

Town of Danville
Selectboard Minutes
March 7, 2019
Danville Town Hall (6:00 pm)

Board Members Present: Ken Linsley, Eric Bach, Kellie Merrell, Henry Pearl and Kristin Franson

Also Present: Audrey DeProspero, Keith Gadapee, Wendy Somers and Clayton Cargill

1. **Meeting was called to order** by Chairman Ken Linsley at 6:00 pm.

2. **Additions to the agenda:**

- Move 7(a) from Issues & Information before approving minutes
- Add time schedule to agenda items

(7a) Board Reorganization – Elections – Chair/Vice Chair

Motion by Eric Bach to nominate Ken Linsley for Chair, 2nd by Kellie Merrell. No other nominations. Vote 5-0-0. All in favor.

Motion by Kellie Merrell to nominate Eric Bach as Vice Chair, 2nd by Henry Pearl. No other nominations. Vote 5-0-0. All in favor.

3. *Motion by Kellie Merrell, 2nd by Eric Bach to approve **minutes of Regular meeting of February 21, 2019** with changes. Vote 5-0-0. All in favor.*

*Motion by Eric Bach, 2nd by Kellie Merrell to approve **minutes of Informational Hearing of February 28, 2019** as written. Vote 5-0-0. All in favor.*

*Motion by Eric Bach, 2nd by Kellie Merrell to approve **minutes of Pre Town meeting of March 4, 2019** as written. Vote 5-0-0. All in favor.*

4. **Visitors**

- Peter McAlleny – Red Barn Brewery, Outside Consumption Permit – deferred to Town Clerk.

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

- Liquor license renewal application for outside consumption for Red Barn Brewery.

Motion by Eric Bach, 2nd by Henry Pearl to approve the liquor license renewal application for outside consumption for Red Barn Brewery. Vote 5-0-0. All in favor.

- Liquor license first class for the Creamery Restaurant.

Motion by Eric Bach, 2nd by Kristin Franson to approve the liquor license first class for the Creamery Restaurant. Vote 5-0-0. All in favor.

- Bids for line of credit in the amount of \$800,000 with a maturity date of 11/30/19
 - Union Bank - 2.23%
 - Community National Bank - 2.75%
 - Passumpsic Bank - 2.39%

Motion by Eric Bach, 2nd by Kellie Merrell to accept the offer from Union Bank with a maturity date of 11/30/19 in the amount of \$800,000 at a rate of 2.23%. Vote 5-0-0. All in favor.

- Invoice submitted from the Fire Department for sanding during a fire at Clarks.

Consensus of Selectboard was to check with Fire Chief Chris Walsh to find out details of what was sanded and when.

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

- Winter is dragging on. Sand pile has been hit hard. We may need bids for sand and an increase in sand request.
- Grader ordered.
- Back door of Town Hall is not opening as the asphalt has heaved. Asphalt would need to be ground in order for door to open smoothly.
- 60 Route 2 West – would like to proceed with abatement and rounding up contractors. The power company, Green Mountain Power, would need to be called to shut off power to the house.

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

- (a) **Board Reorganization – Elections – Chair/Vice Chair** – moved to beginning of meeting.

- (b) **Appointments** – Town Officer list reviewed and discussed by Selectboard. Suggested changes made:

Per suggestion received from Glenn Herrin, recommendation that Selectboard appoint Mike Walsh as the Emergency Management Director (EMD) and Glenn Herrin as Mike's Emergency Management Coordinator (EMC). This way it does not leave the Selectboard Chair as the EMD and doesn't actually delegate any of the responsibilities to the EMC.

Per suggestion of Ken Linsley and discussion with Sandy Hausermann, add Grand Juror William "Sandy" Hausermann to list.

Per suggestion of Eric Bach, appoint Health Officer as Jenny Rafuse and Deputy Health Officer as Eric Bach effective 5/31/2019.

Motion by Kellie Merrell, 2nd by Henry Pearl to approve and appoint the Town Officers as noted with changes. Vote 5-0-0. All in favor.

- (c) **Jury Leave Policy** – Selectboard reviewed and suggested changes. Changes to be implemented and policy to be updated and brought forth next meeting.

- (d) **Smoking & Tobacco Policy** – Selectboard reviewed and suggested changes. Changes to be implemented and policy to be updated and brought forth next meeting.

- (e) **Ambulance Service Agreement Addendum** – payment schedule changed to quarterly after town meeting instead of first month of fiscal year.

Motion by Eric Bach, 2nd by Kristin Franson to accept addendum to change frequency of payments. Vote 5-0-0. All in favor.

Discussion ensued regarding the plowing of the Rescue Building which is a Town owned building. Calex is using the building and the signed contract indicates Calex is responsible for plowing, however, since they have been unable to do so, the Highway Department has been maintaining it. Suggestion is for Calex to reimburse the Town for service, have the signed agreement changed or enforced.

- (f) **RFPs** – discussion ensued regarding Request for Proposals for Care of the Green, Mowing, Heating and Boiler Maintenance. It was suggested for the Mowing specs to add the Recycle Center (weed whacking when needed), Fire Station and North Danville Fire Station (general mowing) and for the Heating and the Boiler Maintenance RFPs to have three separate bids: oil, maintenance and a combination bid for both oil and maintenance. Also, off road and on road fuel will be added for a bid.
- (g) **Personnel Plan** – The Highway Department's Work Manual (i.e. personnel plan) is being reviewed. Suggestions and/or approval will be made at the next meeting.
- (h) **Census** – Audrey DeProspero – Virginia Platt from Census Bureau has requested use of the conference room for mid late August for possibly three days to recruit persons from the Caledonia area for census door to door, mapping, and for counting people in group homes. She has requested the rental fee be waived as they would be providing a service for the area and employing persons with work. Rental fee for the meeting room to a nonresident is \$75 per day with a mandatory security deposit of \$100 which is returned to renter after inspection of room.

Consensus of Selectboard is not to waive fee. Other suggested places of possible use are Library, Rescue Building, and North Danville Community Center.

- (i) **Sheriff's Service Contract** – The annual Service Contract with the Sheriff's Office is required to be completed and signed by the Selectboard. Last year the contract started June 1st and \$7,000 was put towards the contract. The 2019 budget passed and we have allotted \$7,000 in the Law Enforcement line item. The contract information is the same as 2018 (Officer/Court rate \$36 per hour and patrols before 7:30 am or after 4:30 pm or on Saturday/Sunday dispatcher fee \$37.50).

Motion by Eric Bach, 2nd by Henry Pearl to approve the sum of Sheriff's Service Contract not to exceed \$7,000 and for the Chair to sign. Vote 5-0-0. All in favor.

- (j) **Time Schedule for Agenda Items** – Kellie Merrell suggested putting allotted time to the future Selectboard Agendas.

Consensus of the Selectboard is to add allotted time slots to agenda on a trial basis.

8. **Financials: Orders to review and sign** – Financials signed.
9. **Adjourn** - *Motion by Eric Bach, 2nd by Kellie Merrell to adjourn at 7:57 p.m. All in favor.*

Minutes taken by Audrey DeProspero submitted March 12, 2019 at 10:15 am.