

Town of Danville
Selectboard Minutes
December 16, 2021
Danville Town Hall (6:00 pm)

Board Members Present Using Microsoft Teams: Eric Bach, Kristin Franson and Peter Griffin

Board Members Present: Ken Linsley

Board Members Absent: Kellie Merrell

Others Present Using Microsoft Teams: Jonathan Austin-Shortt, Craig Morris, Tom Vogel and Sam Bromberg

Others Present: Audrey DeProspero, Keith Gadapee, Annabelle Hodges, Dawn Foy, Walter McNeil, and Michael Hogue

Meeting was called to order by Chair Ken Linsley at 6:00 pm.

1. **Additions to the agenda:**

- Michael Hogue – Town Meeting Warning
- Annabelle Hodges – Road Name Change
- Jonathan Austin-Shortt – Fire Department Resignation and Appointment

2. *Motion by Peter Griffin, 2nd by Eric Bach to approve **minutes of the Regular meeting of December 2** with changes to page 4, 7th paragraph, replace first sentence with 'Peter Griffin noted that under S.1 (Special Session House and Senate), the first adoption was 45 days, and it could be renewed after that for 30 days at a time.' Vote 4-0-0. All in favor.*

*Motion by Peter Griffin, 2nd by Eric Bach to approve **minutes of the Special meeting of December 7** as written. Vote 4-0-0. All in favor.*

3. **Visitor:**

- Walter McNeil - NEKWMD – the Waste District met last Tuesday and had a public hearing on the 2022 budget. No public was present nor were there any objections so the budget goes forward to voters in March. Revenues were up 20% in November which exceeded expenses and were above projections. District is thinking about using the surplus to pay down some debt on equipment. The Lyndon property tax issue has had some changes made so it will be coming back to the District for review. The District is hoping for a resolution in January. The organic grant that had four bidders should have contracts in place in January.

- Michael Hogue – Town Meeting Warning & Update:

Train Station Committee would like to defer their request to have a warned article on the 2022 ballot to request \$50,000 from the tax payers for the Train Station until 2023.

The Train Station received the Municipal Planning Grant so they can now use 40% (\$8,800) to start the architectural/engineering portion for the train building. They will advertise and select by qualifications.

- Annabelle Hodges – Road Name Change - seeking to change the road name, Stannard Mountain Road to Cary Pond Road. There are 21 residents on the road and 19 of them have signed a petition in agreement of the change. The request for road name change is because approximately 5 miles up is the next town and they have the same road name which confuses a lot of people.

Ken Linsley noted there was a process that the Selectboard had to follow.

Keith Gadapee noted he would check into the process and would report back to the Selectboard with what needs to be done.

- Jonathan Austin-Shortt – Fire Department Resignation and Appointment – the Fire Department held their annual meeting Tuesday night and voted in new officers. The Fire Chief, Troy Cochran is resigning effective January 1, 2022 and the Fire Chief nominated Jonathan Austin-Shortt to the position. The department voted in the affirmative. Jonathan noted the Fire Chief is recommending to the Selectboard to appoint Jonathan Austin-Shortt as the new Fire Chief.

Ken Linsley noted the Selectboard normally appoints the Chief after Town Meeting during the organizational meeting when all elected officials and appointments are made. He inquired if there was a written letter of resignation from Troy Cochran.

Jonathan Austin Shortt noted he did not have a letter but would get one.

Ken Linsley noted the Selectboard would need to know the best way to get in touch with the new Fire Chief, along with a discussion of where the new Chief sees the Fire Department going and what his opinion is of the regionalization study.

Motion by Eric Bach, 2nd by Peter Griffin to appoint Jonathan Austin-Shortt as Fire Chief effective 1-1-2022 until Town Meeting Day. Vote 4-0-0. All in favor.

Ken Linsley suggested a letter be written to Troy Cochran thanking him for his service to the Town. Troy has been the Fire Chief for twelve years and has been on the Fire Department since high school.

