

Town of Danville  
Selectboard Minutes  
April 16, 2020  
Danville Town Hall (6:00 pm)

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

**Board Members Absent:** Ken Linsley

**Others Present:** Audrey DeProspero

**Others Present Using Zoom:** Wendy Somers, Keith Gadapee, Catherine Whitehead, Jack Beauparlant, Tasha Cochran, and Craig Morse

1. **Meeting was called to order** by Vice Chair Eric Bach at 6:15 pm.
2. **Additions to the agenda:**
  - Wood Dump – see Bulky Day
  - Budget – see COVID 19
3. *Motion by Kellie Merrell, 2<sup>nd</sup> by Henry Pearl to approve **minutes of Regular meeting of April 2, 2020.** Vote 4-0-0. Unanimous.*

*Motion by Kristin Franson, 2<sup>nd</sup> by Henry Pearl to approve **minutes of Emergency meeting of April 6, 2020.** Vote 4-0-0. Unanimous.*

4. **Visitor**
  - Kate Whitehead – Community Outreach/Education for Advisory Shoulder

The request for the experimental advisory shoulder on Peacham Road has been approved. Community feedback has been supportive. The next scheduled community forum to relay data on the planning process scheduled for April 26 has been postponed due to COVID-19. A new date is being decided upon. Possible date is the end of May or beginning of June but it will depend on the Stay at Home order. The meeting may even be held via Zoom. The advisory shoulder installation is scheduled for July. Collection of more data is being scheduled. Educational brochures are being created and funding for the feasibility study which would be able to be applied for in July.

5. **Town Clerk** (Wendy Somers)
  - First Class Liquor License Renewal Application for the Creamery Restaurant, Inc.

*Motion by Kristin Franson, 2<sup>nd</sup> by Kellie Merrell to authorize Vice Chair Eric Bach to sign the First Class Liquor License for the Creamery Restaurant, Inc. on behalf of the Danville Selectboard.* Vote 4-0-0. Unanimous.

- Town Clerk has a Recording of Highway Curb Cut/Driveway Permit for Hawkins Road. This item was approved at the previous Selectboard meeting.

6. **Highway Foreman** (Keith Gadapee)
  - Highway Curb Cut/Driveway Permit Application for Nathanael Hale for Hawkins Road to put in an access and parking spot.

*Motion by Kellie Merrell, 2<sup>nd</sup> by Kristin Franson to authorize Vice Chair Eric Bach to sign the Application for Highway Cut/Driveway Permit for Nathanael Hale for Hawkins Road on behalf of the Danville Selectboard and for Wendy Somers to issue the Permission to Proceed form via email.* Vote 4-0-0. Unanimous.

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

(a) **Calcium Chloride Bid** – Keith Gadapee

The Gorman Group

0.85 per delivered gallon / 0.85 per delivered gallon in a 3 year contract

Yes to providing storage tank

Innovative Surface Solutions

0.86 per delivered gallon / Not interested in a 3 year contract

Company has storage tank on site

All States Materials Group

0.82 per delivered gallon / Not interested in a 3 year contract

Company has storage tank on site

Keith Gadapee recommended All States Materials Group because it is a savings of four cents a gallon. A three year contract with All States Materials Group just ended. Previously used was magnesium chloride but since magnesium is difficult to get, the Highway Department is switching back to calcium chloride.

*Motion by Kristin Franson, 2<sup>nd</sup> by Henry Pearl to accept bid from All States Materials Group for 0.82 per delivered gallon. Vote 4-0-0. Unanimous.*

(b) **2020 Rules of Procedure** – postponed until next meeting.

(c) **Electronic Signatures** – Kellie Merrell discussed sharing information regarding the different options available for signing documents electronically.

(d) **Garden Bid**

Kathryn's Gardens: Danville Green \$1,240 / Hill Street Park \$860 (Total \$2,100)

R & R Property Care: Total Yearly Contract \$1,375

Regenerative Garden Works: Town Green \$1,310 / Hill Street \$685 (Total \$1,995)

The Eliminator: Town Green \$1,075 / Hill Street Park \$500 (Total \$1,575)

3 years \$4,725 at \$1,575 for 2020, 2021, 2022

Richard Benoit: Danville Green \$900 / Hill Street Park \$500 (Total \$1,400)

Cuttin it Close Landscaping: Danville Green \$858.08 / Hill Street Park \$381.04  
(Total \$1,239.12)

*Motion by Henry Pearl, 2<sup>nd</sup> by Kristin Franson to award Care of Gardens bid to Cuttin it Close Landscaping in the amount of \$1,239.12. Vote 4-0-0. Unanimous.*

(e) **Mowing Bid**

Northern New England Property Management \$13,735

R & R Property Care \$ 8,550

The Eliminator \$9,200 (3 year proposal \$9,200 each year 2020, 2021, 2022)

