

Town of Danville
Selectboard Minutes
January 3, 2019
Danville Town Hall (6:00 pm)

Board Members Present: Ken Linsley, Eric Bach, Doug Pastula, 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 Lift
 - o Hutchins Letter
3. *Motion by Eric Bach, 2nd by Doug Pastula to approve **minutes of Regular meeting of December 20, 2018** as written. Vote 5-0-0. All in favor.*
4. **Visitors**
 - **Christopher Walsh** – not able to attend. Will be present at the Selectboard Budget meeting.
 - **Gary Fontaine – Calex Board Appointee - update** – attended Calex meeting which is held on the fourth Thursday of each month. Calex approved their budget. Calex does not have a contract with the Town of St. Johnsbury. St. Johnsbury's decision will determine what costs are to other towns.
5. **Town Clerk** (Wendy Somers)
 - o Working on final numbers for the budget. Numbers will be available on Monday and forwarded to the Selectboard for review.
6. **Highway Foreman** (Keith Gadapee)
 - o Parking lot designs by Tim Ruggles for Town Hall were presented to the Selectboard for review.
 - o Suggestions for Work Manual: additional vacation week for after 10 years of service, increase to boot allowance (\$100 to \$150), and VLCT recommendation of requirement of CDL cards for drivers.
7. **Issues and Information** (All)
 - (a) **Cash Receipts, Petty Cash and Returned Check Policy** – waiting for updates.
 - (b) **Personnel Policy** – Selectboard discussed policy items that would affect the budget. They also discussed separating the Personnel Policy into two documents, Town Hall and Highway but both would have common definitions.
 - (c) **Budget information** – see Town Clerk and Highway Foreman report.
 - (d) **Lift** – Audrey DeProspero –Access Mobility fixed the electric strike plate on the lift today and in doing so determined that the two battery backups were old and not working to their full capacity and would need replacement in the near future.
 - (e) **Hutchins letter** – Audrey DeProspero – Barb Fontaine presented a copy of (Betty Hutchins), her mother's letter, which was recorded with the Town back in 1999 regarding the Town's willingness to move the septic system which services the North Danville School and located on 4196 Bruce Badger Memorial Highway, land owned by Mr. & Mrs. Gerald Hutchins, should the school change ownership or the Hutchins' sell their property.
8. **Financials: Orders to review and sign** – Financials signed.
9. **Adjourn** - *Motion by Doug Pastula, 2nd by Eric Bach to adjourn at 8:15 p.m. All in favor.*

Minutes taken by Audrey DeProspero submitted January 4, 2019 at 9:56 am.