

TOWN OF DANVILLE
APPROVED SELECTBOARD MEETING MINUTES
April 2, 2015
Danville Town Hall Conference Room (6:00 PM)

CALL TO ORDER

Michael Walsh, Chair, called the meeting to order at 6:00 PM.

ADDITIONS TO THE AGENDA

- Josephine Guertin re: Delinquent Dog Licenses
- Conservation Commission Applying for Grant
- Revised Sewer Allocation Request: Windswept Properties
- Updating Town Sewer Ordinance

BOARD MEMBERS PRESENT:

Michael Walsh (Chair), Craig Vance (Vice-Chair), Doug Pastula, Ken Linsley, Angelo Incerpi.

ALSO PRESENT:

Josephine Guertin, Barb and Gary Fontaine, Wendy Somers arriving at 6:45 PM.

VISITORS

• Josephine Guertin addressed the number of dogs not being registered with the town and referenced the ordinance regarding fines and penalties. There was discussion about the reasons why it is important to license dogs. It was stated that the town needs to know if dogs have had their rabies shots, because if not, the town is liable should someone be bitten by that dog.

- Craig Vance made the motion to authorize Sharon Daniell to draft and send certified letters to dog owners who are delinquent with their registration from 2014 and to those who have never registered their dog, also stating that the town will assess a \$50 fine per dog in accordance with the town's dog ordinance and dog owners have two weeks from the date of the letter to correct the deficiency.
- The motion was seconded by Doug Pastula, voted on and passed.

Josephine also informed the board that she had performed a census in Cabot, which found about 100 dogs. She recommended performing the same type of census in Danville.

- Doug Pastula made the motion to authorize Josephine Guertin, in collaboration with the Town Clerk's office, to put an ad in the Caledonian-Record, and post notices around town, stating the Town of Danville will be performing a dog census in 2015.
- The motion was seconded by Craig Vance, voted on and passed.

MINUTES

- March 19, 2015 Meeting Minutes were reviewed. A motion was made by Ken Linsley to accept the amended minutes with the changes to include:
 - page three, Jake Langmaid was changed to *Jacob*; Debra Yonkers was changed to *Deborah Yonker* and Dick Diefenbach was changed to *Richard*.
 - Under Executive Session: "...to be retroactive *from* March 9, 2015."

The motion was seconded by Craig Vance, voted on and passed.

TOWN CLERK REPORT (WENDY SOMERS)

- Bids for the line of credit were opened:
 - Union Bank \$800,000 (.77% fixed)
 - Community National Bank \$800,000 (.70% fixed)
 - Passumpsic Savings Bank \$800,000 (.70% fixed)

Craig Vance made the motion to accept the bid from Passumpsic Savings Bank for \$800,000 at .70%. Motion was seconded by Doug Pastula, voted on and passed.

- Wendy presented the board with a liquor license for the Creamery Restaurant. Ken Linsley made the motion that the board sign the liquor license for the Creamery Restaurant. Motion was seconded by Angelo Incerpi, voted on and passed.

HIGHWAY REPORT (KEITH GADAPEE)

- Keith was not present but provided Mary with information for the board.
- A revised Highway Work Manual was presented for the board's final review. Any changes should be given to Keith or Mary so that the manual can be finished prior to the April 16th meeting.
- A copy of the job description for the Lead Worker was provided.
- The sand bid letter was reviewed and approved with a couple of minor changes that Mary will make and email to Keith. Craig Vance made the motion to put the sand out to bid and approved the letter contingent with changes discussed. Motion was seconded by Angelo Incerpi, voted on and passed.
- The board reviewed the Certification of Compliance for Town Road and Bridge Standards and Network Inventory. Angelo Incerpi made a motion to sign the certificate of compliance. Motion was seconded by Craig Vance, voted on and passed.
- Keith also reported that he is:
 - Attending District 7 Road Foreman's meeting April 8th.
 - Completing Class 2 Paving Grant due April 17th.
 - Getting estimates for overhead door work in shops.
 - Getting roadside mower repaired.
 - Getting broom on sidewalk machine ready for spring cleanup.
 - Hosting a Better Back Roads informational meeting for area towns to attend, presented by VLR.

