

Town of Danville  
Selectboard Minutes  
February 18, 2021  
Danville Town Hall (6:00 pm)

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

**Board Members Absent:** Eric Bach and Henry Pearl

**Board Members Present:** Ken Linsley

**Others Present Using Zoom:** Keith Gadapee, Jefferson Tolman and Craig Morris (6:48 pm)

**Others Present:** Audrey DeProspero

1. **Meeting was called to order** by Chair Ken Linsley at 6:00 pm.
2. **Additions to the agenda:**
  - Update on grant for Recycle Center
3. *Motion by Kristin Franson, 2<sup>nd</sup> by Kellie Merrell to approve **minutes** of the **Regular meeting of February 4, 2021** as written. Vote 3-0-0. All in favor.*

*Motion by Kellie Merrell, 2<sup>nd</sup> by Kristin Franson to approve **minutes** of the **Special meeting of February 11, 2021** as written. Vote 3-0-0. All in favor.*

4. **Visitor**
  - Jim Brimblecombe/Jefferson Tolman – H2O Innovation – WW Contract Renewal

Jefferson Tolman informed the Selectboard that their five year contract with H2O Innovation previously named Utility Partners ends at the end of the month. The new contract has a couple of changes: cost of benefits has increased so the CPI is being asked to be a floor to ceiling limit to keep up with the cost of services; they are now billing for mileage. In the past, the employees were paid for mileage but the customers were not billed for mileage; and they are asking to extend the contract for another five years.

Jefferson Tolman spoke of Maintenance and LP gas caps: \$5,000 in the Maintenance Budget is typically rolled over and they are requesting the same for this year so that they are able to get to projects that they were not able to in the past year. LP gas consistent with \$1,000 per year and again the overflow will be returned.

Kellie Merrell inquired how far people travel.

Jefferson Tolman noted St. J support will travel to Danville when/if needed. Typically people travel about a half hour.

Ken Linsley inquired if other indexes were looked at.

Jefferson Tolman discussed support contract for Lunenburg district.

Ken Linsley noted typically the Town rolled Maintenance over and LP would be credit for the next month.

*Motion by Kellie Merrell, 2<sup>nd</sup> by Kristin Franson to approve the Contract Renewal and Compensation Adjustment for the Contract Year Commencing on March 1, 2021 with H2O Innovations for a five year contract and to authorize the Selectboard Chair to sign the contract. Vote 3-0-0. Motion carries.*

5. **Town Clerk** (Wendy Somers) - absent
6. **Highway Foreman** (Keith Gadapee)
  - Annual Mileage Certificate needs approval of the Selectboard. The only change was an adjustment of .02 miles when we changed Hawkins Road last year.

*Motion by Kellie Merrell, 2<sup>nd</sup> by Kristin Franson to approve the new Annual Mileage Certificate as presented by Keith Gadapee which reduces the Town's mileage by .02 and to authorize Ken Linsley to sign the Certificate of Highway Mileage Year Ending February 10, 2021 paperwork. Vote 3-0-0. Motion carries.*

- Equipment is all up and going.
- Resignation received and the employee's last day is tomorrow, Friday, February 19, 2021. The Highway Crew will be one man down. The position has been posted. Going to pursue a seasonal employee and then to fill in the other position before next winter. Position is open until filled. The description for seasonal worker is being created.

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

(a) **Job descriptions – Highway**

Maintenance Worker – Selectboard suggested changes and discussed position.

*Motion by Kellie Merrell, 2<sup>nd</sup> by Kristin Franson to accept the Highway Maintenance Worker job description with corrections. Vote 3-0-0. Motion carries.*

Supervisor – Selectboard made suggestions. Suggestions were implemented and noted was a clean copy would be sent to Selectboard.

*Motion by Kellie Merrell, 2<sup>nd</sup> by Kristin Franson to accept the Highway Supervisor job description with edits proposed and agreed upon during meeting. Vote 3-0-0. Motion carries.*

- (b) **Annual Reviews – set dates** – Selectboard discussed doing annual reviews on employees that report directly to them (Recycle Attendant, Highway Foreman, Assistant to Selectboard and Zoning Administrator). Kellie Merrell and Kristin Franson will collaborate on dates with employees.

- (c) **DRB – site plan reviews of solar arrays** – Audrey DeProspero – the DRB is seeking to review any site plans of solar arrays that may come into Town. The DRB is asking that if persons come before the Selectboard about a solar array that they direct the person to the DRB also to allow the DRB to be able to review the solar array location. Noted by the DRB was the DRB was helpful for the Scott Palmer installation and the Selectboard referred it to the DRB.

Selectboard noted they will advise DRB of any solar arrays.

- (d) **Hawkins Road alteration docs** – Ken Linsley noted he would discuss with Toby Balivet the signature requirements. Selectboard was emailed a copy of the documents however, normally, original documents are required to be signed and notarized

- (e) **Update on grant for Recycling facility** – Kellie Merrell – application has been partially filled out. Questions regarding specific location and other items are needed.

**INFORMATIONAL ITEMS** - Ken Linsley

- Audit Report received. Suggested Selectboard take a look at page 32 regarding Pension information. Ken Linsley to discuss information with Wendy Somers and VLCT as VRS (Vermont Retirement System) funded 69% and there is a shortage.

- Reappraisal – NEMRC submitted to State Appraisal Plan and it has been accepted by the State. Committed completion is for July 2021.
- Helipad & Airfield requests – email received and forwarded to Planning Commission and Development Review Board. Suggested was to leave it up to PC and DRB.
- Pre-Town Informational Meeting scheduled for Monday, February 22 at 7pm.

8. Financials: Orders to review and sign

*Motion by Kristin Franson, 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 3-0-0. All in favor.*

9. **Adjourn** – *Motion by Kristin Franson, 2<sup>nd</sup> by Kellie Merrell to adjourn at 7:47 p.m. All in favor.*

Minutes taken by Audrey DeProspero submitted February 19, 2021 at 1:13 pm.