

Town of Danville
Selectboard Minutes
July 19, 2018
Danville Town Hall (6:00 pm)

Board Members Present: Ken Linsley, Eric Bach, Kellie Merrell, and Ted Chase

Absent: Doug Pastula and Wendy Somers

Also Present: Audrey DeProspero, Keith Gadapee, Linda Leone, Michael Wright, Kate Whitehead, Gary Fontaine, Barb Fontaine, Berton Frye and Alison Low

1. **Meeting was called to order** by Chairman Ken Linsley at 6:00 pm.
2. Ken Linsley noted **additions to the agenda** from board members and the public.
 - o Chelsea Hewitt letter
3. *Motion by Eric Bach, 2nd by Kellie Merrell to approve **minutes of Regular meeting of June 21, 2018 as written.** Vote 4-0-0. All in favor.*
*Motion by Eric Bach, 2nd by Ted Chase to approve **minutes of Special meeting of June 27, 2018 as written.** Vote 4-0-0. All in favor.*
*Motion by Ted Chase, 2nd by Ken Linsley to approve **minutes of Emergency meeting of June 28, 2018 as written.** Vote 3-0-1. Kellie Merrell abstained. Motion carries.*

4. **Visitors**

- **Walter Mc Neil, Jr. – NEKWMD update** – discussed electronic items banned from the landfill, training for recycling attendants and the 2018 Legislative changes to Vermont Solid Waste & Bottle Bills whereas July 2020 all food scraps have to be accepted at transfer stations.
- **Michael Wright – Calex** – presented Selectboard with Ambulance Services Agreement. He noted the transition has gone well, however the internship program will not take place as the Danville Station is not a good place for training, and the students would be better served with a higher volume station.

Discussion ensued regarding Danville-Calex Lease Agreement. Noted was the final version has not been signed. Both parties have reviewed and it is currently with attorneys. The Deed Transfer has been recorded at the Town Hall.

Ken Linsley inquired if Calex was willing to pay for water as a water bill is normally a utility.

Michael Wright noted yes, Calex was willing to pay the water bill.

Discussion ensued regarding the Ambulance Services Agreement.

Ken Linsley discussed budget appropriations, obligations, tax dollars and possibly needing to get a TAN (Tax Anticipation Note).

Michael Wright noted the billing could be adjusted to quarterly if needed.

- **Richard Amore – Agency of Commerce & Community Development** – discussed Village Center Designation Program. He is working on the Better Connections Grant with the Planning Commission. He showed a PowerPoint presentation regarding Village Center Designation. The benefits of a Village Center Designation is state grants, technical assistance, funding directory, state building priority (college campus), and Downtown and Village Center Tax Credits (state income tax reduction).

Consensus of the Selectboard was to request the Planning Commission to look at the current designated boundaries and explore the feasibility and practicality of designated downtown

designation boundaries for West Danville and to come back to the Selectboard with recommendations along with having the Planning Commission bring a map of the designated areas for the Selectboard to review.

- **Linda Leone, Zoning Administrator – Online Zoning Permits submitted** – discussion ensued in regards to having the submitted Zoning Permits scanned and put on the Town’s website to enable 24-7 access of the submitted permits.

Linda Leone did not feel that submitted applications should be put on the Town’s website as hardcopies are available for viewing at Town Hall, Monday through Friday from 8am until 4pm. The size of some documentation attached to the submitted application was also a concern.

Ken Linsley discussed transparency in regards to having the submitted permits readily available to the public 24-7 by being on line.

Kellie Merrell discussed the efficiency of having the documentation on line in regards to the modern age being electronically. She also suggested having the permit application electronically filled out and submitted.

Eric Bach discussed having a permit application being a fillable PDF version available on line versus having to print out and hand write the information.

Ted Chase suggested having only the front and back of the submitted Zoning Permit available on line and all other supporting documentation could be available at Town Hall.

Consensus of the Selectboard was to have Linda Leone work with Audrey DeProspero in regards to learning how to scan the front and back of the submitted Zoning Permits so they could be put on the Towns website and to monitor it and see how it works and then in the future they could revisit putting more information on line.

5. **Town Clerk** (Wendy Somers) – absent, no report.

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

- Joes Brook Bridge closure happening in August. There is a bill board sign on the bridge now. The bridge will be closed for 21 days. Detour signs will be posted.
- Penny Lane closure next week. It will be a 3-4 day closure between the two rail trail crossings.
- A small claim has been filed with the insurance company. It was a fender bender and no one was hurt.

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

(a) **Curb Cut / Driveway Policy change** – Selectboard reviewed document and suggested changes. This will be discussed again at the August 2nd meeting.

(b) **Designation Policy to Address Roads** – Selectboard reviewed document.

Kellie Merrell suggested to adopt without the insurance requirement.

Bert Frye did not think Class 4 roads could be controlled by a Board.

Ken Linsley spoke of 302 VSA 19.

Noted was winter maintenance on Class 4 roads was not required.

Selectboard to revisit at their August 2nd meeting.

(c) **Potential violation of Ordinance (Roads and Rights of Way Ordinance)** – Ken Linsley - Circumstances came up which violated the Roads and Rights of Way Ordinance that was passed by the Selectboard in 2015. Letters were written to the persons and the issues are currently resolved.

- (d) **Town Hall easement** – Audrey DeProspero – pending further information from Toby Balivet.
- (e) **Transfer of Danville Rescue Property to the Town** – discussed under Visitor Section.
- (f) **Conflict of Interest Policy** – Selectboard to review and to discuss on August 2.
- (g) **Drug & Alcohol Policy** – Selectboard to review and to discuss on August 2.
- (h) **Communication re: Town business (personal or other than Danville email addresses)**

Ken Linsley discussed the use of personal or other business email addresses to send emails. He noted this opens the accounts being used to possible law suits, if one happens.
- (i) **Joes Beach water sampling** – Kellie Merrell – Joes Beach testing results have been good. The test results are available on the Town's website and on Joes Pond website.
- (j) **Hewitt Letter** – Location is now a residence but use to be a multi-unit and is being charged for two uses on the sewer. Property to be investigated to see if any precedence was set on this property.

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

9. **Adjourn** - *Motion by Eric Bach, 2nd by Kellie Merrell to adjourn at 8:31 p.m. All in favor.*