

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

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

Board Members Present: Ken Linsley

Others Present Using Zoom: Keith Gadapee, Michael Hogue, Clayton Cargill, Conrad Ross Meaders, Rob Balivet, Wendy Somers and Sam Bromberg

Others Present: Audrey DeProspero

1. **Meeting was called to order** by Chair Ken Linsley at 6:00 pm.
2. **Reorganization (Chair, Vice Chair and Clerk)**

Selectboard welcomed new board member Peter Griffin.

Nomination for **Chair:**

Kristin Franson nominated Ken Linsley as Selectboard Chair.
Clerk was asked to cast one vote for Ken Linsley as Chair.

Nomination for **Vice Chair:**

Kellie Merrell nominated Eric Bach.
Clerk was asked to cast one vote for Eric Bach as Vice Chair.

Nomination for **Clerk of Board:**

Kellie Merrell nominated Audrey DeProspero as Clerk of Board.
Clerk was asked to cast one vote for Audrey DeProspero as Clerk of Board.

3. **Additions to the agenda:**
 - Results of Town Meeting Day
 - IT
 - Highway Department Work Manual
 - Insurance Stipend
4. *Motion by Eric Bach, 2nd by Kellie Merrell to approve **minutes** of the **Regular meeting of February 18, 2021** as written. Vote 5-0-0. All in favor.*

*Motion by Kellie Merrell, 2nd by Kristin Franson to approve **minutes** of the **Special meeting of February 22, 2021** with changes removing School Board minute portion. Vote 5-0-0. All in favor.*

*Motion by Kellie Merrell, 2nd by Eric Bach to approve **minutes** of the **Special meeting of March 1, 2021** with changes removing School Board minute portion. Vote 5-0-0. All in favor.*

*Motion by Eric Bach, 2nd by Kristin Franson to approve **minutes** of the **Special meeting of March 2, 2021** as written. Vote 5-0-0. All in favor.*

5. **Visitor**
 - Michael Hogue – Historic Registry request – DTSC (Danville Train Station Committee) is exploring certification at both state and federal level. The Planning Commission approved and now DTSC is bringing this information to the Selectboard for permission. Conrad Ross Meaders submitted HSS (Historic Sites and Structures) paperwork. The train station meets the criteria for the national register. The building is eligible for both state and national but currently the state register is the only one being pursued.

Peter Griffin wondered if the application would add any additional restrictions as to what is already in the deed.

Mike Hogue noted restrictions were not any different from what is currently on the deed and VTrans restrictions. One current restriction is that any alterations to the building need approval by the state.

Keith Gadapee noted the VTrans questionnaire he completes asks about historic areas and buildings. He was unsure if this would affect the Bike/Pedestrian Grant in the future.

Motion by Eric Bach, 2nd by Kristin Franson to approve pursuing state register. Vote 5-0-0. All in favor.

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

- Annual TAN (Tax Anticipation Note)/Line of Credit. Town would be borrowing \$800,000. Submissions received from Community National Bank, Passumpsic Bank, and Union Bank. Discussion of breakdown for each submission given along with use of money and need.

Motion by Eric Bach, 2nd by Kristin Franson to use spread bid from Passumpsic Bank. Vote 5-0-0. All in favor.

- Super slow day during Town Meeting but lots of participation. 723 ballots were put through the tabulator and 25 people physically came to the school.

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

- Work manual – create seasonal position.
- Vote went good with Peacham Road. Already spoke to contractor. Wants to do roadwork in August before school starts.

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

- (a) **Appointments** – 2021 Town Officers appointed by the Selectboard were reviewed. Noted was the E-911 Coordinator did not live in town any more however he did still own property in town.

Motion by Kristin Franson, 2nd by Eric Bach to approve the list of 2021 Town Officers subject to review of the E-911 Coordinator position with requirements to living in town. Vote 5-0-0. All in favor.

- (b) **DRB new member** – Selectboard requested formal recommendation from the Development Review Board (DRB).

Rob Balivet, Vice Chair of the DRB joined Selectboard meeting via Zoom and noted there was not a formal nomination from the DRB for Larry Rossi.

- (c) **Recycle Center – Chimney** – Audrey DeProspero – the chimney was removed however there was an additional \$28 cost for one piece of galvanized ridge cap. Original expenditure approved was for \$575. The additional expense brings the total to \$603.

Motion by Eric Bach, 2nd by Kristin Franson to approve the additional expenditure of \$28 for one piece of galvanized ridge cap for the Train Station building. Vote 5-0-0. All in favor.

