

Town of Danville
Selectboard Minutes
February 4, 2021
Danville Town Hall (6:00 pm)

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

Board Members Absent: Henry Pearl

Board Members Present: Ken Linsley

Others Present Using Zoom: Keith Gadapee, Michael Hogue, Peter Griffin, Greg Prior, Hollis Prior, Sally Fishburn, Alison Lowe, and Wendy Somers

Others Present: Audrey DeProspero and Glenn Herrin

1. **Meeting was called to order** by Chair Ken Linsley at 6:00 pm.
2. **Additions to the agenda:** None
3. *Motion by Eric Bach, 2nd by Kristin Franson to approve **minutes** of the **Regular meeting of January 21, 2021** as written. Vote 4-0-0. All in favor.*

*Motion by Kristin Franson, 2nd by Kellie Merrell to approve **minutes** of the **Special meeting of January 25, 2021** as written. Vote 4-0-0. All in favor.*

4. **Visitor**

- **Train Station Committee** (Michael Hogue/Sally Fishburn)
 - **USDA Rural Business Development Grant** – Michael Hogue – the committee has decided not to apply for the \$35,000 grant (match is \$17,000) as they want to make sure they would get it so they may come back to this grant at a later date for application.
 - **Sincerbeaux Fund** – Sally Fishburn – the committee will be applying for the VT Preservation Trust Robert Sincerbeaux Fund Grant which has a \$250 match. Committee is requesting to bring someone in and provide a road map of what needs to be done and costs. The person would look at the entire building, focusing on structure and drainage. This would help with the stabilization of the Train Station.

Ken Linsley noted the match could come from the Capitol Fund.

Motion by Kellie Merrell, 2nd by Kristin Franson to provide \$250 match from the Capitol Fund for the Train Station Committee for the Robert Sincerbeaux Grant for the Train Station building assessment study. Vote 4-0-0. Motion carries.

- **Local Hazard Mitigation Plan** – Glenn Herrin – the Town currently does not have a current Local Hazard Mitigation Plan. By having an updated plan, funding increases from 7.5% to 12%. Highlights of the survey from residents indicated commonly experienced hazards were: wind storms, high winds and thunderstorms; the most reported problems were: power and water outages and loss of foods. If you do not have power, water pumps do not run and food can become spoiled. The concerning hazard was drought. The least activities prepared for were first aid/CPR, a disaster supply kit and utility shutoff procedures. In order to complete the plan, a committee which currently consists of himself, Alison Lowe, Bruce Melendy and Keith Gadapee needs a Selectboard Rep.

Alison Lowe – NVDA – once the planning group is created, they will meet 3 to 4 times for one hour via Zoom and look at hazards. There is a current matrix for hazards but other hazards can be added. Her time will be spent drafting the Hazard Mitigation Assessment. After assessment is complete, two public hearings will be required and then the plan will be done and sent off for approval. Selectboard volunteer and guidance is being sought.

Kellie Merrell volunteered noting she is not available in April or May due to work.

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

- Ballots went to print earlier this week and are due to arrive at Town Hall before the 10th of February. She is working with a company from Barre who does mass mailings. All associated expenses are to be reimbursed.
- Town Report proof is due on Friday and a spot check is required. 700 copies of the report have been ordered. If more are needed then a second run can be done.
- BCA meeting is being scheduled for Wednesday, February 10th at 7pm
- Pension plan rumor has indicated changes forthcoming. She is looking into information.

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

- New truck arrived. It has had a few issues otherwise it seems to be working out well.
- Curb Cut Application for Willson Road for Guy Lagomarsino. It doesn't quite meet the site distance however it is not an outlet road.

Motion by Kellie Merrell, 2nd by Eric Bach to approved the proposed Curb Cut on Willson Road for Guy Lagomarsino as proposed by Keith Gadapee. Vote 4-0-0. Motion carries.

- Notification received on VTrans Structures and Paving Grant. They are being called FY22 Grants and the town can take up to two years to complete project. Requesting approval from the Selectboard to apply for the grants even though it is not in the budget.

Motion by Eric Bach, 2nd by Kristin Franson to authorize Keith Gadapee to apply for the FY22 Grants (VTrans Structures and Paving Grant). Vote 4-0-0. Motion carries.

