

Town of Danville  
Selectboard Minutes  
June 20, 2019  
Danville Town Hall (6:00 pm)

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

**Others Present:** Wendy Somers, Keith Gadapee, Audrey DeProspero, Michael Hogue, Gary Fontaine, Corinne Blagg and Glenn Herrin

1. **Meeting was called to order** by Chair Ken Linsley at 6:00 pm.
2. **Additions to the agenda:**
  - Meal Site BBQ date change and sign
3. *Motion by Eric Bach, 2<sup>nd</sup> by Henry Pearl to approve **minutes of Regular meeting of June 6, 2019** as written. Vote 5-0-0. All in favor.*
4. **Visitors**
  - Walter McNeil, Jr. – NEKWMD – not present, no discussion.
  - Michael Hogue – Planning Commission – discussed overview of proposed new Design Control district zoning process. The goal of the plan is to preserve and enhance the historical and architectural significance of Danville.
5. **Town Clerk** (Wendy Somers)
  - Handouts for July 18<sup>th</sup> meeting: Capital Program and Budget Policy, Trustees of Public Funds Investment Policy, Investment Policy and Assistant Town Clerk job description.
  - Cash Receipts, Petty Cash and Returned Checks Policy

*Motion by Eric Bach, 2<sup>nd</sup> by Kellie Merrell to accept and sign the Cash Receipts, Petty Cash and Returned Checks Policy as presented. Vote 5-0-0. All in favor.*

- Employment Harassment and Sexual Harassment policies – only signature required was Kellie Merrell as she was absent from last week's meeting when they were signed.
- Job Descriptions – Assistant Town Clerk/Assistant Treasurer; Assistant to Selectboard; and Zoning Administrator – suggested changes discussed.

*Consensus was to approve with reviewed individuals job description with suggested minor changes and will come back for signature and another review.*

- Tax delinquencies are down to \$9,823.84 for the tax year 2018 only.
- Personnel Policy proposal

*Motion by Eric Bach, 2<sup>nd</sup> by Henry Pearl to accept and sign the Town of Danville Personnel Policy into effect. Vote 5-0-0. All in favor.*

6. **Highway Foreman** (Keith Gadapee)
  - Peacham Road pipe. Release paperwork received from VTrans which is an agreement that would help when working outside Right of Way. After completion, the paperwork would be recorded.

*Consensus is to adopt Release Paperwork received from VTrans and adapt to fit Town of Danville and to fix town resident's pipe on the condition that the resident signs the form.*

- Joe's Brook will be closed temporarily and the updates will be on the website and posted around town.
- Permission is being sought to subcontract as needed during job due to truck maintenance issues.

*Consensus is for permission to be granted to subcontract as needed due to truck issues.*

- Water Andric – section of Class 3 close from TH73 to new bridge. Discussion ensued regarding throwing up the class 4 portion from Trestle Road to Winn High Drive or make a trail. Decision was to wait and see what plan might be available to fix it.
- Meeting with Marty Beattie regarding land between Town Hall and Dole building. Various options that satisfy current and future needs discussed.

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

- (a) **Job descriptions: Assistant Town Clerk/Assistant Treasurer; Assistant to Selectboard; and Zoning Administrator** – see Town Clerk’s Report.
- (b) **Cash Receipts, Petty Cash and Returned Checks Policy** – see Town Clerk’s Report.
- (c) **Personnel Policy proposal** – see Town Clerk’s Report.
- (d) **Joe’s Pond** – Ken Linsley reviewed deeds for ownership and has found the deeds to be unclear as to town ownership. Right of Ways cannot be found. Emails from various individuals lead to Joe’s Pond Association possibly having installed and performed maintenance to stairs and dock.
- (e) **Zoning Bylaws** – Ken Linsley thought the Planning Commission, Development Review Board and Northeastern Vermont Development Association should all come to a common agreement.

*Consensus of the Selectboard is to give all suggestions to the Planning Commission and to have them reflected in the new Zoning Bylaws update.*

- (f) **Barking Dog** – letter received from Norman Therrien in regards to barking dogs owned by Craig Vance. The Animal Control Officer, Candace Dane was contacted and visited the Vance Family. The dogs now have bark collars on them which will help with the situation.
- (g) **VT Community Leadership Summit** – August 12<sup>th</sup> at Vermont Technical College in Randolph. Ted Chase attended last year.
- (h) **July 4<sup>th</sup> Meeting** – Selectboard decided to cancel this meeting.

*Motion by Kellie Merrell, 2<sup>nd</sup> by Kristin Franson Pearl to authorize Ken Linsley/Eric Bach to sign warrant. Vote 5-0-0. All in favor*

- (i) **Grant discussion** – Kristin Franson has some information on a grant she found that may or may not fit for the North Danville Community Club building so she will speak on this.
- (j) **Celebrating Make Music Day** – Old time traditional folk music jam on the Danville Green, June 21st from 2-4pm (rain location in Pope Library community building). Local mountain dulcimer players will be jamming in “Southern Appalachian back porch” fashion.

*Consensus is for this event to take place.*

- (k) **Speed complaint** – Eric Bach discussed concerns from residents regarding larger vehicles speeding on Hill Street and Bruce Badger Memorial Highway.
- (l) Senior Meal Site BBQ – date change from June 20 to June 27 due to weather.

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

9. **Adjourn** - *Motion by Eric Bach, 2<sup>nd</sup> by Kristin Franson to adjourn at 8:54 p.m. All in favor.*

Minutes taken by Audrey DeProspero submitted June 24, 2019 at 3:00 pm.