

Town of Danville
Selectboard Minutes
November 1, 2018
Danville Town Hall (6:00 pm)

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

Absent: Kellie Merrell and Ted Chase

Also Present: Audrey DeProspero, Wendy Somers, Keith Gadapee, Gary Fontaine and Barb Fontaine

1. **Meeting was called to order** by Chairman Ken Linsley at 6:00 pm.
2. **Additions to the agenda:**
 - o No additions to the agenda
3. *Motion by Doug Pastula, 2nd by Eric Bach to approve minutes of Regular meeting of October 18, 2018 as written. Vote 3-0-0. All in favor.*
4. **Visitor**
 - No visitors wishing to speak
5. **Town Clerk** (Wendy Somers)
 - o Appropriations for Calex
 - o Tax delinquencies about the same as last year
 - o Health insurance needs review
6. **Highway Foreman** (Keith Gadapee)
 - o Joe's Brook Bridge is 100% complete
 - o Better Roads Grant submitted (Bruce Badger for Structures Grant and Wheelock Road for Roadway Grant)
 - o Curb Cut Stage Coach Road

Motion by Doug Pastula, 2nd by Eric Bach to approve the Curb Cut for Stage Coach with Road Foreman's conditions and comments. Vote 3-0-0. All in favor.

- o Maintenance portion of Route 2 project (in kind work of 20% for storm water portion of project)
 - o Morses Mill Road curb cut was only informational for a potential house. No application to sign, no permit needed, it was for informational purposes only to see if the site distance was appropriate for a possible driveway
7. **Issues and Information** (All)
 - (a) **Town Hall easement** – information received from Toby Balivet.
 - (b) **Ambulance Services Agreement** – Selectboard reviewed. Comments and suggested changes to be forwarded to Toby Balivet for a second review.
 - (c) **Personnel Policy** – to be taken up at the next Selectboard meeting.
 - (d) **Debt Management Policy** – to be taken up at the next Selectboard meeting.
 - (e) **Accounting, Auditing and Financial Reporting Policy** – to be taken up at the next Selectboard meeting.
 - (f) **Cash Receipts, Petty Cash and Returned Check Policy** – to be taken up at the next Selectboard meeting.
 - (g) **Credit Card Policy** – to be taken up at the next Selectboard meeting.

- (h) **Fraud Prevention Policy** – to be taken up at the next Selectboard meeting.
- (i) **VLCT Purchasing Policy** – to be taken up at the next Selectboard meeting.
- (j) **Calex Board Appointee** – At the last Selectboard meeting Ted Chase was appointed as a member to the Calex Board, however it was found that a Selectboard member cannot be a voting member which is required of someone who is on the Calex Board. Another Representative is required to be appointed. The Calex Board meets the 4th Thursday of the month at 6pm in St. Johnsbury at Northern Counties on Sherman Drive. A representative is required to make sure Danville is properly represented.

Gary Fontaine noted that he may be interested but would let the Selectboard know in two weeks if his schedule allows.

- (k) **North Shore/Old Homestead Road** – Criteria needs to be set so that plowing a class four road does not become a precedence. The concern is that if one class four road is done then all other residents of class four roads will want their road plowed also. If Old Homestead was to be plowed it would be a cost shift from the residents to the Town. The Selectboard had wondered how much money was spent by the residents in winter months to plow Old Homestead.
- (l) **Conservation Commission Meeting** – November 5th there will be a discussion/review of the EAB Preparedness Plan and Tree Ordinance and all Selectboard members are invited.
- (m) **Development Review Board Workshop** – a Planning and Zoning Workshop is scheduled for Tuesday, November 20th at 6:30pm at Town Hall and all Selectboard members are invited. VLCT (Vermont League of Cities and Towns) will be putting on the workshop. The cost for the workshop is \$415 and there is money in the Zoning budget.

*Motion by Doug Pastula, 2nd by Eric Bach to approve the expenditure of \$415 to VLCT for training.
Vote 3-0-0. All in favor.*

- (n) **Grand List Change** – Property Number TH026-001.000 Lewis Creek Jerseys, Inc. purchased 35 acres, a dwelling and 3 outbuildings, then sold 10 acres, the dwelling and the 3 outbuildings. The Lister Card still showed the outbuildings. The value of the 3 outbuildings was \$13,000 which reduces the property value from \$664,700 to \$651,700; for a reduction in the 2018 Grand List of \$130.

*Motion by Doug Pastula 2nd by Eric Bach to approve the reduction of \$130 in the 2018 Grand List.
Vote 3-0-0. Motion carries.*

- (o) **Employee Pay & Benefits** – discussion regarding regular hourly employee rates and an employee performing different duties and possibly changing the hourly rate when different jobs out of the normal are performed.

Discussion ensued regarding legal liability issues, and federal and state implications.

Consensus was for this not to take place.

- (p) **Public Hearing on Town Plan Amendment** – suggestion was to hold the Public Hearing for December 6th, the night of a regular Selectboard meeting but to start the Public Hearing earlier. The public hearing could start at 5:30 and go until 6pm and then the regularly scheduled Selectboard meeting could start. If there was a large turnout, the Public Hearing could be extended and the Selectboard could start a bit later.
- (q) **LEOP – Local Emergency Operations Plan** – Training was held October 22nd in Lyndon at the Public Safety Building from 3-4. A new form has been implemented. The form needs to be submitted by May 1st and with the LEMP Local Emergency Management Plan in place, it

will allow for various grants and ability to apply for more funding should and emergency occur.

- (r) **Speed West Danville** – as suggested by the Selectboard, discussions have taken place with both State Representatives, Jane Kitchel and Kitty Toll. They have contacted the (AOT) Agency of Transportation regarding contributing factors to dangers of pedestrians in the area of the Park and Ride and Hasting's Store. AOT will look at the design of the pass thru and look at a roundabout for that area. They have spoken to Jenny Rafuse and suggested that she go before the School Board to see if an alternative bus pick up and drop off location can be found. They have also contacted the State Police in regards to monitoring that area.

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

9. **Adjourn** - *Motion by Doug Pastula, 2nd by Eric Bach to adjourn at 7:18 p.m. All in favor.*

Minutes taken by Audrey DeProspero submitted November 4, 2018 at 10:00 am.