

Town of Danville  
Selectboard Minutes  
March 21, 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, Gary & Barb Fontaine, Walter McNeil, Bryan Pal, Dennis Tillotson and Bill Bailey

1. **Meeting was called to order** by Chairman Ken Linsley at 6:00 pm.
2. **Additions to the agenda:**
  - Insurance claim
  - Meeting dates of Selectboard
  - Sanding
  - Selectboard Institute
3. *Motion by Kellie Merrell, 2<sup>nd</sup> by Henry Pearl to approve **minutes of Regular meeting of March 7, 2019 with changes.** Vote 5-0-0. All in favor.*
4. **Visitors**
  - Walter McNeil, Jr. – NEKWMD – brief overview given for the newly elected Selectboard members regarding the Northeast Kingdom Waste Management District.  
  
The new bailer has arrived and has been installed.  
  
A performance bond on future purchases was discussed at the Waste District meeting.  
  
The NEWWMD budget has passed. This was the first year that it was affirmed in all towns.
5. **Town Clerk** (Wendy Somers)
  - Received two new bids for “Spread Bids” as an alternative to the traditional Line of Credit previously received. A Line of Credit is drawn on as you need, a Spread Bid is taking the full amount of the loan and putting it in an interest bearing account that can be drawn on.
    - Passumpsic – 2.11% / 2.53% yield rate
    - Union Bank – 2.33% / 2.35% yield rate

*Motion by Eric Bach, 2<sup>nd</sup> by Kellie Merrell to reverse the motion adopted by the Selectboard at their last meeting on March 7, 2019. That motion was 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.*

*Motion by Henry Pearl, 2<sup>nd</sup> by Kellie Merrell to accept the Spread Bid from Passumpsic for 2.11% / 2.53% yield rate. Vote 5-0-0. All in favor*

- Reviewing/Updating the standard job application.
- Sexual Harassment Policy is being updated and information will be emailed for review.
- Certificate of Compliance needs Selectboard approval. Permit was issued August 2018 and inspected September 2018.

*Motion by Eric Bach, 2<sup>nd</sup> by Kellie Merrell to approve the Certificate of Compliance on the Babcock Brown Family Trust on Calkins Camp Road. Vote 5-0-0. All in favor.*

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

- N. Danville Shed – a portion of the roof of the town owned shed next to the North Danville Fire Station has collapsed. There is no safety concern currently due to the snow surrounding the building preventing access to the property. Various items are stored inside, some belonging to the town, some not.

*Motion by Eric Bach, 2<sup>nd</sup> by Henry Pearl for the shed in North Danville, adjacent to the Fire Department, that is no longer in good repair to have the Highway Department take down, dispose of and to notify the building users to remove their items. Vote 5-0-0. All in favor.*

- Signatures needed for the Annual Financial Plan – Town Highways paperwork.

*Motion by Eric Bach, 2<sup>nd</sup> by Kristin Franson to approve the signing of Town Highway Plan to certify that funds raised by municipal taxes are equivalent to or greater than a sum of at least \$300.00 per mile for each mile of Class 1, 2 and 3 Town Highway in the municipality. Vote 5-0-0. All in favor.*

- Plowing – Cost history of plowing the Rescue Building has been discovered to be \$4,200 for 2016 - 2017 winter season which did not include April or November. The value suggested for 2018-2019 is \$5,000.

Ken Linsley suggested to request credit to be taken on the next quarterly payment.

*Motion by Kellie Merrell, 2<sup>nd</sup> by Kristin Franson to approve sending a letter to Calex indicating the value for snowplowing assumed to be \$5,000 and to request approval to take a credit in this amount on the next quarterly payment. Vote 5-0-0. All in favor.*

- Parking lot design – review of parking lot options discussed. Focus was on angle parking. Additional catch basin will be added to whichever design is chosen to catch the water off from the town hall roof. Keith Gadapee to discuss with Tim Ruggles.
- Speed Sign installation – Radar speed sign has been delivered to the Highway garage. Inquiry was to see if the Selectboard wanted the Highway Department to install or to hire a contractor to dig and pour concrete for base.

Discussion ensued regarding monies to see if there was enough available for a contractor, and if not, then use the Highway Department.

- Town Road/Bridge Standards – draft document from the State of Vermont. If roads wash away due to flood, then FEMA money is used to build back roads to the standards in this document. The Town of Danville has not adopted the State's standards in the past as Danville has had their own codes and standards that they have written. Danville will be aligning with the General Municipal Roads Standards and Keith Gadapee is suggesting that the Selectboard review the Final Draft information suggested by the State. He suggests to adopt information similar to the MGRP (Municipal Grant Roads Permit) and to consider this information at a future meeting when the State changes from a draft to a final document.
- Tool Fund – request to spend \$600 for small tools (grease gun pack with impact tools).

