

Town of Danville  
Selectboard Minutes  
December 3, 2020  
Danville Town Hall (6:00 pm)

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

**Board Members Present:** Ken Linsley

**Board Members Absent:** Henry Pearl

**Others Present Using Zoom:** Keith Gadapee, Kate Whitehead, Jenni Lavoie, Erica Ferreira, Karen Budde, Clayton Cargill, Virginia Incerpi and Nelson Ferreira

**Others Present:** Audrey DeProspero and Wendy Somers

1. **Meeting was called to order** by Chair Ken Linsley at 6:00 pm.
2. **Additions to the agenda:**
  - Utility Partners
  - Recycle Attendant Description
  - Thank You Note
  - Utilization of Town Hall Space
  - Small Purchase Item
3. *Motion by Eric Bach, 2<sup>nd</sup> by Kristin Franson to approve **minutes** of the **Regular meeting of November 19, 2020** as written. Vote 4-0-0. All in favor.*

4. **Visitor**

- Catherine (Kate) Whitehead – Advisory Shoulder – 60 completed Advisory Shoulder Surveys and 73 completed Community Surveys were received. 77% of respondents were concerned with vehicle speed on Peacham Road and 66% thought the advisory shoulders would create safer conditions on Peacham Road for walking and biking. Traffic volume and radar data collected was discussed. Survey information showed 61% supported permanent installation of advisory shoulders.

Keith Gadapee inquired if the signs should be removed.

Ken Linsley inquired when the final decision was needed on the advisory shoulder.

Kate Whitehead noted the report will be submitted at the end of the month and a decision by the Selectboard is required at their next meeting.

Kellie Merrell suggested to make the advisory shoulder permanent and she felt a good goal would be to raise enough revenue for the installation of sidewalks.

Discussion on having Sheriff present on Peacham Road Saturdays and Sundays during summer hours but noted was that would be an increase cost as it is out of regular hours.

Selectboard to review data so that a resolution can be made at their next meeting.

5. **Town Clerk** (Wendy Somers)

- Consent for Candidate Form.
- Delinquent property taxes.
- Health insurance requires decision no later than the next meeting.
- Health insurance total out of pocket expense is higher than what was anticipated.
- Grants left to come in for end of year: LGER \$2,800, Aquatic Nuisance \$3,300, Mailbox \$1,000 and Digitization \$24,000.
- Working on budget and expenses for Kristin Franson & Eric Bach.

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

- Special Warned Article for Town Meeting should be in the range of \$620-640,000.
- Applying for a \$74,000 Better Roads Grant project for Tampico Road. The paperwork requires Selectboard approval. Grant will be for work on 2,800 feet of road with nine road segments, 5 of which are hydraulically connected, and two of which do not meet standards. Revenue for this is only \$20,000 to the Town.

*Motion by Kellie Merrell, 2<sup>nd</sup> by Eric Bach to approve Ken Linsley to sign the Better Roads Grant paperwork for Tampico Road. Vote 4-0-0. All in favor.*

- Hill Street Project inquiry – does the Selectboard want to proceed with prints, planning and estimates for the project.

Eric Bach thought they should move forward on the project.

Kellie Merrell concerned with stormwater management and impervious area.

Keith Gadapee noted some money has been set aside for the project.

Kristin Franson agreed with Eric Bach about moving project forward.

Ken Linsley inquired about cost.

Selectboard postponed motion until they know the cost.

*Keith Gadapee to bring back figures back to the Selectboard for the next meeting.*

- Light pole between Town Hall and Marty's building cannot be replaced immediately as there is only one manufacturer and it will take 16-18 weeks for the order.
- Correspondence regarding hazards along sides of road and copy of ordinance protecting right-of-ways are being sent to five residents who have placed items in the right-of-ways.
- Correspondence regarding violation of curb cut where someone added to a Town culvert is being sent requesting either the removal or correction.
- Permission is sought for mailing of correspondence to bordering towns regarding if their highway department becomes shorthanded, Danville's Highway Department is willing to provide service.

Kellie Merrell discussed protection of employees during COVID-19 and inquired if there were back up plans for having private contractors available to plow should Danville's Highway Department take ill.

Keith Gadapee noted other towns are doing that however that is not Danville's Plan. Danville is using the Mutual Aid route as Keith Gadapee is more comfortable with that.

*Consensus is for Keith Gadapee to mail the Mutual Aid letter submitted to the Selectboard for review to the eight bordering towns to Danville.*

- Old culvert give away - old culverts dug out of the ground can often be repurposed. Curbing from around the Green has been stored at the Highway Garage for quite a while and a request has come in from someone for them. Should they sell or give away?

Eric Bach felt if the Town was not using them and could make money to offset something then we should sell them.

Ken Linsley inquired if the curbing could be used at Hill Street Park to designate parking.

Keith Gadapee noted he would look into the use at Hill Street Park, otherwise he does not have a use for them nor a problem with getting rid of them.

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

- (a) **Cannabis** – should the Selectboard allow request to be put on Warning or ask petitioner to get signatures of 5% of registered voters in Danville.  
Eric Bach suggested to allow wording submitted by Chad Ste. Marie be put on the Town Meeting Warning.

Ken Linsley inquired if the subject should be deferred until the next Town Meeting as cannabis is still in the beginning stages and legislature is not working on it until 2022.

Kristin Franson does not think door to door is the good idea during a pandemic.

Kellie Merrell suggested to put the wording on the Warning without a petition.

