

Town of Danville  
Selectboard Minutes  
November 15, 2018  
Danville Town Hall (6:00 pm)

**Board Members Present:** Ken Linsley, Doug Pastula, Kellie Merrell and Ted Chase

**Absent:** Eric Bach

**Also Present:** Audrey DeProspero, Wendy Somers, Keith Gadapee, Gary Fontaine, Barb Fontaine, Dave Houston, Joe Hebert, Louie Cassani, Nancy Diefenbach and Richard Diefenbach

1. **Meeting was called to order** by Chairman Ken Linsley at 6:00 pm.
2. **Additions to the agenda:**
  - Vermont Rural Fire Protection Task Force
  - Radar Speed Sign
  - Seven Days in Vermont
  - Leadership Summit
  - Appreciation Letter
3. *Motion by Doug Pastula, 2<sup>nd</sup> by Kellie Merrell to approve **minutes of Regular meeting of November 1, 2018** as written. Vote 4-0-0. All in favor.*
4. **Visitors**
  - Nancy & Dick Diefenbach and Dave Houston – Conservation Commission – EAB Preparedness Plan & Tree Ordinance

Nancy Diefenbach noted the EAB Preparedness Plan was a living document. They took the Selectboard comments and incorporated them into the newest version. The document they were reviewing had the new additions and crossed out sections that were to be removed.

Kellie Merrell noted the hyperlinks in the document need to be updated.

Nancy Diefenbach noted she would correct/update.

Kellie Merrell discussed the private property tree section, statute and ordinance.

Dave Houston discussed tree cutting, chipping, quarantined and infested areas and the infestation zones imposed by the State.

Nancy Diefenbach noted they would like to put the draft version of the EAB Preparedness Plan and Tree Ordinance on the Town's website for the public to review and get public feedback.

Kellie Merrell suggested having a one page Key Fact Sheet created for distribution.

Doug Pastula inquired what authority the power company had in removing trees.

Dave Houston noted the power company needed to be notified and they do not take trees down, they only prune them.

*Consensus of the Selectboard is for the draft documents, both EAB Preparedness and Tree Ordinance be put on the Town's website for collection of public comment.*

- Louie Cassani & Joe Hebert – Plowing of Old Homestead Road

Louie Cassani discussed the cost of plowing Old Homestead Road for the past four to five years being \$1,700-\$2,000. He noted it was only 6/10ths of a mile from Old Homestead to Brown Road that was being requested to be plowed. There are 12 residents that live on Old Homestead Road

and they would hold no liability on the Town for tearing up the grass, fence posts or lamp posts if it was plowed. He noted their request was not a reclassification of the policy just an amendment of the policy. It is a Class 4 road which is in better shape than some of the Class 3 roads in Town.

Barb Fontaine did not feel that the Town should take on the road because if the Town did the plowing on just one Class 4 road then other people who live on Class 4 roads which aren't currently plowed would want their roads plowed also.

Doug Pastula noted if plowing was to happen then Old Homestead Road would need to be upgraded to a Class 3.

Louie Cassani noted they did not want to upgrade the road to a Class 3, they like the road just the way it is, they do not want bigger culverts or digging up of ditches.

Joe Hebert understood the rules and regulations and opening Pandora's Box and the dilemma. He was present to offer his opinion and answer any questions the Selectboard had.

Kellie Merrell discussed having clear standards and criteria put in place.

Joe Hebert discussed density and population. He wanted to know if the Selectboard was willing to consider any type of criteria.

Ken Linsley noted there was a cost to the Town in order to maintain a road in the winter, as the road would need to be taken care of during the summer time to prepare it and make it ready for winter.

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

- Curb Cut Permit for Kirk Fenoff, 27 Old Stagecoach Road, approved at last meeting needs Selectboard signatures.
- Delinquencies are down.

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

- The work has been completed on Joe's Brook Bridge Road and Selectboard signatures are required for reimbursement of funds for Joe's Brook Road Bridge.
- Better Roads Grants are done, were submitted for reimbursement and the Town has been paid (Ditching on Oneida and culvert on Penny Lane).
- Work complete at sediment pond. He is keeping a tally of work they have provided.

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

- (a) **Debt Management Policy** – Ken Linsley requested wording clarification of short-term and long-term debt be implemented into the policy.

*Motion by Kellie Merrell, 2<sup>nd</sup> by Doug Pastula to adopt the Debt Management Policy with changes defining Short Term and Long Term. Vote 4-0-0. All in favor.*

- (b) **Accounting, Auditing and Financial Reporting Policy** – Ken Linsley requested to remove the wording 'and any report prepared by the Town's elected auditors under 24 V.S.A. §1682' be removed.

*Motion by Kellie Merrell, 2<sup>nd</sup> by Doug Pastula to adopt the Accounting, Auditing and Financial Reporting Policy with the deletion of 'and any report prepared by the Town's elected auditors under 24 V.S.A. §1682.'*  
*Vote 4-0-0. All in favor.*

- (c) **Cash Receipts, Petty Cash and Returned Check Policy** – postponed until next meeting.

- (d) **Credit Card Policy** – Ken Linsley suggested to add 'on an annual basis' after the wording 'selectboard' under Card Holders and Limits paragraph.

