

Town of Danville
Unapproved Selectboard Minutes
October 1, 2020
Danville Town Hall (6:00 pm)

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

Board Members Present: Ken Linsley

Others Present: Audrey DeProspero, Keith Gadapee, Wendy Somers, Chris & Scott Burns, and Liam Carcoba

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 the **Regular meeting of September 17, 2020** as written. Vote 5-0-0. All in favor.*
4. **Visitor**
 - Walter McNeil – NEKWMD – executive board met to go over the 2021 budget. The district consists of 49 district towns. The 2021 budget will be increased by \$19,000. Funding of the budget is through per capita fee, charge for recycling and food scraps and surcharge on haulers. There will be a salary increase of 2.41%. There have been no salary increases for three years and no health benefits are offered at the district to employees. The recycling market is steady, cardboard is up and down, plastic is not giving that much and glass is difficult to get rid of.
5. **Town Clerk** (Wendy Somers)
 - Certificate of Compliance for Joseph and Dawn Csiki for Highway Curb Cut on McDowell Road.

Motion by Kellie Merrell, 2nd by Kristin Franson to authorize Chair Ken Linsley to sign the Highway Curb Cut document for Joseph and Dawn Csiki on McDowell Road. Vote 5-0-0. All in favor.

- Packets for Health Insurance 2020 versus 2021 rates and information from Blue Cross Blue Shield given to Selectboard to review. A decision is required on the health plan by the middle of November.

Ken Linsley suggested the Selectboard review and send questions and comments to Wendy Somers.

Kristin Franson requested MVP rates for comparison.

- Darryl Calkins has informed Wendy Somers the cemetery subsurface imaging to detect all cemetery plots and open sites for Drew-Kelsey and Little Drew cemeteries should be completed by the middle of October.
- The Cotts System is now working. Attorneys can look up land records from 2015 - 2020. Scanning of hardcopy records is constantly being done by the Town Clerk to get the land record data into the system. Attorneys can purchase an access to records and print fee through the system. Items that are printed can be paid for on line.

Ken Linsley suggested instructions of the how to use the system be put on Town's website.

Kristin Franson discussed the purchasing of a Dymo label printer for the Selectboard Assistant and wondered what the process was.

Wendy Somers suggested Kristin Franson email information to her and she would order.

Motion by Kristin Franson, 2nd by Kellie Merrell to approve the purchase of a Dymo label printer and labels for Selectboard/Zoning use. Vote 5-0-0. All in favor.

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

- Grant-In-Aid Letter of Intent signed and submitted. The work is not required to be completed until 2021.
- Tim Ruggles is willing to design the Hill Street Project.
- Excavator being used for ditching project which should wrap up by the end of October.
- Unhappy resident with ditching project done in front of their house which they requested to be done. Resident pictured the job to be different from the actual way it came out. Waste fill was created from the job and not given to the resident because of the steep location of where it would be placed and it would also be in the right-of-way. Dump site chosen was a mile away as there was no steep hill or a right-of-way. Front lawn is a raked finish and pastures are not raked. Two new culverts were installed and both are thirty feet. Unhappy resident got an additional ten feet of culvert, they previously had a twenty foot culvert and the other resident received a new culvert which was not previously there. Stones were removed that were placed in front of the culvert and the resident has requested the stones to be given back which they will be however they cannot be placed in front of the culvert. The Highway Foreman wanted to do sheet flow but the resident wanted the water to run into the culvert. Resident wants fill (product from ditching) to place in steep slope.

Henry Pearl viewed the project area and felt it was appropriate and did not need any more work.

Ken Linsley viewed the area and noted it was consistent with state requirements and town standards. He also suggested the stipulations for fill and stones be put in writing to the resident.

Kellie Merrell noted the Highway response time to the resident's request was extremely quick and timely. She was happy that the job was completed this year and that the resident did not have to wait until next year.

Consensus was the job was done in compliance with state requirements and town standards.

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

(a) **Class 4 Roads** – Henry Pearl

Partridge Lane –

Discussion with landowners and town attorney. Suggestion was to leave the road as it is and not throw it up and have landowner who wants to build a garage either find an alternate location or request waiver from Development Review Board (DRB).

Kellie Merrell suggested landowner go to DRB for location decision.

Keith Gadapee inquired if the other barn was in the right-of-way.

Henry Pearl noted he did not measure or find out that information.

Consensus is to have landowner submit application to the DRB.

Water Andric –

Response from VLCT (Vermont League of Cities and Towns) noted the Town does not have an obligation to maintain Class 4 Roads.

Ken Linsley suggested Selectboard review the information from VLCT and come up with a proposed resolution and to collaborate suggestions for a preferred approach.

Keith Gadapee volunteered to contact the appropriate person from the Agency of Natural Resources (ANR) to see if they can come up with a patch solution.

Kellie Merrell thought contacting ANR good start. Kellie Merrell spoke of the hydrologically connected roads.

Consensus is for Selectboard to email proposed resolutions and not to discuss but to circulate amongst themselves.

- (b) **Cyber Awareness training (Phillips Creative) coordinator** – Ken Linsley – contact person is needed to help set up a timeline and a syllabus.

Wendy Somers volunteered to act as coordinator.

Eric Bach liked the idea of a point person.

Kellie Merrell agreed with having a point person.

Ken Linsley discussed VLCT's Cyber training information that was sent to Selectboard members and suggested all should review.

- (c) **Town Property Criteria List** – Eric Bach – suggestions made and distributed to Selectboard.

Ken Linsley suggested that a clean copy with no mark ups be emailed.

Town Property Criteria List to be discussed at next Selectboard meeting.

- (d) **COVID-19 screenings** – Kristin Franson – supplied Selectboard with CDC, State of VT and VLCT guidance on symptoms of Coronavirus, stopping the spread of germs, and things that can be done to protect each other. Kristin Franson thought screenings should be done at Town Hall and noted Wendy Somers had the capabilities to do so. Kristin Franson inquired if the VOSHA standards training program had been taken by Town employees.

Wendy Somers noted the employees had taken the training and a completion form was in each person's file.

Kristin Franson discussed having a form completed by employees indicating they were showing no symptoms.

Wendy Somers noted the attorneys doing research at Town Hall are required to complete a similar form.

Eric Bach discussed contact tracing.

- (e) **Insurance** – Ken Linsley – VLCT submitted insurance renewal paperwork. Ken Linsley noted typically they go out to other vendors every five years. VLCT PACIF is used frequently and he recommended to proceed with renewal application.

Kellie Merrell agreed.

Motion by Henry Pearl, 2nd by Eric Bach to renew with VLCT for Insurance purposes for next year. Vote 5-0-0. All in favor.

Informational Items:

Ken Linsley sent out the Highway Budget and we anticipate there may be a small surplus at year end. Wendy Somers is working on the General Budget and then both budgets will be turned over to the Budget Subcommittee to review.

8. Financials: Orders to review and sign

Motion by Kellie Merrell, 2nd by Eric Bach to authorize Chair Ken Linsley to review and sign the Financial Orders on behalf of the Selectboard. Vote 5-0-0. All in favor.

9. **Adjourn** – *Motion by Henry Pearl, 2nd by Eric Bach to adjourn at 8:08 p.m. All in favor.*

Minutes taken by Audrey DeProspero submitted October 02, 2020 at 12:37 pm.

DRAFT