*Motion by Kellie Merrell, 2<sup>nd</sup> by Eric Bach to approve expenditure of up to \$650 from the tool fund. Vote 5-0-0. All in favor.*

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

- (a) **Smoking & Tobacco Policy** – reviewed at March 7<sup>th</sup> meeting, suggested changes implemented.

*Motion by Eric Bach, 2<sup>nd</sup> by Henry Pearl to approve and sign the Smoking & Tobacco Policy.  
Vote 5-0-0. All in favor.*

- (b) **Jury Leave Policy** – reviewed at March 7<sup>th</sup> meeting, suggested changes implemented.

*Motion by Kristin Franson, 2<sup>nd</sup> by Henry Pearl to approve and sign the Jury Leave Policy.  
Vote 5-0-0. All in favor.*

- (c) **Highway Work Manual** – suggested changes made, document will be revised and brought back to the next Selectboard meeting.

- (d) **VLCT Model Rules and Procedures** – suggested changes made, document will be revised and brought back to the next Selectboard meeting.

- (e) **Bulky/Hazardous Waste Days** – Selectboard coverage is needed on May 4<sup>th</sup> at the Wood Dump for Hazardous Household Waste Day and again on September 14<sup>th</sup> for Bulky Waste day, both from 8am until 10am, 10am until noon, and then noon until 3pm. Volunteer coverage is as follows:

May 4 = Ken Linsley 8-10am; Henry Pearl 10am-noon; and Kellie Merrell noon-3pm  
September 14 = Ken Linsley 8-10am; Kristin Franson 10am-noon; and Eric Bach noon-3pm

- (f) **Bike Blessing** – Audrey DeProspero – Curtis Larrabee has requested use of the Green for Saturday, June 1<sup>st</sup> for blessing of the bikes (motor, pedal). The Masonic Lodge has submitted the required liability certificate naming the Town of Danville as additional insured. There will be a small barbeque with hamburgers and hot dogs and they will clean up the area afterwards. Seating will be at the Masonic Lodge. This event took place last year at Marty's.

Consensus of the Selectboard is for the Bike Blessing to take place on the Danville Green.

- (g) **Post TMD (Town Meeting Day) tax rate** – Kellie Merrell – discussion ensued regarding how the tax rate is set. Property is valued each year as of April 1<sup>st</sup>. Inspections are done during April and May. Notices of changes of appraisal are June 1<sup>st</sup>. Grievances take place the third week in June. The grand list is finalized July 1<sup>st</sup> then the tax rate will be set but has to be approved by the Selectboard. The bills go out at end of July and are due October 25<sup>th</sup>.

- (h) **60 Route 2 West tear down/parking lot** – Kellie Merrell – Suggestion was to have public input and notification put out to the public for what the Selectboard will be doing with land once the building is torn down. She suggested a draft plan once chosen, be put on the website for all to see, possible in CAD 3D information and then to hold a public presentation to discuss what the area will look like.

- (i) **Accomplishments/priorities** – Kellie Merrell – suggestion is for Selectboard to set priorities and plans. She suggested that they come up with a laundry list of items and prioritize those items for completion.

- (j) **Insurance Claim** – David Towle submitted a request for reimbursement of deductible for his son, Benjamin Towle for the out of pocket expense he had to pay for an accident that occurred on a Town Road.

*Consensus of Selectboard is to deny request and notify David Towle as to the reason why.*

- (k) **Meeting dates** – suggested was for Selectboard to let Audrey DeProspero know of the meetings that they will not be able to attend. Also the July 4<sup>th</sup> meeting date is a holiday and there will be no meeting.
- (l) **Sanding** – Fire Department submitted a bill to the Town of Danville for \$150 for sanding at the Clark's Fire.

*Consensus of Selectboard is for Fire Department to pay the invoice.*

(m) **Selectboard Institute**

*Motion by Kellie Merrell, 2<sup>nd</sup> by Eric Bach to approve the expenditure for Henry Pearl to attend the Selectboard Institute on March 30<sup>th</sup>. Vote 5-0-0. All in favor.*

- 8. **Financials: Orders to review and sign** – Financials signed.
- 9. **Adjourn** - *Motion by Eric Bach, 2<sup>nd</sup> by Henry Pearl to adjourn at 9:20 p.m. All in favor.*

Minutes taken by Audrey DeProspero submitted March 22, 2019 at 1:13 pm.