- Tillson Corporation who is working on the broadband project is working around the Green in the manhole covers. They are researching whether there is available conduits and are wondering who actually owns the duck banks and who can use them. VTrans does not think that they have any ownership.

Ken Linsley did not think the Town owned them either as the Town does not own the infrastructure. They were put in by the utility company and normally spare conduits are laid out during construction.

Kellie Merrell spoke of the proposed Phil Scott budget for paving and wondered if Keith Gadapee had any information on it.

Keith Gadapee noted there were rumors of extra money however he suspected the money would be put towards increasing grants that towns apply for.

Ken Linsley noted the proposal by the Governor will have to go to the Transportation Committee for approval.

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

- (a) **Zoning Nomination** – Ken Linsley – Planning Commission motioned on January 28th to nominate Audrey DeProspero to the Zoning position. The Selectboard makes the appointment based on the PCs nomination.

Motion by Kristin Franson, 2nd by Eric Bach to appoint Audrey DeProspero as Zoning Administrator for a term of 3 years per statute removing the wording Interim. Vote 4-0-0. Motion carries.

- (b) **Recycling Building - Chimney**

Ken Linsley – an estimate of \$575 has been received to tear down the chimney thru roof and protect first floor ceiling from falling bricks, patch roof with metal roofing and ridge cap provided by Town.

Motion by Kellie Merrell, 2nd by Kristin Franson to approve the expenditure of \$575 from the Capitol Fund for chimney removal and to cover opening. Vote 4-0-0. Motion carries.

Recycle Building Grant – Kellie Merrell – spoke to Josh Kelley of VT Department of Environmental Conservation and Paul Tomasi of NEKWMD regarding the Town's eligibility

for the 2021 Materials Management Infrastructure Grant for the Train Station. The match is 40% for building and the grant application is due March 10th. The projects are done on a ranking basis and is very competitive. The Town would need to come up with a good cost estimate for the project before the application is submitted on March 10th, however they will preliminary accept the proposal on March 30th. It'll take about a month or two to finalize the grant agreement and then the Town would have two years to complete. Construction could begin as early as June of this year.

Kellie Merrell noted she would be happy to take a stab at filling out the grant paperwork.

Keith Gadapee inquired if the Town would have to have stamped drawings, go through labor and industries for approved fire exits and wanted to know who would be responsible for getting contractors.

Kellie Merrell noted the submission did not have to be fully baked drawings and the finalization could be done later when the grant is approved. She also noted that Paul Tomasi suggested the Town also apply for the USDA grant.

- (c) **North Danville School/Community Club Meeting update** – Ken Linsley – participated via Zoom on Monday, February 1st. The furnace in their building is leaking. The leak is in the steam box. They have applied for Historic Preservation Grant for \$65,000 which was submitted in January and they are applying for Historic Site Designation. Any restrictions that result from receiving the grant must be approved by the Selectboard prior to any expenditure of the grant funds. They have investigated recreational equipment and submitted information for VLCT to review for compliance. Keith Gadapee has been informed of the ditch at the rear of the property that is in need of cleanout. Cleanout will be done in spring. The Community Club's next meeting is on May 3rd.

- (d) **Annual Review** – Kristin Franson – discussion on Annual Review for employees, stipend, and personnel policy. Employees Annual Reviews were done in December of last year. Guidance received from VLCT indicated that personnel policies required signatures by employees and if not signed employees would not reap benefits.

Decision was for two Selectpersons to pick an employee and do employee review.

Ken Linsley noted he was working on a spreadsheet that had different options and explanatory notes.

- (e) **Town Meeting** – Ballots expected on Wednesday, February 10th and then will be shipped. People may receive ballots by the 15th. The first Informational Meeting is on the 11th of February. Appropriations listed on the Ballot will be uploaded to the Town's webpage for viewing. The final Town Report should be received around the 18th of February.

8. Financials: Orders to review and sign

Motion by Eric Bach, 2nd 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, 2nd by Kellie Merrell to adjourn at 7:17 p.m. All in favor.*

Minutes taken by Audrey DeProspero submitted February 4, 2021 at 9:00 pm.