

Town of Danville
Selectboard Minutes
February 6, 2020
Danville Town Hall (6:00 pm)

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

Absent: Eric Bach

Others Present: Wendy Somers, Keith Gadapee, Audrey DeProspero, and Marty Beattie

1. **Meeting was called to order** by Chair Ken Linsley at 6:00 pm.
2. **Additions to the agenda:** None
3. *Motion by Henry Pearl, 2nd by Kristin Franson to approve **minutes of Regular meeting of January 16, 2020** as written Vote 4-0-0. All in favor.*
4. **Visitors**
 - Marty Beattie - Discussed working with the Town on the drainage project which is for stormwater. The drainage only effects one property owner, himself and the Town. He discussed having transparency throughout the project. Marty Beattie spoke of water currently being put on private land and discussed changing the distribution of the water to tie it back into the state drain system which ends up into the sediment pond.

Keith Gadapee noted he was working with state agencies for permits.

Marty Beattie wondered what the next step was.

Ken Linsley discussed setting up an agreed upon plan by both sides and then going out to bid.

Kellie Merrell discussed capturing totals of water runoff from each parcel/party.

Keith Gadapee discussed setting up a maintenance agreement and noted he would continue to work on the permitting process.

5. **Town Clerk** (Wendy Somers)
 - Two liquor licenses: Hastings Store and Red Barn Brewing, LLC

Motion by Kristin Franson, 2nd by Henry Pearl to approve the liquor license for Hastings Store. Vote 4-0-0. All in favor.

Motion by Henry Pearl, 2nd by Kellie Merrell to approve the liquor license for Red Barn Brewing, LLC on Route 2. Vote 4-0-0. All in favor.

- Cemetery - Darryl Calkins can create a true map of the Drew Kelsey Cemetery depicting how many plots are available and which are full. Work will be done with a GPR (ground penetrating radar) and the cost is \$4,000.

Motion by Kristin Franson, 2nd by Kellie Merrell to authorize the expenditure of \$4,000 to get a survey of the Drew Kelsey Cemetery. Vote 4-0-0. All in favor.

- Seth O'Brien is getting a price on a segregated server for NEMRC cloud server. The estimated cost is \$1,000-\$1,200.

Motion by Kellie Merrell, 2nd by Henry Pearl to authorize Wendy Somers to expend monies for new server not to exceed \$1,200. Vote 4-0-0. All in favor.

- Incident with basketball children last Friday (1/31/20) at Town Hall. Randy Rathburn was contacted and he has emailed the parents.

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

- Bids for new equipment will be done at the next Selectboard meeting.
- Other items for discussion are listed under Issues and Information.

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

- (a) **Grant VLCT – Vermont League of Cities and Towns** - As a PACIF member, Danville can apply for a 2020 Grant. The applications are accepted and considered on a rolling basis until all allocated funds have been awarded or October 31st whichever comes first. The maximum grant amount is \$5,000. The grant is 50/50 matching funds and applicants can apply for a wide variety of safety and security related gear, equipment, and systems.

Keith Gadapee discussed the quote he received for materials and labor to install a fire alarm detection system at both Town Garage buildings. He noted he could also apply for a sign package and cones as the grant is for safety.

- (b) **Highway Mileage Certificate** – Keith Gadapee noted there were no changes. The original form needs to be signed by the Selectboard and submitted before February 20th to VTrans.

Consensus was to sign Certificate of Highway Mileage Year Ending February 10, 2020.

- (c) **Cemetery** – under Town Clerk
- (d) **WDCC/Joe's Pond** – The West Danville Community Club brought to the attention of the Selectboard that the Beach Rules need updating. Audrey DeProspero and Deb Stressing will work together to update.
- (e) **Update on North Danville Community Center meeting** – Kellie Merrell attended the February 3rd meeting whereas the group discussed their new shed; lock box for front entrance; no response to the grant they applied for; updating the rental agreement to coordinate with the other Town owned buildings; fixing the findings by the insurance company; and a possible energy audit done on their building.
- (f) **Fire Protection Regionalization update** – Ken Linsley discussed the share cost based on the Equalized Education Grand List, a feasibility study to be done and signing the MOU (Memorandum of Understanding). The feasibility study would have a steering committee and the town could appoint designees. The fire department budget has \$1,000 readily available to put towards the study.

Motion by Henry Pearl, 2nd by Kristin Franson to authorize Ken Linsley to sign the MOU and for the monetary contribution towards the matching funds necessary to complete the study is not to exceed \$1,000. Vote 4-0-0. All in favor.

- (g) **Deputy Health Officer** – at the previous Selectboard meeting Eric Bach was appointed Deputy Health Officer, however his Oath/Affirmation was never signed and the Department of Health has asked for the Selectboard to reappoint him with a new effective date of 3/1/20 and for Eric Bach to sign the Oath/Affirmation.

*Motion by Kellie Merrell, 2nd by Henry Pearl to appoint Eric Bach as Deputy Health Officer for the term of three (3) years effective March 1, 2020 and for Ken Linsley to sign the form.
Vote 4-0-0. Motion carried.*

- (h) **Goal Setting** – Henry Pearl discussed performance reviews in place and establishing goals for individual employees.

Ken Linsley discussed regular reviews of employees were not done in the past however job requirements were discussed but not performances. Going forward, annual reviews will be done.

- (i) **Budget, Informational Hearing, Pre Town Meeting** – The Informational Hearing has been scheduled for February 27th at 7pm at Town Hall and the Pre Town Meeting has been scheduled for March 2nd at 7pm at the North Danville Community Center. The final draft of the Town Report should be at Town Hall on February 7th for final review before printing begins.

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

9. **Adjourn** – *Motion by Henry Pearl, 2nd by Kellie Merrell to adjourn at 7:21 p.m. All in favor.*

Minutes taken by Audrey DeProspero submitted February 7, 2020 at 10:50 am.