*Motion by Kellie Merrell, 2<sup>nd</sup> by Doug Pastula to adopt the Credit Card Policy with the addition of 'on an annual basis' wording. Vote 4-0-0. All in favor.*

- (e) **Fraud Prevention Policy** – Ken Linsley suggested to list contact information (name and number) under Reports of Irregularity paragraph heading.

*Motion by Kellie Merrell, 2<sup>nd</sup> by Doug Pastula to adopt the Fraud Prevention Policy with the actual name and contact information added. Vote 4-0-0. All in favor.*

- (f) **VLCT Purchasing Policy** – Ken Linsley suggested to add Purchasing Authority information to the current existing Purchasing Policy that the Town currently has.

*Motion by Kellie Merrell, 2<sup>nd</sup> by Ted Chase to readopt the existing Purchasing Policy with the addition of Purchasing Authority. Vote 4-0-0. All in favor.*

- (g) **Employee Pay & Benefits** – Selectboard reviewed health plan and the impact to the budget.

*Motion by Kellie Merrell, 2<sup>nd</sup> by Doug Pastula to approve the 2019 Platinum Plan for Town employees. Vote 4-0-0. All in favor.*

*Motion by Kellie Merrell, 2<sup>nd</sup> by Ted Chase to adopt proposed HRA for \$5,400. Vote 4-0-0. All in favor.*

- (h) **Change in delinquent notice verbiage** – Ken Linsley discussed developing a different text format and agreement on what rate is and having Ed send letters.

Kellie Merrell discussed BCA notice of legal fees and reimbursement.

Wendy Somers discussed information from Town Attorney.

- (i) **Personnel Policy** – deferred until the next meeting.
- (j) **Town Hall easement** – Easement has been identified by the Town Attorney, Toby Balivet. Ken Linsey and Audrey DeProspero have marked out the location of the easement with orange paint between the Town Hall building and Dole Block building. Marty Beattie has been contacted with this information.
- (k) **Ambulance Service Agreement** – The agreement has been reviewed by the Town Attorney, Toby Balivet and the suggested changes have been made and the document has been reviewed by Michael Wright of Calex. A hard copy is ready for Selectboard signature.

*Motion by Kellie Merrell, 2<sup>nd</sup> by Ted Chase to authorize Ken Linsley to sign the Ambulance Service Agreement. Vote 4-0-0. All in favor.*

- (l) **Callex Board Appointee** – The Callex Board requires a Danville resident to be on their Board as a voting member to represent Town of Danville. Gary Fontaine has volunteered to be the representative for the Town of Danville on the Callex Board.

*Motion by Doug Pastula, 2<sup>nd</sup> by Kellie Merrell to appoint Gary Fontaine as the Callex Board appointee for representing the Town of Danville. Vote 4-0-0. All in favor.*

- (m) **Plowing of Callex parking lot** – Michael Wright of Callex has inquired if the Town could plow the rescue building this year. Their current plowing contractor has decided not to travel out of St. Johnsbury area. Callex would also consider some sort of reasonable compensation to the Town for plowing.

Selectboard discussed request and noted it is a Town owned building but wanted to review the Lease Agreement to see if there was any wording in there in regards to maintenance.

*Consensus of the Selectboard is to temporarily plow the Callex parking lot as it is a Town owned building until a review of the Lease Agreement is done.*

- (n) **Town Green decorating by the Village Improvement Society** – The Village Improvement Society is requesting permission to put a tree and decorations on the bandstand and garland on the lamp posts.

*Motion by Doug Pastula, 2<sup>nd</sup> by Kellie Merrell to approve the request of the Village Improvement Society to decorate the Town Green Area. Vote 4-0-0. All in favor*

- (o) **Development Review Board Workshop** – reminder – a Planning and Zoning Workshop is scheduled for Tuesday, November 20<sup>th</sup> 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.
- (p) **Public Hearing on Town Plan Amendment** – The Public Hearing for the Town Plan Amendment has been scheduled for December 6<sup>th</sup>, the night of a regular Selectboard meeting. The Public Hearing will start at 5:30 and go until 6pm and then the regularly scheduled Selectboard meeting will commence. If there is a large turnout, the Public Hearing will be extended and the Selectboard meeting will start a bit later.
- (q) **Vermont Rural Fire Protection Task Force** – They are requesting from the Town \$100 to support their program.

*Consensus of the Selectboard is to request input from the Fire Department before making a decision.*

- (r) **Radar Speed Feedback Sign** – Dawn Pastula and Audrey DeProspero attended the School Board meeting on Tuesday, November 13<sup>th</sup>. The school board made a motion to support the radar sign with \$4,000 donation.
- (s) **Stuck in VT** – Eva Sollberger of Seven Days newspaper is doing a video of small towns and will be in Danville at Hastings store on Saturday, November 17 from 2-4. Interested Selectboard members are invited to attend and be interviewed.
- (t) **Leadership Summit** – Ted Chase attended the Leadership Summit but requested to defer the discussion until the next meeting.
- (u) **Letter of Appreciation** – A letter was received by the Selectboard from Gil Kitchel informing them that he is stepping down as the Town's representative on the Pope Memorial Library's Board of Directors effective December 1, 2018.

*Motion by Ted Chase, 2<sup>nd</sup> by Kellie Merrell to send a letter of appreciation to Gil Kitchel for his time served as Town Representative on the Pope Memorial Library's Board of Directors. 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 8:49 p.m. All in favor.*

Minutes taken by Audrey DeProspero submitted November 16, 2018 at 10:00 am.