*Motion by Eric Bach, 2<sup>nd</sup> by Kellie Merrell to add the Article to the Town Meeting Warning per language provided by Chad Ste. Marie and to waive petition requirements subject to VLCT review of language submitted. Vote 3-1-0. (Eric Bach=yes, Kellie Merrell=yes, Kristin Franson=yes, Ken Linsley=opposed).*

- (b) **Rain Gutter for Rescue Building** – expenditure needs Selectboard approval.

*Motion by Eric Bach, 2<sup>nd</sup> by Kellie Merrell to approve the expenditure of \$700 on the Rescue building for the installation of 62' of 5" Seamless Rain Gutters and 20' of 2x3 Downspouts by S.N.J. Seamless Gutters. Vote 4-0-0. All in favor.*

- (c) **Class 4 Road – Old Homestead**

Eric Bach noted he stood behind the current Maintenance Policy (Class 4 Roads are not plowed). In order to provide winter maintenance, the road has to be brought up to Class 3.

Kellie Merrell has reservations about bringing the road to a Class 3 as it potentially effects the pond. The concern for the upgrade is because the road is so close to the lake and widening the road would increase impervious surface. Her suggestion is to provide service and to reconsider the Winter Maintenance Policy on Class 4 roads.

Ken Linsley suggested to change the road to a one-way street as the current street would be difficult to plow. This change may even help with the width of the road if it was to be upgraded. The optimum solution would be to find a way to take this road to a Class 3 so it is winter and summer maintainable and to look into the feasibility of making it a one-way.

Erica Ferreira noted the road was currently being plowed by a contractor's large equipment and feels the Joe's Pond area is being unfairly considered.

Keith Gadapee discussed current Class 4 Roads with full time residents: Greenbanks Hollow Road, Red Barn Road, Town Highway 104 off McDowell, Town Highway 20 off Cross Country Road, Town Highway 95 off Webster Hill Road, Town Highway 19 off Walden Hill, Island Drive, Town Highway 106 off North Shore Road, Old Homestead, Edgewood Avenue and Clark Road.

Kellie Merrell inquired if the roads mentioned were able to be plowed.

Keith Gadapee had concerns with Edgewood Avenue and Island Drive.

Kristin Franson noted the Town has a Class 4 policy and the real question should be directed to if the road should be reclassified as a Class 3.

Erica Ferreira preferred the option to modify the Winter Maintenance Policy.

Keith Gadapee noted if the road is to be reclassified then it needs to be brought up to Class 3. Test holes would need to be dug to see how much material is there, trees

along the roadside need to be evaluated to see if they need removal as they may break side mirrors and some brush may need to be cut back.

Eric Bach discussed details of Winter Maintenance Policy and COVID-19 concerns and how adding Old Homestead will affect the entire Town.

Keith Gadapee to get details and report back to Selectboard with findings and cost. The cost of the upgrade would be paid by the residents of Old Homestead. Class 3 Standards will need to be looked at.

Kellie Merrell is not in support of upgrading Old Homestead to a Class 3 road.

(d) **2021 Town Meeting 2021** – Ken Linsley – Australian Ballot vote

*Motion by Kellie Merrell, 2<sup>nd</sup> by Eric Bach to switch to Australian Ballot for 2021 Town Meeting. Vote 4-0-0. All in favor.*

Clayton Cargill noted the School Board voted on this Tuesday.

Ken Linsley noted no petition is required for all for elected office. Persons just need to sign consent form consenting to put their name on the ballot.

Timeline for Town Meeting was discussed.

Clayton Cargill discussed School Board information.

Details of candidate open positions discussed and consent form details.

*Motion by Eric Bach, 2<sup>nd</sup> by Kellie Merrell to change policy on appropriation requests for getting on Town Meeting Warning for all new appropriation requests, increases or changes to appropriations do not need the required 5% signatures of registered Danville voters while the Governor's Emergency Order is in effect to help reduce COVID-19 risk. Vote 4-0-0. All in favor.*

(e) **Utility Partners' Letter** – Ken Linsley – Utility Partners is in charge of Danville's Waste Water Treatment Facility and they are changing their name.

(f) **Thank You Note** – Ken Linsley – Harry Swett has sent in a Thank you letter to the Town.

(g) **Utilization of Space at Town Hall** – Kristen Franson – Expansion of space. Inquiry if Marion Sevigny's money be used.

Wendy Somers noted Marion Sevigny's money could be used to expand space.

(h) **Small purchase item** – Kristin Franson – software. Request to order Adobe DC to help with forms on line. The monthly cost is \$15 and the yearly cost is \$180 and can be cancelled at any time.

*Motion by Kellie Merrell, 2<sup>nd</sup> by Eric Bach to approve expenditure on a monthly basis for a couple of month and for the expenditure to come out of the Selectboard line item. Vote 4-0-0. All in favor.*

**Informational Items:** Ken Linsley –

- Melissa Jenkins Memorial Scholarship Fund is at \$92,000.

8. Financials: Orders to review and sign

*Motion by Eric Bach, 2<sup>nd</sup> by Kellie Merrell to authorize Chair Ken Linsley to review and sign the Financial Orders on behalf of the Selectboard. Vote 4-0-0. All in favor.*

9. **Adjourn** – *Motion by Eric Bach, 2<sup>nd</sup> by Kristin Franson to adjourn at 9:22 p.m. All in favor.*

Minutes taken by Audrey DeProspero submitted December 07, 2020 at 2:27 pm.