

Town of Danville
Selectboard Minutes
March 19, 2020
Danville Town Hall (6:00 pm)

Board Members Present: Ken Linsley and Henry Pearl were physically present while Eric Bach, Kellie Merrell and Kristin Franson attended via freeconferencecall.com

Others Present: Audrey DeProspero, Jonathan Baker, Curtis Larrabee and Glenn Herrin

1. **Meeting was called to order** by Chair Ken Linsley at 6:00 pm.
2. **Additions to the agenda:** General information see (g) below.
3. *Motion by Henry Pearl, 2nd by Eric Bach to approve **minutes of Regular meeting of March 5, 2020 as written.** Vote 5-0-0. All in favor.*

4. **Visitors**

- Jonathan Baker – Appointment as Danville Representative to CUD (Communications Union District) Board

Jonathan Baker discussed Town Meeting day and the approval of entry into CUD of NEK Community Broadband which addresses the high speed internet situation. Jonathan Baker volunteered to be the Danville Representative to the CUD Board.

Kristin Franson discussed Sean Franson's request to be Alternate Representative.

Motion by Henry Pearl, 2nd by Eric Bach to authorize Ken Linsley and Wendy Somers to sign the NEK Resolution paperwork appointing Jonathan Baker as Representative and Sean Franson as Alternate. Vote 5-0-0. All in favor.

- Curtis Larrabee – Bike Blessing

Curtis Larrabee noted he was representing Washburn Lodge regarding the request to use the Town Green on Saturday, June 13 from 11am until 2pm for the annual bike blessing, now known as the Scott Palmer Memorial Bike Blessing. All are invited. The event is free of charge with a suggested donation to cover expenses of the event. Anything above and beyond the cost of the event will go to the Masonic Lodge charities or community endeavors including college and summer camp scholarships for Danville youth.

Motion by Henry Pearl, 2nd by Eric Bach to approve Washburn Lodge to use the Danville Green for Saturday, June 13th for the Scott Palmer Memorial Bike Blessing subject to state restrictions and COVID-19. Vote 5-0-0. All in favor.

- Walter McNeil, Jr. – NEKWMD (Northeast Kingdom Waste Management District) absent.

5. **Town Clerk** (Wendy Somers absent) reported by Audrey DeProspero

- Liquor License for Danville Restaurant and Inn (First Class, Third Class and Outside Consumption)

Motion by Eric Bach, 2nd by Kristin Franson to approve the First Class Liquor License for Danville Restaurant and Inn. Vote 5-0-0. All in favor.

Motion by Eric Bach, 2nd by Henry Pearl to approve the Third Class Liquor License for Danville Restaurant and Inn. Vote 5-0-0. All in favor.

Motion by Henry Pearl, 2nd by Kristin Franson to approve the Outdoor Consumption Liquor License for Danville Restaurant and Inn. Vote 5-0-0. All in favor.

- Liquor License for Three Ponds, LLC for Outside Consumption

Motion by Kellie Merrell, 2nd by Henry Pearl to approve the Outside Consumption Liquor License for Three Ponds, LLC. Vote 5-0-0. All in favor.

- Liquor License for Goodfella's (First Class, Third Class and Outside Consumption)

Motion by Kristin Franson, 2nd by Henry Pearl to approve the First Class Liquor License for Goodfella's. Vote 5-0-0. All in favor.

Motion by Henry Pearl, 2nd by Eric Bach to approve the Third Class Liquor License for Goodfella's. Vote 5-0-0. All in favor.

Motion by Henry Pearl, 2nd by Eric Bach to approve the Outside Consumption Liquor License for Goodfella's. Vote 5-0-0. All in favor.

- Recycling Center – do we want to keep open, close, or set new procedures?
Discussion ensued regarding plans for Recycling Center. Suggested was to stay in conformity with CDC guidelines regarding 6 feet social distance and minimizing persons to 10, however the area is so small that Selectboard suggested limiting persons to 4 and having persons enter one door and exit by another.

Consensus was to discuss with Bob Larose.

- Rental of Town Hall building – do we want public to still be able to rent?

Consensus was to hold off on rentals as Town Hall is currently closed to public until April 6th.

- Dog Licenses – can we extend dog license due date to May 1, 2020 and waive late fees?

Motion by Kellie Merrell, 2nd by Eric Bach to authorize Selectboard Chair to sign document waiving penalties until May 1, 2020 however deadline for licensing dogs cannot be waived or extended beyond April 1 of every year per 20 V.S.A. § 3581(a). Vote 5-0-0. All in favor.

6. **Highway Foreman** (Keith Gadapee - absent) reported by Audrey DeProspero

- Certificate of Compliance for Town Road and Bridge Standards and Network Inventory needs signature of Selectboard.

Motion by Henry Pearl, 2nd by Eric Bach to authorize the signing of the Certificate of Compliance. Vote 5-0-0. All in favor.

