

Town of Danville
Selectboard Minutes
August 2, 2018
Danville Town Hall (6:00 pm)

Board Members Present: Ken Linsley, Kellie Merrell, Ted Chase, and Eric Bach (arrived 7:15)

Absent: Doug Pastula

Also Present: Audrey DeProspero, Keith Gadapee, Dave Houston, Nancy Diefenbach, Gary Fontaine, Barbara Fontaine, Henretta Splain, Corinne Blagg, Chelsea Hewitt, Brian Henderson, and Linda Leone

1. **Meeting was called to order** by Chairman Ken Linsley at 6:02 pm.
2. Ken Linsley noted **additions to the agenda** from board members and the public.
 - o Tax Rate
 - o Ambulance Service Agreement
 - o Guardrails
3. *Motion by Kellie Merrell, 2nd by Ted Chase to approve **minutes of Regular meeting of July 19, 2018 as written.** Vote 3-0-0. (Eric Bach not present at time of motion). All in favor.*
4. **Visitors**
 - **Henretta Splain and Denise Stewart, President of DWC – Danville Women’s Club** – discussion regarding location of the donation of two dog waste stations by the Danville Women’s Club to the VAST Rail Trail. Proposed areas are at the Park and Ride on VTrans property near the information stand because there is a trash receptacle there and by the Recycle Center near the bench and bike stand. The Danville Women’s Club will be responsible for refilling bags and the West Danville Community Club will be responsible for emptying the trash receptacle located in the Park and Ride.

Selectboard consensus was that it is a good idea and for them to go ahead with their project.
 - **Nancy Diefenbach/Dave Houston – Conservation Commission** – The Commission has created an Emerald Ash Borer (EAB) Pest Preparedness Plan and a Tree Ordinance and sought the Selectboard’s input and approval to their documents.

The EAB Plan is a living document as it has information within that will need updating as positions change. Explained was how the plan came to be and where the information inside the plan came from. A quick review of the information inside the plan was given.

The Danville Tree Ordinance was created because the Town now has a Tree Warden, Wes Everts, and he needs an Ordinance to back him up when he talks to residents. The history of the Ordinance was discussed.

Dave Houston suggested the Selectboard review both documents and send questions and comments to the Conservation Commission. His recommendation was for the plan to be established along with a reserve fund to pay for the removal of hazard trees in the ROWs.
 - **Chelsea Hewitt – Movie Night on the Green dates** – Her previous movie night on the Green was such a hit that she requested the use of the Danville Town Green for more movie nights: Saturday, September 29th at 7pm (kids) Hocus Pocus, Saturday, June 22nd, 2019 at 8pm (kids) and Saturday, July 20th, 2019 at 9pm (adults), the 2019 movie selection has not yet been chosen. She noted the electricity would come from the Town, the liability coverage would come from the Chamber of Commerce and she would take care of the trash.

Motion by Ted Chase, 2nd by Kellie Merrell to approve the three dates requested (9-29-18, 6-22-19 and 7-20-19). Vote 3-0-0. (Eric Bach not present at time of motion). All in favor.

- **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 was looked into and the Listers have the property in for only one water and one sewer. The changes were made to the Lister Card on 5/15/17.

Motion by Ted Chase, 2nd by Kellie Merrell to approve the change in billing to single family for sewer. Vote 3-0-0. (Eric Bach not present at time of motion). All in favor.

- **Linda Leone – Introduction of new DRB member, Brian Henderson** – Brian Henderson, a new volunteer to the DRB has moved to Vermont from New Hampshire, he is a professional architectural wood worker on lakes, is trained as a surveyor and is familiar with zoning.

Motion by Kellie Merrell, 2nd by Ted Chase to appoint Brian Henderson to the DRB for a term of three years ending in 2021. Vote 4-0-0. All in favor.

- **Linda Leone – Online Zoning Permits** – discussion was in regards to preparing documents for the web and her list of job items. She noted hard copies of the permit applications are posted to the bulletin board inside Town Hall and she does not do work on the website as it is not her job.

Selectboard discussion ensued in regards to technology and electronic documentation.

A visitor in the audience, Corinne Blagg volunteered to donate her time to assist with electronic documentation.

Selectboard to look at what they can do to systemize the process.

5. **Town Clerk** (Wendy Somers)

- Special Events Permit for Vermont Spirits Distilling Company for Autumn on the Green.

Motion by Kellie Merrell, 2nd by Ted Chase to approve the Special Events Permit. Vote 4-0-0. All in favor.