Consensus is to write the letter and include that information.

Jonathan Austin-Shortt noted he received an email from the Department of Health regarding quick COVID test kits. He has put in a request for 100 tests kits which are at home self-tests and the shipment is coming to the Town Office before the 23rd of December.

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

- Dogs – there are a number of unregistered dogs and the Town Clerk is seeking approval to put fines on owners.

Ken Linsley was concerned with the dogs who had expired vaccinations.

Wendy Somers noted others have been able to get vaccination certificates as they have been coming in so appointments for such are not the issue.

Selectboard discussed notifying the owners one more time before issuing fines.

Wendy Somers to send a letter indicating fine forthcoming if dogs are not registered.

Wendy Somers noted there were seven unregistered dogs at one address on Walden Hill that the Animal Control Officer was working on.

Wendy Somers noted another person on the delinquent dog list had seven or eight dogs which were not registered and the person is a breeder and raising dogs. She also happens to be coaching basketball at Town Hall and wondered how the Selectboard wanted her to handle.

Selectboard suggested a letter be written to this person specific to the issue.

- Payroll/Pension – There are two full time employees who have special stipends, Sharon Daniell as JP and Jason Crocker as a Volunteer on the Fire Department. Wendy Somers inquired if the Selectboard wanted pension withheld on these two persons for these positions.

Kristin Franson noted the Town was required to do pension for the health Insurance stipend per VLCT.

Eric Bach noted the additional positions were not full time positions and thought they should just receive the money with no addition to pension credit.

Ken Linsley inquired how the additional payments were paid, was it included in their full time positions.

Wendy Somers noted she would cut a separate check to each individual and when she files with the state she would extract the dollar figures.

Kristin Franson noted she agreed with Eric Bach.

- Computers – Wendy Somers' computer was purchased in 2011 and she has checked with Ormsby's Computer on replacement/upgrade as she has been having trouble with it working properly. She noted Audrey DeProspero and Keith Gadapee also have laptops and suggested that all three get replacement/upgrade at the same time. By purchasing through Ormsby's, they could get government pricing at \$1,020 with a three year warranty which was cheaper than purchasing online through HP or Amazon. The laptops would be 15" and she could get them with or without docking stations. Wendy noted the other option was to get a desk tower. She had wondered if the order could be placed now or did the Selectboard want her to wait until next year.

Eric Bach inquired if there was money in the budget.

Wendy Somers thought ARPA funds may be able to be used otherwise the budget would be in the black.

Ken Linsley noted the Town had a determined amount of dollars that they could move to the general budget due to loss per Federal Government which should cover a couple of computers.

Eric Bach noted computers were a vital part of everyday work.

Kristin Franson agreed and noted computers were a day to day operation/function.

Ken Linsley suggested for all three to have laptops not towers.

Kristin Franson discussed docking station and suggested getting one for each laptop.

Motion by Eric Bach, 2nd by Kristin Franson to authorize expenditure of three laptops at \$1,180 each (laptop and docking station). Vote 4-0-0. All in favor.

- Fiber for Town Hall – Tillson Broadband is trying to determine how to get fiber to the building. They are looking at as built paperwork to see who owns what conduit under Route 2 towards Pope Library. Determination of ownership is essential to be able to run fiber through it. If conduit is owned by individuals such as Spectrum then they are unable to use. The other option is to run fiber overhead to the Town Hall building. If they dig underground from Hill Street to Town Hall there is a cost of \$6,000 which Tillson will not be able to cover as it is too costly for them. Wendy Somers wondered if Tillson was unable to use the conduit, would the Selectboard be okay with them running fiber overhead.

Keith Gadapee was concerned with legality of overhead wires and suggested that Tillson check with the State before doing such.

Ken Linsley suggested overhead from riser pole to corner of Town Hall first, his second approval would be underground Route 2 and third would be coming from Hill Street. However, he thought Tillson should be able to look at as built drawings and be able to determine who owns the conduit.

