

Town of Danville
Selectboard Minutes
April 2, 2020
Danville Town Hall (6:00 pm)

Board Members Present: Ken Linsley

Board Members Present Using Zoom: Eric Bach, Kellie Merrell, Henry Pearl and Kristin Franson

Others Present: Audrey DeProspero

Others Present Using Zoom: Mike Walsh, Jonathan Shortt, Tasha Cochran, Wendy Somers, Sharon Daniell, Tim and Jenness Ide and Keith Gadapee

1. **Meeting was called to order** by Chair Ken Linsley at 6:00 pm.
2. **Additions to the agenda:**
 - Green Up Day
 - Budget
3. *Motion by Eric Bach, 2nd by Henry Pearl to approve **minutes of Regular meeting of March 19, 2020** with correction (Recycling Center—change 6.5 to 6 feet). Vote 5-0-0. Unanimous.*

*Motion by Eric Bach, 2nd by Henry Pearl to approve **minutes of Emergency meeting of March 24, 2020** with correction (change spelling of Daniel to Daniell). Vote 5-0-0. Unanimous.*

4. **Town Clerk** (Wendy Somers)
 - Third Class Restaurant/Bar Liquor License Renewal Application for the Creamery Restaurant, Inc.

Motion by Henry Pearl, 2nd by Eric Bach to authorize Ken Linsley to sign the Third Class Liquor License for the Creamery Restaurant, Inc. on behalf of the Danville Selectboard. Vote 5-0-0. Unanimous.

5. **Highway Foreman** (Keith Gadapee)
 - Annual Financial Plan – Town Highways

Ken Linsley discussed the document noting that it shows the state that the Town is spending money to maintain the roads. This document is done every year.

Motion by Kellie Merrell, 2nd by Eric Bach to authorize Ken Linsley to sign the Annual Financial Plan – Town Highways on behalf of the Danville Selectboard. Vote 5-0-0. Unanimous.

- Tablet for MRGP (Municipal Roads General Permit) Road Erosion Inventory

Doug Morton from NVDA (Northeastern Vermont Development Association) is recommending that an iPad Mini with WiFi and cellular capability along with a case and cover be purchased to help the Highway Department document their work on Hydraulically Connected Road Segments.

Eric Bach recommended a brighter color for the case.

Ken Linsley discussed municipalities being exempt from tax so \$37.68 could be saved on the cost.

Motion by Kellie Merrell, 2nd by Eric Bach to approve the expenditure of \$627.95 for the purchase of a tablet for use on MRGP Road Erosion Inventory. Vote 5-0-0. Unanimous.

- Highway Cut Application

Steve Larrabee and Kirk Fenoff have submitted an application for Highway Cut Permit to re-locate a section of Hawkins Road (Town Highway #64).

Motion by Kellie Merrell, 2nd by Henry Pearl to authorize Ken Linsley to sign the Application for Highway Cut Permit on behalf of the Danville Selectboard. Vote 5-0-0. Unanimous.

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

(a) **COVID-19 Updates & Status**

Kellie Merrell inquired about guidance for essential services, strategies and procedures.

Eric Bach discussed monitoring voicemail for Emergency Operations Center, having a volunteer coordinator for the North Danville area and using the green/red paper system. He noted things were going well.

Kristin Franson noted her list is not filling up as people are not willing to give out information. She was not sure how Doug Carter was doing on his list.

Eric Bach noted people are working with neighbors and friends, Caledonia County tested positive for six COVID patients, more testing is being done, people have mild symptoms and do not realize they are infected and there is a lot of research going on.

Kellie Merrell discussed a document from Vermont League of Cities and Towns which helps towns and municipalities. She discussed the Stay Home order noting essential services are first responders, road crew, trash and recycling centers, and drinking and wastewater facilities. She suggested Selectboard work on writing strategies and procedures and requested that the fire department, road crew and drinking water/wastewater send procedures to the Selectboard indicating they are adhering to the CDC recommendations as the Selectboard needs to ensure entities are establishing and instituting these plans and adhering to them.

Ken Linsley noted that the wastewater water facility only had one person.

Keith Gadapee noted he would email an outline of procedures as to what the Highway Department is doing.

Eric Bach inquired about support needed for the Highway Department.

Keith Gadapee noted the school had given him supplies for him and his crew but they were running out and needed replenishment.