- (d) **Recycle Center – Report** – Selectboard discussed various items brought forth about the recycle center and made the following decisions:
- Sand buckets will be made available at the recycle center for Recycle Attendant use and plowing will be done by the Highway Department.
 - Signage 'No Masks, No Entry' to be put at the Recycle Center. Masks will no longer be handed out.

- Scrap metal will no longer be accepted at the recycle center. Clayton Cargill use to accept scrap metal and bring to 4Generations dumpster in West Danville as a courtesy for residents and Selectboard did not want to set a precedence as scrap metal is only accepted during Bulky Day.

Motion by Eric Bach, 2nd by Kristin Franson to authorize the purchase of lock and set of keys for potential users for the recycle building. Vote 5-0-0. All in favor.

(e) **Sheriff Contract**

Motion by Eric Bach, 2nd by Kristin Franson to approve Sheriff Contract at \$5,150 (3% increase) starting June 1, 2021 and to authorize Ken Linsley to sign the contract. Vote 5-0-0. All in favor.

- (f) **MMI (Materials Management Infrastructure Grant – Kellie Merrell – grant draft application completed. Budget needs more eyes on it for review.**

Ken Linsley made recommendations and submitted directly to Kellie Merrell.

Kellie Merrell noted she was not sure how many persons were applying for the grant however Paul Tomasi from NEKWMD is applying for the grant for a new truck.

Keith Gadapee discussed in kind work and noted the grant submit date was 3/10/21.

Motion by Kristin Franson, 2nd by Eric Bach to approve and apply for the MMI Grant to support the cost of construction for the recycle center. Vote 5-0-0. All in favor.

- (g) **Results of Town Meeting Day – Kellie Merrell – Wendy Somers was thanked for all her hard work during Town Meeting. Town Meeting results are on the Town's website. Everything passed. There was concern for knee jerk no's but positive results across the board were received. Kellie Merrell thanked the community for their support on the budget.**

Peter Griffin noted a tremendous job done was done with balloting, Town Meeting and participation.

- (h) **Highway Department Work Manual – Keith Gadapee – an update to the Highway Manual was triggered by trying to put in a summer time/seasonal employee and labor laws. A seasonal employee has been put in the work manual and questions that need answering are what type of benefit package would be offered to a seasonal person.**

Kristin Franson discussed seasonal employee details relating to sick leave, vacation, hours of work and job description.

Keith Gadapee seeks to employee a seasonal employee more than twenty weeks. 26 weeks would better suit his department (May through October). The hourly pay rate would be higher because there is no benefits.

Ken Linsley discussed legal obligations.

Details of changes discussed.

Motion by Eric Bach, 2nd by Peter Griffin to approve the Danville Highway Department Work Manual as modified on 3/4/2021. Vote 5-0-0. All in favor.

- (i) **IT – Audrey DeProspero – KeVaCo, the current website and email host has determined that due to price increase, it did not behoove them to continue being the host to Danville's emails and suggested the Town work direct with GoDaddy for emails.**

For new Selectboard members it was determined that they would use their personal email until this situation was resolved.

Consensus was to look into other options.

- (j) **Insurance Stipend** – Kristin Franson – only one employee had benefit of insurance stipend however the employee has left.

Selectboard discussed change to the insurance stipend.

Keith Gadapee spoke of insurance stipend history associated with school. He noted the reason the health insurance stipend was given was to lessen the health burden on the employee.

Eric Bach noted the state regulates insurance information.

Motion by Kristin Franson, 2nd by Eric Bach to change the insurance stipend to a flat \$500 and to be reviewed annually by the Selectboard. Vote 5-0-0. All in favor.

ADDITIONAL ITEM FROM ATTENDEE:

Sam Bromberg – cannabis – article passed in the Town of Danville however the state who will issue guidance and laws is behind schedule and he wondered if there was anything that the Selectboard could do such as writing a letter to the legislative leaders to move them along with their timeline.

Ken Linsley noted the legislature has to form a Cannabis Control Board before guidance and laws could be created.

Kristin Franson thought cannabis being on the ballot and passing already sends a message to the legislature. She did not favor writing a letter.

Consensus was not to write a letter.

- 9. 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 5-0-0. All in favor.

- 10. **Adjourn** – *Motion by Eric Bach, 2nd by Kristin Franson to adjourn at 8:43 p.m. All in favor.*

Minutes taken by Audrey DeProspero submitted March 9, 2021 at 10:00 am.