Wendy Somers to work with Tillson and to bring back information to Selectboard.

Ken Linsley wondered if Marion Sevigny's endowment could be used for fiber improvement to the Town and if it could, his preference would be underground fiber and to use the endowment to cover the cost of the \$6,000.

Wendy Somers to look into the use of Marion Sevigny's money to cover cost of \$6,000 cost.

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

- Wondered where the paperwork for the Curb Cut for Dole Hill Road stood.

Wendy Somers noted it has been signed and moved forward for processing.

- Update - Wilson Road. Logging is done and landowner who put the culvert in has contacted Keith Gadapee. Keith Gadapee has no intention of culvert removal until spring unless the Selectboard has an issue with him waiting until spring.

Selectboard has no issue with waiting until spring.

- Inquired about budget discussions and wondered when they would start to take place along with discussion on raises.

Ken Linsley noted there was no budget to vote on prior to the first of the year and raises will be retro as they have been in the past.

Wendy Somers noted everything was needed to be at printers by January 27th so she is asking everyone to submit information before January 17th.

Ken Linsley discussed information seen on Front Porch Forum of a tow needed due to icy roads and inquired if Keith Gadapee had heard anything.

Keith Gadapee had not heard of anything.

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

(a) **Budget** – see Highway Report

(b) **Resignation letter (Jenni Lavoie PC/DRB)** – Jenni Lavoie has served on the Planning Commission since January 2018 and an Alternate on the Development Review Board since 2020. She has submitted her resignation effective 12/3/21.

Consensus is to send a letter of thank you to Jenni Lavoie and to include 'in the future if you want to come back we'd be happy to have you'.

(c) **Fire Department Insurance** – Audrey DeProspero – Update - current policy full term premium which the Town did not pay the full-term rate as some of the changes were prorated are: Commercial Auto \$5078.00; Commercial Package (GL/EPL/Port Equip) \$2573.00; and Accident & Sickness \$1098.00; for a total of \$8749.00. Buildings with revised limits of \$460,000 for 296 Peacham Road and \$40,000 for 24 McReynolds Road plus contents coverage at both locations is \$1,555.00. Discussion with Barrett Insurance Agency regarding effective dates of policy is in the works to change from a March renewal to a January first effective date and run until December so that figures can be put into the budget. A quote for 2022 has not been received yet.

(d) **Sheriff Contract** – Audrey DeProspero – Sheriff Contract for 2022 has been received. Inquiry is if Selectboard want to sign now or hold until a later date.

Consensus is to hold off on signing until budget passes.

Ken Linsley noted George Baxter had worked with the Sheriff's Department previously to get the Town more money from speeding tickets by identifying the Town Ordinance but the Town has only been receiving \$27 per ticket issued. Ken Linsley wondered if the Sheriff's Department was identifying the Town Ordinance as opposed to State.

Consensus was for Audrey DeProspero to look into the Sheriff ticket writing to see if they are identifying the Town Ordinance as opposed to the State Ordinance.

- (e) **Reply to VTrans Project Review (Marshfield to Danville)** – Selectboard made suggestions:

Kellie Merrell had emailed her suggestion for a traffic circle.

Ken Linsley suggested lowering speed limit and addition of flashing radar feedback signs.

Eric Bach suggested 3 way or 4 way stop.

Kristin Franson suggested flashing yellow or red to assist with stopping.

Eric Bach suggested a complete stop at the intersection of the crosswalk sign across Route 2 where the rail trail is, a stop sign at both ends of Route 2 (Keiser Pond and Route 15), and to look at signage and consider stop signs on various locations on Route 2.

Kristin Franson suggested an overhead like traffic light flashing yellow and flashing red off Keiser and Route 15.

7. **Adjourn** – *Motion by Eric Bach, 2nd by Peter Griffin to adjourn at 7:19 p.m. All in favor.*

Minutes taken by Audrey DeProspero submitted December 17, 2021 at 10:50 pm.