

Town of Danville
Selectboard Minutes
July 18, 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, Linda Leone, Bob Magro, Craig Morris, Mary Wyand, Peter Bowry, Marilyn McDowell, Denise Briggs, Gail Rouleau, Barb Machell, Andrea Aldrich, Kristin Barany, Jamie Stewart, Donald Sherman, Deb Stressing and George Baxter

1. **Meeting was called to order** by Chair Ken Linsley at 6:00 pm.
2. **Additions to the agenda:**
 - Street Lights – around town & park
 - Run Rate Analysis
 - VLCT – policy & meeting
 - V2V
 - Food Truck (Craig Morris)
3. *Motion by Eric Bach, 2nd by Henry Pearl to approve minutes of Regular meeting of June 20, 2019 as written. Vote 5-0-0. All in favor.*
4. **Visitors**
 - Walter McNeil, Jr. – NEKWMD – discussed cost of baler funded thru part of NEKWMD Charter which is based on decennial census of towns. The District decided on 90 cents per person which was added to the District budget. The cost to the district was \$41,500 per year for five years and the cost to Danville is \$1,976.40 per year, for five years, for total payment of \$9,882.

Ken Linsley inquired about the three month date difference between taking out the loan and the budget.

Walter McNeil was unsure and noted he would look into that information and get back to the Selectboard.

The Chairman of the Waste District stepped down unexpectedly and Walter McNeil is seeking to fill the open position. The replacement will be announced on August 13.

- Linda Leone – introduction of new DRB members: Robert Magro and Kristin Barany.

Robert Magro introduced himself noting he would like to fill the vacant three year term (2019-2022) on the DRB (Development Review Board).

Motion by Kellie Merrell, 2nd by Kristin Franson to appoint Robert Magro to the DRB to fill the vacancy of the three year term expiring 2022. Vote 5-0-0. All in favor.

Kristin Barany was originally seeking to fill the open Alternate position on the DRB however, Doug Lamothe resigned suddenly from the DRB leaving a one year position open which Kristin Barany will be filling instead. The term she will be filling will be for one year and will expire in 2020.

Motion by Henry Pearl, 2nd by Eric Bach to appoint Kristin Barany to the open term of one year expiring 2020. Vote 5-0-0. All in favor.

- George Baxter – War Memorial on Green – The Memorial has been crowded out by brush. George Baxter would like to open up the area around the Memorial so that it has a better viewing. The lilacs around the area have overgrown on the left and right sides and he would like to cut the overgrowth down.

Eric Bach noted that the lilac tree would need to be dug out and not just cut down due to its root system, however someone would need to look at it to make sure that the roots have not grown into the Memorial area.

Peter Bowry noted he was a professional Arborist and was willing to evaluate the lilac and area to determine the appropriate action to take.

Selectboard accepted Peter Bowry's offer and asked him to report his findings to Audrey DeProspero.

- Chris Walsh – FD safety policy operation – postponed.
- Marilyn McDowell/Peter Bowry – 163 Peacham – discussion ensued regarding Agreement for Entry Limited Release form. They were seeking clarity of ownership of pipe after installation.
- Barbara Machell – Closing of Water Andric – residents were seeking use of the Water Andric Road to ride their horses in the area but the concrete barriers installed do not allow them entry. They understood that the barriers were installed due to risk liability of persons or motorized vehicles possibly driving over the edge but suggested to open the space between the barriers a bit more to make it accessible for a horse and rider to pass.

Consensus is to check with VLCT to see what Town liability is if barriers are moved enough to allow horses and riders to pass but not motorized vehicles.

- Lloyd Rowell – Walden Heights Heating – postponed until a later date.

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

- Set 2019 Tax Rate

Motion by Eric Bach, 2nd by Kellie Merrell to approve the 2019 Tax Rate for Residential at 2.0737 (Municipal \$0.1840, Highway \$0.3305 and Education \$1.5592) and Non-Residential at 2.0634 (Municipal \$0.1840, Highway \$0.3305 and \$1.5489). Vote 5-0-0. All in favor

- Application for Special Event Permit for Woodbelly Pizza Catering for a wedding reception on September 1st.

Motion by Eric Bach, 2nd by Henry Pearl to approve the Special Event Permit for Woodbelly Pizza Catering. Vote 5-0-0. All in favor.

- Sewer connection – Martha Jane Beattie Kitchel Trust – 95 Walden Hill Road.
- Non CDL D&A Policy

Motion by Eric Bach, 2nd by Kristin Franson to approve the D&A policy for Non CDL personnel. Vote 5-0-0. All in favor.

- Personnel Policy amendment – no vote needed, informational only.
- Policies: Capital Program & Budget, Trustees of Public Funds Investment and Investment Policy.

Motion by Henry Pearl, 2nd by Eric Bach to approve the three policies as written (Capital Program & Budget Policy, Trustees of Public Funds Investment Policy, and Investment Policy). Vote 5-0-0. All in favor.

- Job descriptions – updated with suggested changes.

Consensus is for Kristin Franson and Eric Bach to review with Zoning Administrator, Kellie Merrell and Henry Pearl to review with Selectboard Assistant and Wendy Somers to review with Assistant Treasurer/Town Clerks.

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

- Discussion on the new Codes and Standards guidelines which are set to maintain road standards in case there is a FEMA event and the Town has to put the town roads back to Municipal General Roads Standards.

