

Town of Danville  
Selectboard Minutes  
October 19, 2017  
Danville Town Hall (6:00 pm)

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

**Also Present:** Keith Gadapee, Audrey DeProspero, Gary & Barb Fontaine, Glenn Herrin, Clayton Cargill, Michael Smith, Zoning Administrator Linda Leone and Walter McNeil, Jr.

**Absent:** Wendy Somers

1. **Meeting was called to order** by Chairman Doug Pastula at 6:00 pm.
2. Doug Pastula noted **additions to the agenda** from board members and the public.
  - o S27 Meeting
  - o Keys
  - o Webinar
3. *Motion by Angelo Incerpi 2<sup>nd</sup> by Kellie Merrell to approve **minutes** with noted changes of the **Regular meeting of October 5, 2017**. Vote 4-0-1. Ken Linsley abstained as he was absent.*
4. **Visitors**
  - **Walter McNeil Jr.** – NEKWMD (Northeast Kingdom Waste Management District) – Update on Waste Management District meeting. NEKWMD is formulating their budget for next year which is \$5,000 more than the previous year. Walter sought permission from the Selectboard to invite Executive Director, Paul Tomasi, to a Selectboard meeting to give them an overview of the Waste Management District.

Selectboard agreed.
  - **Glenn Herrin**, Planning Commission (PC) and **Mike Smith**, Development Review Board (DRB) – proposed suggested revision to Zoning Bylaw that govern Subdivision and addition of Sign Ordinance.

Mike Smith discussed prior 2014 issue with Subdivision Bylaw which lead to an appeal by an applicant which made the DRB go through the Subdivision Bylaw and rework them for clarity. He noted the Planning Commission and Selectboard approve changes to bylaws and the Development Review Board and others can suggest changes to the bylaws.

Glen Herrin noted the Planning Commission received the suggested changes from the DRB and has accepted them. The Planning Commission plans to set a date to approve the proposed changes via a public hearing then the Selectboard will need to review and hold a public hearing.

Linda Leone noted she had questions that she would like to address with the Planning Commission.

Glen Herrin suggested she come to the next Planning Commission meeting to discuss.

Mike Smith noted there was two ways to change bylaws: interim bylaw practice or formal adoption of bylaws which can be passed by the Selectboard.
5. **Town Clerk** (Wendy Somers) - Absent
  - o Audrey DeProspero reminded the Selectboard to review the Records of Retention handout previously given to them by the Town Clerk at the last Selectboard meeting and email Wendy any questions or comments they had.

6. **Highway Foreman** (Keith Gadapee)

- Bridge over Joe's Brook (Danville Bridge #37 on TH#56) has been inspected by Engineer Tim Ruggles and the repair to the rail will be before December 31, 2017 and the I-beam repair will be by August 1, 2018. He sought Selectboard approval of dates as well as their signature on the Letter of Intent.

*Motion by Angelo Incerpi, 2<sup>nd</sup> by Kellie Merrell to approve dates and sign the Letter of Intent. All in favor.*

- Covered bridge (historic wood structure) abutment has been inspected by Engineer Tim Ruggles who has confirmed that it is moving and needs to be secured. Keith is going to have Shauna Clifford, VTrans Engineer involved in the restoration piece of this bridge.

Selectboard suggested monitoring the bridge use by way of a game camera to collect information and determine what further action is required.

- Hiring process – date was extended and four applications have been received. Keith would like to interview candidates at the beginning of next week and hold a Special Meeting of the Selectboard next Thursday to offer the job to one of the four applicants.

Angelo Incerpi is unable to attend the Special Meeting and is okay with Keith's applicant decision.

Eric Bach is unable to attend the Special Meeting because he will be out of town. He was okay with the other three members holding a Special Meeting.

Doug Pastula noted the Selectboard has always supported the Road Foreman's hiring decision. Doug is available to sit in on interviews.

- Better Roads Program – The timeline for the application is now mid-November instead of mid-April. Keith sought permission of the Selectboard to apply for the grant. Two years ago the grant allowed them to do bridge/box culvert and road restoration to Thaddeus Stevens Road and this year it allowed them to do tree cutting, ditching, new culverts and resurfacing of Hawkins Road. It is an 80/20 grant whereas the Town has to put in 20% which they budget for.

*Motion by Kellie Merrell, 2<sup>nd</sup> by Eric Bach to approve Keith Gadapee to apply for the Better Roads Grant. All in favor.*

- Permission to close Water Andric Road for the rest of the season. The area is too narrow, due to the earlier slide that occurred, to maintain as a snowmobile trail for an undocumented amount of time. He has spoken to VAST about the area and he will close with barricades and then again notify VAST when closed.

Selectboard agreed.

- Public Hearing for Municipal Roads General Permit – Ken Linsley, Keith Gadapee and Audrey DeProspero attended the meeting. They will budget dollars for the program which focuses on water segmented areas (100 meter segments). They are required to report twice a year to document their process.

Ken Linsley noted they do not have to do anything for the first two years but suggested they be aggressive and start early.