Benoit Landscape \$9,400

802 Lawn Care \$31,650

Cuttin it Close Landscaping \$10,977.20

*Motion by Henry Pearl, 2<sup>nd</sup> by Kristin Franson to award the Mowing bid to Benoit Landscape in the amount of \$9,400. Vote 4-0-0. Unanimous.*

(f) **Heat/Maintenance Bid**

Fred's Energy  
Maintenance \$1,390  
Fixed Oil One Year \$1.799 plus .03 VT Fuel Tax  
Fixed Propane One Year \$1.999 plus .02 VT Fuel Tax

Bourne's Energy  
Maintenance 20% discount  
Fuel Oil One Year Fixed \$1.698  
Propane Two Year Fixed \$1.225

Walden Heights  
Maintenance 3 Years \$1,125

CN Brown  
Oil One Year Fixed \$1.699  
Propane One Year \$1.279

*Motion by Henry Pearl, 2<sup>nd</sup> by Kellie Merrell to award Heat portion of the Heat/Maintenance bid to CN Brown and to award the Maintenance portion of the Heat/Maintenance bid to Walden Heights. Vote 4-0-0. Unanimous.*

(g) **Bulky Day/Green Up/Wood Dump**

Bulky Day and Green Up day will both be May 30<sup>th</sup>.

The Wood Dump normally is open the 1<sup>st</sup> & 3<sup>rd</sup> Saturdays of the month beginning in May. The Executive Order is currently in effect until May 15<sup>th</sup>. The 1<sup>st</sup> Saturday is May 2<sup>nd</sup> and the 3<sup>rd</sup> Saturday is May 16<sup>th</sup>, which is the day after the expiration of the current Executive Order.

*Consensus of the Selectboard is to open the wood dump on May 16<sup>th</sup>, the 3<sup>rd</sup> Saturday in May.*

(h) **Remote Capability**

*Motion by Kellie Merrell, 2<sup>nd</sup> by Kristin Franson expend \$15.98 for Zoom for another month. Vote 4-0-0. Unanimous.*

(i) **COVID19**

Eric Bach discussed the possibility of late tax payments and wondered if the Town Clerk had any cash flow issues.

Wendy Somers noted she did not think there would be any other cash flow issues.

Eric Bach discussed having more delinquent taxes this year than last and wondered how it was going to effect the town,

Wendy Somers discussed carry over of delinquencies and adding to the next budget.

Long term concerns were discussed.

Kellie Merrell discussed emailing letters to Senator Kitchel and Representative Toll for legislature assistance with interest waiving of interest and penalties on property taxes, lowering current tax rate, enacting legislation that would eliminate severe penalties that would accrue to towns who make incomplete education and property tax payments to school district or education fund payments, and to require the state to borrow dollars that are needed to make the Education fund whole in 2020.

*Consensus for Audrey DeProspero to draft a letter for Selectboard review.*

Wendy Somers discussed furlough of employees.

Eric Bach discussed voluntary vacation time and furlough for those employees who have concerns about exposure risk.

Kellie Merrell discussed trying to keep everyone working.

Keith Gadapee discussed projects and work not ending. Projects aren't always able to be completed in the year planned. There is a possibility that not all projects would get done this year. He is able to keep the Highway Crew working and have them keep social distancing amongst the group. He is also able to follow the suggestions of VTrans for essential job functions.

Eric Bach discussed not falling behind in the Town's road maintenance and continuing to work but following social distancing.

Henry Pearl agreed with maintaining the Town's roads and suggested Keith Gadapee use his discretion.

Kellie Merrell agreed to social distancing and keeping the Road Crew working with things needing to be done. She wanted all to be mindful of social distancing.

Kristin Franson agreed and discussed feelings for keeping employees working.

Eric Bach discussed COVID policy and procedures and suggested to channel VLCT contact through one person as VLCT is getting stuff in from different places. Streaming the communication through Audrey DeProspero would help lesson VLCT's overload of emails from various individuals.

Kellie inquired how Town Hall was handling social distancing.

Wendy Somers noted the Town's Clerk staff had agreed to vary their work days. One is working Monday, Tuesday, and Wednesday while the other is working Thursday and Friday.

Eric Bach noted the peak of COVID-19 has not yet hit this week as predicted.

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

*Motion by Kellie Merrell, 2<sup>nd</sup> by Kristin Franson to authorize Vice Chair Eric Bach to review and sign the Financial Orders on behalf of the Selectboard. Vote 4-0-0. Unanimous.*

**9. Adjourn – Motion by Henry Pearl, 2<sup>nd</sup> by Kristin Franson to adjourn at 8:26 p.m. All in favor.**

Minutes taken by Audrey DeProspero submitted April 20, 2020 at 2:18 pm.