

Town of Danville  
Selectboard Minutes  
December 20, 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, Gary Fontaine, Barb Fontaine, Liam Carcoba, Walter McNeil, Christopher Walsh and Clayton Cargill

1. **Meeting was called to order** by Chairman Ken Linsley at 6:00 pm.
2. **Additions to the agenda:**
  - Public Hearing Minutes for Town Plan Amendment
  - Lift Quote
  - Set Schedule for 2019 Budget (final #s and dates)
3. *Motion by Doug Pastula, 2<sup>nd</sup> by Eric Bach to approve **minutes of Regular meeting of December 6, 2018** as written. Vote 4-0-0. All in favor.*

*Motion by Doug Pastula, 2<sup>nd</sup> by Kellie Merrell to approve **minutes of Public Hearing meeting of December 6, 2018** as written. Vote 4-0-0. All in favor.*

4. **Visitors**

- **Liam Carcoba – Eagle Scout project** – Liam Carcoba of Troop 738 sought the recommendation of the Selectboard for his Eagle Scout project. He noted his skills were in lawn work. His idea was to build a hitching post near the Rail Trail area but on Town owned property so people who ride their horses on the trail could hitch their horses and walk across Route 2 to Marty's for food and drink.

The Selectboard does not normally make recommendations but did make a few suggestions.

Eric Bach spoke about the cemetery noting the hedges and bushes need trimming.

Ken Linsley discussed the Rail Trail and Right of Way and suggested he check with VAST.

Keith Gadapee suggested contacting the Danville Conservation Commission and Friends of Green Bank Hollows as each were doing trail work.

- **Walter McNeil, Jr. – NEKWMD – update** – Casella is the only landfill in the State of Vermont and wants to expand. The NEKWMD was backing Casella, however they recently rescinded their choice based on the testimony taken at the District meeting. Casella's current facility will be filled to capacity within three years, their expansion will give them approximately twenty more years. There will be another meeting in January which he will attend and will collect more information.

Doug Pastula inquired if there were any plans by the State or any other organization to open another landfill in Vermont.

Walter McNeil noted it was not cost prohibited. The private companies do not want to do that.

- **Christopher Walsh – Fire Department** – discussed the dismantling of the Tanker Truck and Engine 2 (removal of the body off one truck to build one complete vehicle). He inquired if the Selectboard wanted the Fire Department to put the chassis out for bid or to sell it.

*Consensus of the Selectboard was for the Fire Department to put the truck on Town property to advertise for a couple of weeks with an end date, like the Highway Department did with their truck, and get sealed bids which would be opened at a Selectboard meeting.*

Chris Walsh also discussed:

- Fire Department expenses, noting they are working on their budget and will have it to the Selectboard the first week in January.
- Loss Control Visit by Insurance Company at Fire Stations – working on items.
- Vermont Rural request for \$100 – brought up at their board meeting and it was voted down.
- Requested Prudential Committee to let him know if there is an issue with broken hydrants.

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

- The following policies were approved at the November 15th meeting and signed by the Selectboard this evening: Fraud Prevention Policy, Credit Card Policy, Debt Management Policy, and Accounting, Auditing, and Financial Reporting Policy

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

- Finance and Maintenance Agreement for the Town of Danville with VTrans for a federal aid project known as Statewide HES HRRR(25) (Hazard Elimination High Risk Rural Roads) which will provide certain improvements to Bruce Badger Memorial Highway, Joe's Brook Road, North Danville Road and Parker Road. The work to be performed will consist of the replacement and installation of new traffic signs.

*Motion by Doug Pastula, 2<sup>nd</sup> by Kellie Merrell to approve the Chair to sign the State of VT and Town of Danville's Finance and Maintenance Agreement. Vote 4-0-0. All in favor.*

- Winter Maintenance Policy

*Motion by Eric Bach, 2<sup>nd</sup> by Kellie Merrell to sign the Winter Maintenance Policy. Vote 4-0-0. All in favor.*

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

(a) **Cash Receipts, Petty Cash and Returned Check Policy** – waiting for updates.

(b) **Personnel Policy** – Selectboard reviewed. Questions and concerns addressed. Further discussion is required. Selectboard requested to review further.

Wendy Somers discussed payment of Comp Time.

Ken Linsley suggested setting up a reserve account for payment for either employee usage or to be paid from.

Keith Gadapee suggesting doing the same for vacation.

Ken Linsley suggested keeping the vacation as it was. He thought employees should take at least two weeks off.

Doug Pastula discussed sick leave, accrual of 510 hours, FMLA starting and then sick leave stopping. He suggested buying short term and long term disability policies for employees and possibly creating an Earned Time off Policy.

(c) **Letter(s) of Appreciation** – Letters for Wood Dump Volunteers (Michael Hogue, Clayton Cargill, Peter Bowry, Ed Ledo, Dick Diefenbach and Marty Pollard), Conservation Commission resignations of Julie Grenier and Nancy and Dick Diefenbach and Pope Library resignation of Gil Kitchel were signed by the Selectboard.

(d) **Radar Speed Feedback Sign** – Audrey DeProspero – Quote Acceptance Information form in the amount of \$4,304.00 requires Selectboard signature in order to place the order for the radar speed feedback sign from Trafficlogix.

*Motion by Doug Pastula, 2<sup>nd</sup> by Eric Bach to authorize the Chair to sign the agreement Quote Acceptance Information with Trafficlogix. Vote 4-0-0. All in favor.*

- (e) **Conservation Commission resignation** – Audrey DeProspero – Nancy and Dick Diefenbach have decided to resign from the Conservation Commission effective February 28<sup>th</sup>. Their terms expire in 2021 so there will be two open positions both with 3 year terms left to fill.

A Joint Meeting of the Conservation Commission, Development Review Board and Planning Commission is being requested to be held in 2019. All committee members felt the one held in 2018 with the Selectboard was informative and would like another one.

*Consensus of the Selectboard is for the Joint Committee meeting to be held Thursday, February 7<sup>th</sup>, 2019 at 6pm with the CC, DRB, PC and Selectboard.*

- (f) **Access Mobility** – Audrey DeProspero – the electric strike plate on the lift at Town Hall no longer works which does not allow the door to lock enabling the lift to go up and down. Access Mobility was called to correct the problem and an estimate in the amount of \$1,344.11 needs Selectboard approval. The estimate is for the new strike plate, shipping of the item, service call, and labor.

*Motion by Kellie Merrell, 2<sup>nd</sup> by Eric Bach to approve payment of \$1,344.11 to Access Mobility to get the lift working. Vote 4-0-0. All in favor.*

- (g) **2019 Budget** – Meeting scheduled for January 10<sup>th</sup> at 6pm

*Motion by Doug Pastula, 2<sup>nd</sup> by Kellie Merrell to authorize Eric Bach to sign the orders at the end of the 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 7:45 p.m. All in favor.*

Minutes taken by Audrey DeProspero submitted December 21, 2018 at 3:00 pm.