

Town of Danville  
Selectboard Minutes  
October 4, 2018  
Danville Town Hall (6:00 pm)

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

**Absent:** Ted Chase

**Also Present:** Audrey DeProspero, Wendy Somers, Keith Gadapee, Glenn Herrin, and Barb and Gary Fontaine.

1. **Meeting was called to order** by Chairman Ken Linsley at 6:00 pm.
2. **Additions to the agenda:**
  - o Service Contract for Town Boilers
3. *Motion by Kellie Merrell, 2<sup>nd</sup> by Doug Pastula to approve minutes of Regular meeting of September 20, 2018 as written. Vote 4-0-0. All in favor.*
4. **Visitors**
  - **Glenn Herrin – Planning Commission** – discussed draft amendment of the September 2017 Town Plan with regards to Village Centers. He sought comments regarding the boundaries of the Designated Village Centers and a motion for the Planning Commission to apply for the designations. Benefits to Village Centers are tax incentives and grants.

*Motion by Eric Bach, 2<sup>nd</sup> by Kellie Merrell to authorize the Planning Commission to apply for the amended boundaries for Village Center Designation. Vote 4-0-0. All in favor.*

A list of Town Plan Recommended Actions for individual boards were reviewed.

5. **Town Clerk** (Wendy Somers)
  - o Curb Cut approved at the last Selectboard meeting for Donald Patel and Cheri Walters needs Selectboard signatures.
  - o The NEMRC IT person has left and they are now partnering with another company.
  - o Insurance
  - o Policies – see below m, n, o, p, q, and r.
6. **Highway Foreman** (Keith Gadapee)
  - o Better Roads Grant, both the Structures and Roadway are due at the end of October. He would like to apply for both.

*Motion by Kellie Merrell, 2<sup>nd</sup> by Doug Pastula to authorize Keith Gadapee to apply for the Better Roads Grant Structures and Roadway. Vote 4-0-0. All in favor.*

- o Purchase of snow plow.

*Motion by Doug Pastula, 2<sup>nd</sup> by Kellie Merrell to authorize Keith Gadapee to purchase plow from Viking Cives in the amount of \$7,300 (lowest of two quotes received). Vote 4-0-0. All in favor.*

- o Curb Cut Morses Mill Road

*Consensus of the Selectboard was to authorize Keith Gadapee to approve if it meets Town standards and then the Selectboard would formalize at their next meeting.*

7. **Issues and Information** (All)
  - (a) **Town Hall easement** – Audrey DeProspero – pending information from Toby Balivet.

- (b) **Ambulance Services Agreement** – agreement presented is dated 7/19/18 with Town of Waterford crossed out and Danville handwritten in. Selectboard requested a clean version of the agreement be presented and then it will be signed.

*Motion by Kellie Merrell, 2<sup>nd</sup> by Doug Pastula to approve the revised agreement dated 07/19/18 to modify the proper name of the Town of Waterford to Danville. Vote 4-0-0. All in favor.*

- (c) **Danville-Calex Lease Agreement** –

*Motion by Doug Pastula, 2<sup>nd</sup> by Kellie Merrell to authorize the Selectboard Chair to sign the Danville-Calex Lease Agreement pending the Town Attorney's confirmation of authorization to sign the five year lease. Vote 4-0-0. All in favor.*

- (d) **Drug & Alcohol Policy** –

*Motion by Eric Bach, 2<sup>nd</sup> by Kellie Merrell to approve and sign the Drug & Alcohol Policy. Vote 4-0-0. All in favor.*

- (e) **Front Door Quotes**– Audrey DeProspero – Confirmation received from Michael K Walsh & Son Builders confirming the price of \$6,628.50 with an expiration date of 2019 as requested at the last Selectboard meeting.
- (f) **Sheriff questions** – Selectboard discussed patrol questions and suggested all questions go to Audrey DeProspero to collect to forward on to Peggy Cochran for answers.
- (g) **North Danville Community Center Representative** – update – Kellie Merrell discussed her attendance at the North Danville Community Center's meeting on October 1<sup>st</sup>. The committee reviewed their budget, spoke about the swing set issues found by the VLCT representative, insurance for building entities and their future meeting dates. The Selectboard noted that the Selectboard Representative position was only a liaison position not an active voter on the North Danville Community Center Board.
- (h) **Insuring Buildings on Town Property** – Audrey DeProspero – spoke to Pat Amsden of Caledonia Central Supervisory Union regarding the white building near the school. The School is willing to insure the building as the school uses the building to store various items. The school has liability coverage for school sponsored events so if students are on the fields, liability coverage is present. A suggestion from the Town's insurance carrier (VLCT) is to establish a maintenance agreement with the School in regards to Town owned buildings that are occupied by others.
- (i) **Barking Dogs** – Audrey DeProspero – letter sent to the Vance family regarding complaint received, and a copy of the Animal Control Ordinance was included. The Animal Control Officer Candace Dane has been working with the Vance's who are compliant to the ACO.
- (j) **Personnel Policy** – Selectboard to review and submit comments.
- (k) **Municipalities with Taxi Ordinance** – Ken Linsley – Survey from State of Vermont.

*Consensus of the Selectboard was for Audrey DeProspero to respond to survey questions.*

- (l) **Agreement with Matthew Langlais Forester** – Keith Gadapee discussed harvest on Rodgers lot in 2019-2020 winter. Matt Langlais is county Forester and managing the harvest and needs signed agreement by the Town. Matt Langlais oversees both Town Forests.

*Motion by Eric Bach, 2<sup>nd</sup> by Kellie Merrell to approve signing the agreement with Matthew Langlais and the Town of Danville for management and administration of the timber sale at the Town Forest (Rodger's Lot) and to authorize Ken Linsley to sign on behalf of the Danville Selectboard. Vote 4-0-0. All in favor.*

- (m) **Debt Management Policy** – Selectboard to review.

- (n) **Accounting, Auditing and Financial Reporting Policy** – Selectboard to review.
- (o) **Cash Receipts, Petty Cash and Returned Check Policy** – Selectboard to review.
- (p) **Credit Card Policy** – Selectboard to review.
- (q) **Fraud Prevention Policy** – Selectboard to review.
- (r) **VLCT Purchasing Policy** – Selectboard to review.
- (s) **Service Contract For Town Boilers** – Keith Gadapee - Pressurized vessels need to be inspected once a year. The Town garage, North Danville School, Rescue Building and Town Hall have been inspected on 10/4 by a VLCT contractor. The contractor does not inspect air vessels only pressured vessels. The Town currently does not have a service agreement in place to have boilers serviced or cleaned.

*Motion by Doug Pastula, 2<sup>nd</sup> by Eric Bach to advertise RFQ (Request for Quotes) for service to boilers this year. Vote 4-0-0. All in favor.*

- 8. **Financials: Orders to review and sign** – Financials signed.
- 9. **Adjourn** - *Motion by Doug Pastula, 2<sup>nd</sup> by Kellie Merrell to adjourn at 8:55 p.m. All in favor.*

Minutes taken by Audrey DeProspero submitted October 5, 2018 at 1:00 pm.