- 2020 PACIF Grant Application for sign package needs signature of the Selectboard Chair.

Motion by Eric Bach, 2nd by Kellie Merrell to authorize the Selectboard Chair to sign the 2020 PACIF Grant Application. Vote 5-0-0. All in favor.

- Suggested Work Manual change by Highway employee (Section 6e: Fire Department) adding the use of sick time to respond to a fire call during work hours.

Discussion ensued regarding sick time usage.

Kellie Merrell noted that it was a possibility during the current health issue that sick leave may be needed for sick leave, so she was not in favor of the change.

Eric Bach was opposed based on EMS history.

Ken Linsley was opposed to the change as there were other options available to employees.

Consensus was to deny requested change.

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

(a) **Utility Partners – CPI (Consumer Price Index) Adjustment**

The Town of Danville is in the fifth year of the current five year operations and maintenance agreement with Utility Partners. The contract will be renegotiated next year. The CPI adjustment for the upcoming contract year is adjusted to commensurate with the adjustments in the Consumer Price Index. The date published by the US Bureau of Labor Statistics and based on current information is 2.2% cost of living adjustment to the current annual fee of \$57,448.08. The annual increase is \$1,263.86 for Operations and Maintenance services and is effective March 1, 2020.

Motion by Kellie Merrell, 2nd by Eric Bach to approve Ken Linsley to sign the Compensation Adjustment document on behalf of the Selectboard with the numbers described in the budget document for the contract year commencing on March 1, 2020. Vote 5-0-0. All in favor.

- (b) **Request for Use of the Green for Movie Night** – Audrey DeProspero spoke on behalf of Chelsea Hewitt. Chelsea Hewitt is requesting the use of the Danville Green for the Chamber of Commerce Movie Nights on July 11 with a rain date of July 18th, August 15th with a rain date of August 22nd, and September 19th with a rain date of September 26th. Use of electricity from the gazebo will be needed. Chelsea Hewitt will take care of the trash and clean up. If the crowd is expected to be over 100 people, a port-o-potty may be required to be placed Saturday afternoon and removed Sunday. Movie Nights are a free event put on by the Chamber of Commerce for the community. If the current health situation is still active, the events for the dates requested will be cancelled but new dates will be proposed once the situation has cleared.

Motion by Kristin Franson, 2nd by Henry Pearl to approve movie nights of July 11 with a rain date of July 18, August 15 with a rain date of August 22 and September 19 with a rain date of September 26th. Vote 4-0-1. (Eric Bach abstained). Motion carries.

- (c) **Massey Cemetery** – Call received from a former 50 year Danville resident who was looking to purchase a double lot in the Massey Cemetery. Investigation was done and it was found that there are no available lots.
- (d) **Fire Warden Reappointment** – Town Forest Fire Warden term is due to expire on June 30, 2020. Current Fire Warden Jason Crocker has accepted reappointment which is effective July 1, 2020 until June 30, 2025.

Motion by Henry Pearl, 2nd by Kristin Franson to appoint Jason Crocker as Danville's Town Forest Fire Warden for a term of five years commencing July 1, 2020 until June 30, 2025 and to sign the Reappointment Form. Vote 5-0-0. All in favor.

(e) **Bulky Waste Day** – scheduled for May 2, 2020. The Highway Foreman has noted that it will be held at the Wood Dump located at 1326 Bruce Badger Memorial Highway. Appropriate persons will be contacted and paperwork will be posted. If current health situation continues we will adhere to restrictions such as six feet social distancing.

(f) **2020 Rules of Procedure** – Selectboard signatures are required on the document.

Ken Linsley suggested the Selectboard review in detail and see if anyone has any changes. Item to be put on the next Selectboard agenda.

(g) **Additions to the Agenda** –

Glenn Herrin - Information from Planning Commission Chair - Public Hearing on the Zoning Bylaws is on schedule for April 26th. The Planning Commission is trying to stay on schedule regarding the adoption of the new bylaws however they will need to see were the current coronavirus situation takes them. After adopted by the Planning Commission it will then go to the Selectboard to hold a Public Hearing.

Glenn Herrin – Information from Assistant Emergency Management Coordinator – working at State EOC (Emergency Operations Center). Planning for contingencies are being worked in regards to the current health situation.

Kellie Merrell discussed current health situation and suggested putting links on the Town's website to help residents stay informed along with suggesting that residents attend meetings electronically.

Ken Linsley discussed Fire Chief's request for Selectboard approval for support unit and bid process.

Consensus is for support unit to be placed on vacant lot next to Town Hall for persons to view and submit bids on.

Ken Linsley discussed RFQs for gardens, mowing and fuel.

Consensus is to put out the RFQs.

Ken Linsley discussed letter of support for LVRT.

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

9. **Adjourn** – Motion by Eric Bach, 2nd by Kellie Merrell to adjourn at 7:28 p.m. All in favor.

Minutes taken by Audrey DeProspero submitted March 24, 2020 at 10:00 am.