Kellie Merrell discussed financials noting the Selectboard did not have to sign anything as long as they vote and put in the minutes to approve payment. She also discussed self-quarantining if persons have left the state, computer usage and people working from home.

Wendy Somers to look into the signing of financial documents.

Mike Walsh discussed Fire Department actions and noted no one was allowed at the fire station and they have their stuff cleaned and sanitized.

Kellie Merrell suggested one person per vehicle and suggested use of personal vehicles.

Mike Walsh noted the use of personal vehicles would not be able to be done as communication would be an issue because not all have radios.

Kristin Franson suggested wearing masks and gloves in the trucks and possibly taking employees temperatures at the beginning of the shift and the end.

Eric Bach discussed mask shortage.

(b) **Request for Use of the Green for Farmers Market and Danville Methodist Church** – Audrey DeProspero spoke on behalf of Buddy Munding

The Farmers Market would like to request park usage on Wednesday's from 9am until 1pm starting June 10th until October 7th.

Motion by Eric Bach, 2nd by Kellie Merrell to approve the use of the Danville Green for the Farmer's Market on Wednesday's starting June 10th until October 7th from 9am until 1pm subject to state restrictions and COVID-19 and meeting all current state requirements under current restrictions at time of Farmers Market and receiving approval from the State of Vermont pending submission of the document received from the State to the Town. Vote 5-0-0. Unanimous.

The Danville United Methodist Church would like to use the park on May 17th for a picnic with Grace Church from 11am until 1pm. They will have a joint worship service in the church before the picnic.

Motion by Eric Bach, 2nd by Kristin Franson to approve the Danville United Methodist Church request for use of the Danville Green on Sunday, May 17th from 11am until 1pm subject to state restrictions and COVID-19 guidelines regarding gatherings of ten or more people subject to meeting state requirements in place at the time of the event. Vote 5-0-0 Unanimous.

(c) **2020 Rules of Procedure**

Kellie Merrell discussed reviewing document with respect to electronic meetings.

(d) **Fire Department Rescue Truck** – Mike Walsh discussed in detail the vehicle that the fire department had looked at. He noted it was exactly what they were looking for, it was a four man cab with utility body and the asking price was \$100,000 but the Danville Fire Department offered \$85,000. He noted the vehicle would be replacing a second hand very well used truck with lots of nonworking items on it.

Ken Linsley noted the funds to purchase the support truck for the Fire Department would be coming from the Capitol Equipment Fund not a line item out of the budget.

Information submitted by Troy Cochran: The Fire Department is looking to purchase a used 2012 Ford 550 crew-cab Rescue truck from the Richmond Maine Fire Department in the amount of \$85,000 which is about \$35,000 less than a new unit with the same accessories. The truck is in good condition and has 9,800 miles. A car fax report was done on the vehicle and came back good showing routine maintenance and warranty work. Fire Chief Troy Cochran is recommending the Town approve the purchase

Motion by Ken Linsley, 2nd by Kristin Franson to authorize the Fire Department to extend an offer in the amount of \$85,000 to purchase the truck in Richmond Maine as described above. Vote 5-0-0. Unanimous.

(e) **Green Up Day – Ken Linsley**

Green Up Day was scheduled for the first Saturday in May however it has been changed to the last Saturday in May which is May 30th. With the date change, Bulky day will not line up with Green Up day.

The questions proposed was if the Town wanted to go ahead with Bulky day on the first Saturday in May or did they want to change to May 30th to line up with Green Up day.

Keith Gadapee noted the first Saturday in May is doable. He thought the sooner the better for Bulky day. He noted they could get an extra container and place at the Highway garage on the last Saturday in May.

Noted was that Meyers container had not gotten back to NEKWMD (Northeast Kingdom Waste Management District) to let them know if containers were available on the 30th of May.

(f) **Budget – Ken Linsley**

Discussion ensued regarding the budget being tight and legal counsel needing to be contacted regarding bonds. It was suggested to slow down spending without endangering the Town and to continuously look at the budget.

7. **Financials: Orders to review and sign**

Motion by Eric Bach, 2nd by Henry Pearl to authorize Chairman Ken Linsley to sign the Financial Orders on behalf of the Selectboard. Vote 5-0-0. Unanimous.

8. **Adjourn – Motion by Eric Bach, 2nd by Kellie Merrell to adjourn at 7:55 p.m. All in favor.**

Minutes taken by Audrey DeProspero submitted April 7, 2020 at 1:00 pm.