the drainage on the north side of the building.

Town Offices: Nicola noted the Town will need a plan for the basement and recommended deciding on a project budget and working within that budget to finish the space. As the space is not ADA accessible, it would be worth creating a space that is clean and welcoming, but the area does not need a huge budget assigned as it will be used primarily for storage and for quiet working space, for example. The basement does have additional windows scheduled for replacement. Finally, Nicola is working on the reimbursement through ZAI Trust Fund for the vermiculite remediation.

Garage: Nicola remains concerned as the garage is now one year older, yet we are no further in solving the current issues of the roof nor do we have a plan for moving forward with a long-term solution. The building is old and failing.

IT Update: New machines are now installed, and we are working to upgrade to the new website as of September 30th, 2025. Mike is aware as is our web vendor. We will be moving to .gov with the transition to the new website. Also, the Planning Commission has requested that members are assigned official Town email addresses. Nicola asked for the Selectboard's approval of this request, and the Board expressed their support for the addition of these email addresses.

Highways: Nicola is working on the winter maintenance bid documents for the next two winter seasons. Nicola hopes to have bid results available in mid-October for review.

10. Opioid Settlement

Joe Ronan provided updates regarding required signatures for participation in the opioid settlements, which are due by September 30th. Joe also reminded the Board that there are restrictions on the funds' use which the Town will need to be mindful of when appropriating funds. Kevin Gish noted OSAC reviewed those restrictions recently.

Joe Ronan exited the meeting at 7:14PM.

11. Mailbox Damage Request

The mailbox damage reimbursement request has been approved and processed.



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12. Honey Brook Road Update

Aaron Hurst, a representative of the Department of Forests, Parks, and Recreation, was able to provide an update regarding the study of access to the Wildlife Management Area which is accessible through Legal Trail 6 (locally known as Honey Brook Road). During their research process, Aaron's department found a discrepancy between the AOT's Official Highway Map and the actual road's location. Subsequently, the State conducted a survey which Aaron brought forward to the board for review and acceptance consideration.

Reuben Sotak, an abutter to the road, commented that this mapping discrepancy has been a concern for him as vehicles become trapped attempting to travel along the incorrectly mapped section which is not safe for travel. Reuben welcomed the revised survey as an improvement for travelers and residents.

Kevin Gish made a motion to accept the survey of Honey Brook Road dated June 30th, 2024 as prepared by Ethan Gilmore on behalf of the Vermont Department of Forests, Parks, and Recreation. Ted Austin seconded. Motion approved unanimously.

Nicola Shipman will make sure to record the survey with the Town Highway records, and she will send the survey to AOT Highway Mapping department so the surveyed trail can be incorporated into the future AOT Highway Maps.

Old Town Hall Capital Improvements / Financial Reporting

Nicola Shipman and Lucy Pierpont presented a financial report of the most up-to-date financials for capital improvement projects at the Old Town Hall.

Nicola also requested that the Selectboard consider endorsing including the cost of painting as part of the Town's contribution, so the Town can offer a building that is in move-in condition for the Sharon Historical Society Museum. The Selectboard agreed that the Town will paint the interior of the building as part of the capital improvements. Nicola Shipman will put the painting contract out to bid in accordance with the Town's procurement policy.

13. Old Town Hall Lease Agreement

Nicola Shipman presented the latest version of the lease agreement between the Town of Sharon and the Sharon Historical Society for the Old Town Hall.

Once all changes were reviewed, Kevin Gish made a motion to accept the changes to the Lease as presented. Ted Austin seconded. Motion approved unanimously.



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14. FY26 Grants in Aid Agreement GA1116

Kevin Gish made a motion to sign the FY2026 Grants in Aid Agreement with a maximum award of \$29,000 and an expected municipal contribution of \$7,250. Scott Henkels seconded. Motion approved unanimously.

15. Appointments/Vacancies

Kevin Gish made a motion to appoint Cat Buxton to the Energy Committee to a one-year term effective immediately ending in March 2026. Scott Henkels seconded. Motion approved unanimously.

Lucy Pierpont exited the meeting at 7:45PM.

16. Executive Session: Personnel

Scott Henkels a motion to enter executive session at 7:45PM for the evaluation of an employee per 1 V.S.A. § 313(a)(3) with attendees to include the Selectboard members and Nicola Shipman. Ted Austin seconded. Motion approved unanimously.

17. Resume Open Meeting

Scott Henkels made a motion to exit executive session at 8:06PM. Kevin Gish seconded. Motion approved unanimously.

18. Village Trust Initiative Selectboard Support

Ryan Haac brought forward the Sharon Connects and Sharon Congregational Church joint application proposal for the Village Trust Initiative program. Ryan shared ideas including proposed uses and expanded possibilities for the Church building and community gatherings that would be possible with technical assistance and building investment that could become available through the Village Trust Initiative.

The Selectboard expressed their whole-hearted support for the application.

Scott Henkels made a motion to endorse the application as defined by Sharon Connects and the Sharon Congregational Church and is in support of a Village Trust Initiative application. Ted Austin seconded. Motion approved unanimously.



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19. Executive Session: Legal

Scott Henkels made a motion to enter executive session at 8:25PM to receive confidential attorney-client communications made for the purpose of providing professional legal services to the body per 1 V.S.A. § 313(a)(1) and based on the finding premature public knowledge would clearly place the municipality at a substantial disadvantage with attendees to include the Selectboard members and Nicola Shipman. Ted Austin seconded. Motion approved unanimously.

20. Resume Open Meeting

Kevin Gish made a motion to exit executive session at 8:52PM. Scott Henkels seconded. Motion approved unanimously.

The Selectboard has scheduled a site visit to review existing conditions of the Class 4 section of Chapel Hill Road on Monday, September 15th starting at 5:45PM. The gathering point is the turnaround just before the Class 4 section of Chapel Hill Road.

The Selectboard meeting will take place after the site visit starting at 6:45PM.

21. Upcoming Meetings/Dates/Topics

- a. **September 15th**: Regular Meeting (3rd Monday)
 - i. 5:45PM - Chapel Hill Site Visit to review existing conditions
 - ii. 6:45PM - Selectboard Meeting at the Town Offices
- b. **Wednesday, September 17th**: First Installment of Property Taxes Due
- c. **October 6th**: Regular Meeting (1st Monday) - Budget Season
- d. **October 20th**: Regular Meeting (3rd Monday) – Budget Season

22. Other Non-Binding Business

None.

23. Adjourn

Ted Austin made a motion to adjourn at 8:55PM. Kevin Gish seconded. Motion approved unanimously.

Respectfully submitted,
Nicola Shipman