

Town of Danville
Selectboard Minutes
April 18, 2019
Danville Town Hall (6:00 pm)

Board Members Present: Eric Bach, Kellie Merrell, and Henry Pearl

Absent: Ken Linsley and Kristin Franson

Also Present: Audrey DeProspero, Wendy Somers, Keith Gadapee, Brian Henderson, Debra Bixby, Walter McNeil, and Liam Carcoba

1. **Meeting was called to order** by Vice Chair Eric Bach at 6:00 pm.
2. **Additions to the agenda:**
 - Liam Carcoba
3. *Motion by Kellie Merrell, 2nd by Henry Pearl to approve **minutes of Regular meeting of April 4, 2019** as written. Vote 3-0-0. All in favor.*
4. **Visitors**
 - Evangelyn Morse – Conservation Commission – new member introduction

Three new members have signed up to be part of the Conservation Commission:
Brian Henderson, Barbara Huibregtse and Debra Bixby

Motion by Kellie Merrell, 2nd by Henry Pearl to accept all three individuals: Brian Henderson to fill the remainder of a three year term which expires 2021, Barbara Huibregtse to fill the remainder of a three year term which expires 2021 and Debra Bixby to fill the vacancy of a full three year term expiring 2022. Vote 3-0-0. All in favor.

- Glen Herrin – Interim Zoning Bylaw – absent

Kellie Merrell spoke on behalf of Glenn Herrin. She discussed receiving a list of nonconforming lots in town and the estimated number of non-conforming parcels. Noted was 1634 parcels in Danville, on Joe's Pond there are 180 parcels and most of them are nonconforming and grandfathered. Estimated is between 200-250 non-forming parcels.

Kellie Merrell extended her appreciation to all who worked to gather this information. She spoke of parcels scattered around town and seeking the breakdown of information which the Zoning Administrator is currently working on.

Kellie Merrell is reviewing the Interim Bylaw and marking it up with her comments. She will finalize her comments and forward to the Selectboard and Planning Commission.

Brian Henderson noted the DRB would like a legal review of the bylaw before hearing.

Selectboard discussed legal review options and possible costs associated with review.

A decision for a Public Hearing date cannot be determined this evening, however the information will be put back on the May 2 Selectboard Agenda.

Consensus is seek a no cost review and to possibly use NVDA, VLCT or Town Counsel depending on financial aspect.

- Walter McNeil, Jr. – NEKWMD update – attended the Waste District meeting on Tuesday, April 9th. He was re-elected as Clerk which also puts him on their Executive Board.

The committee discussed the Coventry landfill expansion and are revisiting the issue. They also discussed snow dates for their meetings and legislative proposals such as changing the bottle bill to include alcohol and wine bottles, the diversion of organic waste scheduled to take effect in 2020 for no residential food scraps into landfills and allowing haulers to charge a separate fee for recycling. The Committee is pursuing legislature to change current ban on sheet rock and asphalt shingles into landfill. He noted the new baler at NEKWMD is up and running and the back log has been taken care of.

- Liam Carcoba, Eagle Scout – The Eagle Scout Board requires his Eagle Scout Proposal for work in the Danville Cemeteries to be signed by the Selectboard Chair.

Consensus of the Selectboard is for the Vice Chair of Selectboard to sign the proposal in absence of the Selectboard Chair.

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

- Liquor License for Goodfella's Inc.

Motion by Kellie Merrell, 2nd by Henry Pearl to approve the Liquor License for Goodfella's Inc. Vote 3-0-0. All in favor.

- Driveway installation 326 Greenbanks Hollow for Troy and Peggy Cochran.

Motion by Kellie Merrell, 2nd by Henry Pearl to approve the Curb Cut Driveway Proposal. Vote 3-0-0. All in favor

- Purchase Policy, Sexual Harassment Policy and Employment Harassment Policy

Selectboard suggested to put on next agenda.

- D&A policy given to the Selectboard for review for the next meeting.

6. **Highway Foreman** (Keith Gadapee) – see Issues and Information

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

- (a) **Highway Work Manual** – Selectboard felt that the Highway Foreman should have the right to deny vacation at any time so no change to Section 5. Discussion ensued regarding temporary person, on call versus off call vacation schedules, flexible schedules, and budgetary and efficiency information for department.

Motion by Kellie Merrell, 2nd by Henry Pearl to approve the Highway Work Manual with changes effective 4-18-2019. Vote 3-0-0. All in favor

- (b) **CALEX plowing** – Michael Wright submitted a counter offer proposal via email dated 4/15/19 'propose paying \$2,500 for the year in plowing services'.

Discussion ensued in regards to counter offer, negotiating, current contract wording and details of plowing done by Highway Department.

Information received from Highway Foreman has found that salting was done throughout the winter season along with plowing and a loader was used for pushing back the snow banks.

Motion by Kellie Merrell, 2nd by Henry Pearl to make a counter offer of \$4,000 as Selectboard has learned about materials used during winter season which included salting, plowing and a loader was used for pushing back the snow banks. Vote 3-0-0. All in favor.

Noted was CALEX will be responsible for future plowing as stated in the contract.

- (c) **Health Officer** – Jenny Rafuse was appointed by Selectboard back in March, however the State requires a form to be signed by the Selectboard.

Consensus is for Selectboard Vice Chair to sign the Town Health Officer Recommendation Form.

- (d) **60 Route 2 W** –

- Abutting landowner meeting – Keith Gadapee inquired if the Selectboard wanted to have a meeting with the abutters of 60 Route 2 West.

Consensus is to have schedule a meeting with abutters and to invite Passumpsic Bank and Village Improvement Society.

- Parking lot design – Keith Gadapee handed out a draft print of the parking lot for 60 Route 2 West. He discussed needing an approved parking lot print before applying for state permits.
- Demo bids – Keith Gadapee discussed previous bids received for the demolition of the 60 Route 2 West structures noting they were outdated and he wanted to put the information out to bid again. Copies of the scope of work were given to Selectboard to review. Bids will be opened on May 2nd.

Consensus was to get updated bids for the demolition of the 60 Route 2 West structures.

- (e) **Bid review** –

- Mowing – Audrey DeProspero – Mowing details were given to Selectboard to review. The bids are scheduled to be opened on May 2nd. A decision is needed by the Selectboard whether or not to add the Recycling Center and Fire Department as they were not previously listed in the mowing proposal.

Eric Bach noted his availability to give tours of the cemeteries if needed.

Consensus was for the Recycling Center and Fire Department to be added to the mowing contract.

- Care of Gardens – Audrey DeProspero – The bids are scheduled to be opened on May 2nd. Information was reviewed by Selectboard.

Consensus was for Care of the Gardens to be put out to bid.

- Heating Oil/Maintenance – Audrey DeProspero – In previous years, only a Heating Oil bid was requested. This year maintenance has been added to the proposal. Bids are scheduled to be opened May 2nd. Information was reviewed by Selectboard.

Consensus was for the heating oil and service/preventive maintenance to be put out to bid.

- Sand – Keith Gadapee – The 2019-2020 Winter Sand Specifications bid opening is scheduled for May 2nd. In the past he has invited bidders and was seeking approval to continue the same process.

Consensus is to invite bidders.

8. **Financials: Orders to review and sign** – Financials signed.

9. **Adjourn** - Motion by Henry Pearl, 2nd by Kellie Merrell to adjourn at 8:07 p.m. All in favor.

Minutes taken by Audrey DeProspero submitted April 19, 2019 at 1:37 pm.