- Culvert on Bruce Badger Memorial Highway Grant agreement for the Better Roads Grant needs signature before money can be received.
- RFPs (Request for Proposal) were sent out to three contractors for Water Andric Debris Removal on Class 3 section and 48 inch culvert on Bruce Badger Memorial Highway. Only one contractor responded to each project.

48 inch culvert. Mathews Excavating \$4,460.00

Motion by Eric Bach, 2nd by Kellie Merrell to accept the proposal from Mathews Excavating in the amount of \$4,460 for the 48 inch culvert on Bruce Badger Memorial Highway. Vote 5-0-0. All in favor.

Water Andric Debris Removal. Mathews Excavating \$1,755.00

Motion by Eric Bach, 2nd by Kristin Franson to accept the proposal from Mathews Excavating in the amount of \$1,755 for wood debris removal from the Water Andric Brook. Vote 4-0-1. Kellie Merrell abstained.

- Keith Gadapee has been asked to be the Stake Holder for VT Local Roads and inquired if he should be using vacation time when attending.

Consensus was for Keith Gadapee to participate during working hours.

- Surveyor Andy Dusseault surveyed 60 Route 2 West and has located two pins.
- Direction is needed from the Selectboard regarding the parking lot next to Town Hall. The cost for the parking lot may need to go to the voters and Keith Gadapee wondered whether the Selectboard wanted him to start getting estimates for the 2020 budget.

Consensus is for Keith Gadapee to get estimates.

Kellie Merrell discussed looking for grants for the parking lot and possibly using the parking lot as a Park and Ride if a grant would pay for most of the cost or all of it.

- Parking lot stormwater was discussed in regards to the location for displacement of water. There are two options: direct the water into the Town Hall system or into the state system. If the State system is chosen then permits would be required by the State. Whichever location is decided upon estimates for would be required for both.

Consensus is for Keith Gadapee to get estimates.

- Update to request for tying private water into town system. Property lines are being surveyed and Keith Gadapee has requested a meeting with the state to look at options.

Catch basins, ownership of area and who pays for what was discussed.

Henry Pearl discussed putting a new catch basin in and leaving the rest as it was.

- Bike racks – Keith Gadapee met with Mike Hogue and Kate Whitehead and the location decision was to put the bike racks near the horse trough above the little patio parallel to Route 2. Selectboard approval for installation was being sought.

Consensus is to have a visual of placement of the bike racks for the Selectboard to see then approve.

7. Issues and Information (All)

- Approve 2019 Tax Rate** – see Town Clerk.
- D&A policy for Non CDL personnel** – see Town Clerk.
- Personnel Policy amendment** – see Town Clerk.
- Capital Program & Budget Policy** – see Town Clerk.

- (e) **Trustees of Public Funds Investment Policy** – see Town Clerk.
- (f) **Investment Policy** – see Town Clerk.
- (g) **Joe's Pond** – Ken Linsley discussed history of the dock and stairs on Town owned land. The dock was put there long before the Town owned the beach property which was deeded to the Town in 2005. The triangle spot where the dock is located is owned by the Town and there is a concern for the liability of the use of the dock. There are two other private docks in the area which are located in the ROW of the RR. The Town is concerned for who is going to maintain the dock and who is going to be responsible.

Jamie Stewart of Joe's Pond Association (JPA) noted JPA would be willing to put manpower and money toward maintaining the dock, however they do not want the liability.

Kellie Merrell discussed the blue green algae blooms found on Joe's Pond in the Narrows. She spoke of testing and health alerts and posting items to the Town's website.

- (h) **Barking Dog** – Audrey DeProspero discussed letter received from Libby Hillhouse in regards to barking dogs owned by the Vance Family. The Animal Control Officer, Candace Dane was contacted and has visited the Vance Family. A letter has been forwarded to the Vance Family notifying them of the complaint received.
- (i) **Grant discussion** – Kristin Franson attended a meeting that the North Danville Community Center had to review and discuss the possibility of applying for a Vermont Historic Preservation Grant. The ladies are collecting information that is required for the application.
- (j) **Street Lights** –
 - i. **Park** – There are five lights around the park and CFW needs to be contacted.
 - ii. **State** – There are twelve street lights in town that are out and need fixing and are the responsibility of the State whom need notification of them being out.

Motion by Eric Bach, 2nd by Kellie Merrell to have Audrey DeProspero contact CFW to have the lights around the park fixed and to contact the State regarding the other lights. Vote 5-0-0. All in favor.

- (k) **Run Rate Analysis** – Ken Linsley discussed expenses and year to date budget information.
- (l) **VLCT** –
 - i. **Municipal Policy** – Ken Linsley requested the Selectboard review the 2019-2020 VLCT Municipal Policy and see if there are any additional items needed. This information will be discussed at the next meeting.
 - ii. **VLCT Directors meeting** – Ken Linsley discussed his attendance to the VLCT Directors meeting.
- (m) **V2V (Village to Village)** – Ken Linsley discussed the meeting between V2V, AOT and consultant yesterday noting the discussion was on enhancing the villages, some items will go forward and others will not.
- (n) **Craig Morris** – food truck – he has a food truck and was concerned with the permitting process as he has already received his license from the State, however the Zoning Administrator told him he needed a permit by the Town.

Consensus is for Audrey DeProspero to work with Craig Morris and look into the food truck permitting process.

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

9. **Adjourn** - *Motion by Henry Pearl, 2nd by Kellie Merrell to adjourn at 9:27 p.m. All in favor.*

Minutes taken by Audrey DeProspero submitted July 22, 2019 at 5:23 pm.