

Town of Danville
Selectboard Minutes
June 15, 2017
Danville Town Hall (6:00 pm)

Board Members Present: Ken Linsley, Angelo Incerpi, Kellie Merrell and Eric Bach

Absent: Douglas Pastula

Also Present: Wendy Somers, Audrey DeProspero, Mike Walsh, Gary Fontaine, Barb Fontaine, and Virginia Incerpi

1. **Call to Order** - Meeting was called to order by Vice Chairman Ken Linsley at 6:00 pm.
2. **Additions to the Agenda** -
 - Joe's Pond sampling
 - Mike Walsh
3. **Approve the minutes for:**
 - a) **Regular meeting of June 1, 2017** - *Motion by Angelo Incerpi, 2nd by Kellie Merrell to approve minutes of June 1, 2017 as written with changes noted. All in favor.*

4. Visitors

Mike Walsh was present as Executive Officer of Fire Department to discuss the current policy in place for reimbursement of insurance claims. Currently reimbursement of insurance claims go into the General Fund. He would like the Selectboard to change the current policy so that the reimbursement of insurance claims go back into the Fire Department Budget. He thought insurance claims for Fire Department equipment should go back into the Fire Department budget to purchase new equipment or repair broken equipment, and reimbursement of large equipment such as fire trucks, should go into the Capital Equipment Fund. He does not think the General Fund is the proper place for reimbursement of insurance claims.

Selectboard discussed and suggested that Audrey DeProspero draft a policy for review for small equipment reimbursement to go into the annual Fire Department Budget and anything over \$5,000 should go back into the Capital Equipment Fund.

5. Town Clerk's Report (Wendy Somers)

- Liquor License – Three Ponds LLC for Class 3, Class 2 and outside consumption. One permit contains all three requests and information.

Motion by Angelo Incerpi, 2nd by Kellie Merrell to accept the Liquor License requests for Three Ponds. All in favor.

- Curb cuts - Two Certificates of Compliance, one for Peacham Road and one for Walden Hill Road. Both were approved by Selectboard at their last meeting on June 1, 2017 however, Selectboard did not sign paperwork and need to sign tonight. Selectboard reviewed and signed paperwork.

- Follow up to Mayo's - Mayo's has come back to review design of Town Clerk's Office and they can incorporate gate with door. The glass will adhere to the door itself. There will be an additional cost to adhere glass, however Marion's funds will cover the cost.

6. **Highway Report (Keith Gadapee)** – no Highway report in Keith's absence.

7. **Issues and Information (All)**

- (a) **Rules of Procedure** – In Doug Pastula's absence this subject will be put on the next Selectboard agenda.
- (b) **Cemetery Maintenance** – Ken Linsley sought guidance from the Selectboard as to prioritizing broken stones, trees, and fencing in the cemetery due to limited resources.

Selectboard discussed and concluded that the trees were to be priority as they propose a threat to the current stones in the cemetery.

Ken Linsley noted at the end of the month, he and Dave Houston would take a tally of the cemetery, mark trees that need to be removed and get quotes. The trees and limbs that are currently down will be cut and brought to highway garage and put in the outside furnace.

Ken Linsley discussed the complaint from Jo Guertin regarding Swett Cemetery not being maintained. Ken went to the cemetery and found it mowed and in good condition. He even took a picture of it and showed the Selectboard.

- (c) **2017 Danville Local Emergency Operations Plan** – Audrey DeProspero discussed email from Bruce Melendy the Regional Emergency Management Coordinator from Northeastern Vermont Development Association, which was forwarded to the Selectboard for review that required the Selectboard to adopt, by a vote, the 2017 Danville Local Emergency Operations Plan.

Eric Bach discussed his completion of the ICS 100 course which is required for one Selectboard member to complete as part of the plan.

Motion by Angelo Incerpi, 2nd by Eric Bach to approve the 2017 Danville Local Emergency Operations Plan forwarded to Selectboard on 6/12/17. All in favor.

- (d) **Insurance** – A vote is required from the Selectboard as a follow-up to the previous Selectboard meeting with John Blackmore from Noyle Johnson Group regarding the 2017 Commercial Insurance Service Overview.

Motion by Angelo Incerpi, 2nd by Kellie Merrell to approve the 2017 Commercial Insurance Service Overview for the Town of Danville subject to final numbers due to a discussion with Keith Gadapee and John Blackmore regarding the Inland Marine section of the policy. All in favor.

- (e) **Pilot Grant Program for Municipal Roads (due July 5th)** – Ken Linsley discussed eligibility for \$14,100 with 20% cost share that could be labor and in kind. He suggested going for the grant with Keith's approval and review of the plan and to apply before the July 5th deadline.

Angelo Incerpi noted he was very much in favor of applying for this grant.

Motion by Angelo Incerpi, 2nd by Kellie Merrell to apply for the Pilot Grant Program for Municipal Roads. All in favor.

- (f) **60 Route 2 W** – Audrey DeProspero discussed how she and Wendy Somers researched the history and deeds of the property for plot plans and lot line description to help find the location of the boundary pins.

Ken Linsley discussed borrowing the metal detector the Fire District uses to locate the boundary pins.

- (g) **Request** – Ken Linsley requested an authorization from the Selectboard to purchase one quart of green paint to paint the benches in Hill Street Park.

Motion by Kellie Merrell, 2nd by Eric Bach to authorize Ken Linsley to purchase one quart of green paint to paint the benches in Hill Street Park. All in favor.

- (h) **Joe's Pond** – Kellie Merrell discussed the three E Coli readings taken at Joe's Pond. All were very low. The first was 4, the second was less than 1 and the third was 2.

8. **Financials: Orders to review and sign** – Selectboard reviewed and Financials signed.

9. **Adjourn** - *Motion by Angelo Incerpi, 2nd by Eric Bach to adjourn. All in favor.*

Adjourned at 6:30 pm.

Minutes taken by Audrey DeProspero submitted June 16, 2017 at 10:31 am.