ISSUES AND INFORMATION – Mary Currier

- A letter and RFP for Energy Audits was presented for review. Some changes were noted and the consensus of the board was to make the changes, run the ad and send letters to the Performance Building Contractors provided by the State.
- A letter from the State regarding Confirmation of Legal Trail Mileage was reviewed. There are trails on the town highway map that were never formerly acknowledged by the Selectboard. The consensus was to ask Mary to call the State office informing them the town does *not* want the .88 mile trail, identified as LT-1, removed from the mileage certificate. Mary will contact Toby Balivet to get an accurate account of remaining ancient roads that are to be maintained as legal trails and will include them on a new mileage certificate.
- The board signed the performance evaluation letter documenting the successful completion of the six-month probationary employment period for Mary Currier, thus granting her the pay increase initially agreed upon during her final interview.
- The USPS requested the use of the Bandstand on the Green for the dedication of the Danville Post Office in the Name of Thaddeus Stevens on Saturday, April 18, 2015 at noon.
 - Ken Linsley made the motion to allow the USPS to use the Green and the Town Hall (upstairs and downstairs) from 11:00 AM – 1:00 PM on April 18, 2015 for the rededication of the Post Office.
 - Motion was seconded by Craig Vance, voted on and passed.
- Bidding out mowing the cemeteries and Green was discussed. The consensus was to keep them separate. Mary and Ken will outline specific information before running the ads. The board asked that Donald Lamont attend the next meeting to go over particulars on mowing. The board asked Mary to locate companies who do headstone restoration.
- Mary was contacted by Lloyd Bartner, regarding land on Highland Avenue, just behind the Grandview Apartments. His sister, Fern, is the property owner and she would like to donate the land to the Town of Danville. Lloyd contacted Mary on Fern's behalf.
 - Doug Pastula made the motion to have Mary draft a letter thanking them for their generous donation to the town, as well as offering their condolences on the loss of their mother last October.
 - The motion was seconded by Craig Vance, voted on and passed.
- Mary presented an amended contract for TDL Waste Services and informed the board that the NEKWMD will not provide additional trash drop road signs. Mary will remove that item from the contract.
 - Doug Pastula made the motion to have the board sign the contract contingent on possession of an insurance certificate.
 - Motion was seconded by Ken Linsley, voted on and passed.
 - Craig Vance then made a motion that if Dan LeCour does not provide a copy of his general liability insurance by Monday, April 6, 2015, he will not be picking up trash on the following Saturday.
 - Motion was seconded by Doug Pastula, voted on and passed.

- Mary contacted Bruce Melendy (NVDA) regarding the Local Emergency Operations Plan and the required ICS 100 course. Michael Walsh assured the board that he has the ICS 100 certification. Mary will update the required forms with contact information changes and return to Bruce so he can send to homeland security.
- Dave Houston informed Mary that the Conservation Commission has applied for the Caring for Canopy Grant which is approximately \$1000.
- Windswept Properties submitted a revised sewer allocation request of 2498 gallons per day (up from the approved 2100 gallons per day).
 - Craig Vance made the motion to grant the request for the additional 398 gallons per day for Windswept Properties.
 - Motion was seconded by Angelo Incerpi, voted on and passed.
- Updating the 1991 Sewer Ordinance was addressed. There are many grammatical corrections to be made. The consensus of the board was to have Mary consult Judy Corso regarding legalities of updating the ordinance.

FINANCIALS

- All orders were reviewed and signed.

ADJOURNMENT

- At 7:39 PM Doug Pastula made the motion to adjourn. Motion was seconded by Michael Walsh, voted on and passed.

Meeting adjourned.

Respectfully Submitted,

Mary L. Currier
Clerk of the Board