- Workers Comp claim last Wednesday - stitches under eye.
- RFP Lighting Town Garage – Keith sought the approval of the Selectboard to reach out to contractors in the area to have garage lighting evaluated. There are dollars in the Building Fund but he would not exceed that amount.

*Motion by Kellie Merrell, 2<sup>nd</sup> by Eric Bach to authorize Keith Gadapee to send out Request for Proposals for lighting in the Town Garage. All in favor.*

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

- (a) **Planning Commission Vacancies** – Glen Herrin noted it was identified at the last Planning Commission meeting the two vacancies and the need to fill.

Selectboard members noted they would get the word out regarding the vacancies.

- (b) **Danville Bridge #37 on TH #56 (class 3) over Joe's Brook – Paperwork needs Selectboard Signature** – discussion under Highway Foreman section.

- (c) **North Shore Road TH #106** – Discussion of public good and potential public good.

Kellie Merrell recused herself.

Angelo Incerpi thought we should not upgrade Class 4 to Class 3 as a general policy.

Doug Pastula discussed decisions being on a case by case basis and looking more into it.

Ken Linsley wanted general criteria to make an evaluation.

Eric Bach thought there was a benefit to town by renting out pavilion.

Angelo Incerpi suggested waiving acceptance of the request pending Planning Commission investigation.

Keith Gadapee discussed water issue maintenance on Class 4 roads noting there would be some maintenance and the area of discussion is in a segmented road.

Selectboard suggested Planning Commission review in general potential roads and this road in question.

- (d) **Staging – Chamber** – Eric Bach noted the Chamber of Commerce would like to store temporarily for the winter the staging and horse pull fencing at 60 Route 2 West.

*Consensus of the Selectboard was for the Chamber of Commerce to be able to store the requested items in the garage at 60 Route 2 West with the understanding that they run the risk of loss and damage.*

- (e) **Access Mobility – Lift Contract** – Selectboard reviewed the contract.

*Motion by Angelo Incerpi, 2<sup>nd</sup> by Eric Bach to authorize Doug Pastula to sign the contract for the lift with Access Mobility. All in favor.*

- (f) **DRB Training** – Reminder – DRB training with Garret Baxter from (VLCT) the Vermont League of Cities and Towns will be held at Town Hall on Monday, October 23<sup>rd</sup> at 7pm.

- (g) **Thank You letters for Volunteers (Wood Dump)** – Letters written to volunteers who served as attendants at the wood dump in 2017: Marty Pollard, Dick Diefenbach, Clayton Cargill, Molly Greaves, and Michael Hogue.

*Consensus of the Selectboard was for Chairman Doug Pastula to sign the letters.*

- (h) **3-4-50 Prevention Initiative** – Audrey DeProspero – The State of Vermont Department of Health is asking the Town of Danville to be a Community Supporter of 3-4-50 Initiative. The prevention initiative is about 3 behaviors that contribute to 4 diseases that result in 50% of deaths in VT. They are seeking signatures from municipalities as an indication of their support of the 3-4-50 Initiative. By signing, the Town indicates they will participate in various items such as posting 'smoke-free signs'.

*Consensus of the Selectboard was for Audrey DeProspero to sign the document.*

- (i) **Trunk or Treat** – Clayton Cargill sought permission from the Selectboard to use the Pavilion on Hill Street for Trunk or Treat. He discussed the map people use which enables them to know who is handing out candy which helps direct people to the town and going door to door.

Ken Linsley noted Trunk or Treat has been very successful in the past.

*Motion by Ken Linsley, 2<sup>nd</sup> by Angelo Incerpi to approve the use of Hill Street Park for Trunk or Treat on Tuesday, October 31<sup>st</sup> (set up at 4pm and clean up by 8:30 pm). All in favor.*

- (j) **S27** – Angelo Incerpi attended the S27 Senate Committee meeting on policing. All communities to have their own police force. Primary policing is not well defined. There were not many elected officials present. Future hearings will be forthcoming.
- (k) **Recycling Keys** – Ken Linsley discussed Jean Ashley's request for a recycling door key which would enable her to use the center to recycle items from the Meal Site.

Selectboard discussed the request and issues surrounding additional key usage.

*Consensus of the Selectboard was to minimize the use of keys.*

- (l) **Webinar** – Ken Linsley attended a VLCT Webinar from 12-1 today regarding HR and Employment Law. He noted VLCT has many interesting webinars.

8. **Financials: Orders to review and sign** - Financials signed.

9. **Executive Session** – Legal

*Motion by Ken Linsley, 2<sup>nd</sup> by Angelo Incerpi to go into Executive Session for a legal matter. All in favor.*

*Entered Executive Session at 7:51 pm.*

*Motion by Eric Bach, 2<sup>nd</sup> by Ken Linsley to exit Executive Session. All in favor.*

*Re-enter Public Session at 8:41pm. No action taken.*

10. **Adjourn** - *Motion by Eric Bach, 2<sup>nd</sup> by Angelo Incerpi to adjourn at 8:42 pm. All in favor.*

Minutes taken by Audrey DeProspero submitted October 20, 2017 at 1:00 pm.