- Tax delinquencies down to \$25,916 (13 properties)
- Set Tax Rate for property taxes.

*Motion by Kellie Merrell, 2nd by Ted Chase to approve the 2018 Tax Rate as follows:
Residential: Municipal \$0.1372, Highway \$0.3151, and Education \$1.4912
Non-Residential: Municipal \$0.1372, Highway \$0.3151, and Education \$1.5318
Vote: 4-0-0. All in favor.*

- Employee Policy Manual discussed with VLCT (Vermont League of Cities and Towns)

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

- Curb Cut for 92 Calkins Camp Road – driveway for Sarah Babock and Pete Brown.

Motion by Kellie Merrell, 2nd by Eric Bach to approve the Curb Cut. Vote 4-0-0. All in favor.

- Road cut to dig in ROW (right-of-way)
- Updating Road Cut Policy. Removing Selectboard signature line as Selectboard authority is not need.

Selectboard discussed Road Cut Policy and scenarios and agreed that they do not need to sign/approve.

- Joes Brook Road will be closed starting August 13 and will be closed for a maximum of 21 days.
- Penny Lane reopened today (8/2/18), the new culvert has been installed.
- The 600 feet of Bruce Badger that was torn up is to be paved.

Guardrails – Barb Fontaine inquired about having guardrails put in the North Danville Village area where you see the dam. Her concern is for safety.

Keith Gadapee discussed the guardrail formula basis and prioritizing the worst of the worst. He noted there were programs out there that may help and he could check with Doug Morton of NVDA to see if the Survey of Roads study could also help in this area.

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

- (a) **Truck Bids** – 4 bids were received: Eric Kittredge \$525, Troy Cochran \$1,250, John Cookson \$3,000 and Dennis Doherty \$758.75

Selectboard consensus was to accept the highest bid (John Cookson for \$3,000.)

- (b) **Curb Cut / Driveway Policy change** – Selectboard reviewed document and suggested changes to page 2, under section ‘The following conditions apply for any application that is approved.’, a. add ‘and size’ after ‘galvanized steel,’ and d. delete ‘and provide a copy of the contractor’s proof of insurance five days prior to beginning work’.

Motion by Kellie Merrell, 2nd by Eric Bach to adopt the Curb Cut/Driveway Policy with noted changes. Vote 4-0-0. All in favor.

- (c) **Designation Policy to Address Roads** – Selectboard reviewed document and suggested changes to page 1, 3b, delete ‘Any private entity plowing town roads will provide proof of current insurance coverage in an amount not less than \$1,000,000 as part of the criteria for granting permission.’

Changes to be made and policy to be updated and presented at the next Selectboard meeting for adoption and signature.

- (d) **Town Hall easement** – Audrey DeProspero – pending further information from Toby Balivet.
(e) **Danville Rescue Agreement** – pending further information from Toby Balivet

Calex Ambulance Services Agreement – pending further information from Toby Balivet

Ambulance Services Agreement – Ken Linsley was concerned with payment.

Selectboard discussed payment options. Suggestion was for the payments to be quarterly starting after Town Meeting (March 31st payment) and all other payments to be at the end of each quarter (March, June, September and December starting 2019).

Selectboard suggested Audrey DeProspero contact Michael Wright of Calex to discuss option.

- (f) **Conflict of Interest Policy** – Selectboard reviewed document and approved.

Motion by Eric Bach, 2nd by Kellie Merrell to approve the Policy Regarding Conflicts of Interest and Ethical Conduct for the Town of Danville. Vote 4-0-0. All in favor.

- (g) **Drug & Alcohol Policy** – Decision was to further discuss at the next Selectboard meeting.

- (h) **Hewitt Letter** – See above.

- (i) **2018 Danville LEOP** – Selectboard requested Audrey DeProspero to go back to Bruce Melendy and ask about deadline for submitting updated information.

- (j) **Recycle Committee update** – Kellie Merrell discussed sending out recycling information. She has asked the Selectboard to review and to have the item added to the September 20th agenda.

- (k) **Review and Approve Tax Rate** – See above, discussed under Town Clerk.

(l) **Ambulance Services Agreement** – See above, discussed under (e).

(m) **Guardrails** – See above, discussed under Highway Foreman.

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

9. **Executive Session** – not required.

10. **Adjourn** - *Motion by Eric Bach, 2nd by Kellie Merrell to adjourn at 8:37 p.m. All in favor.*

Minutes taken by Audrey DeProspero submitted August 3, 2018 at 2:48 pm.