

Town of Danville  
Selectboard Minutes  
March 3, 2022  
Danville Town Hall (6:00 pm)

**Board Members Present Using Microsoft Teams:** Eric Bach, Kellie Merrell, Peter Griffin and Janice Ouellette

**Board Members Present:** Ken Linsley

**Others Present:** Audrey DeProspero, Walter McNeil, and Michael Hogue

**Others Present Using Microsoft Teams:** Keith Gadapee, Kate Whitehead, Craig Morris and Clayton Cargill

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

**1. Reorganization (Chair, Vice Chair and Clerk)**

Ken Linsley noted the reorganization of the Selectboard was to choose Chair, Vice Chair, Clerk and establish meeting dates and time for the rest of the year.

Chair

Eric Bach nominated Ken Linsley as Chair.

Ken Linsley declined.

Ken Linsley nominated Eric Bach as Chair, seconded by Peter Griffin.

Ken Linsley asked the Clerk to cast one vote for Eric Bach as Chair.

Vice Chair

Kellie Merrell nominated Peter Griffin for Vice Chair, seconded by Janice Ouellette.

Eric Bach asked the Clerk to cast one ballot for Peter Griffin as Vice Chair.

Clerk

Ken Linsley nominated Audrey DeProspero for Clerk, seconded by Kellie Merrell.

Eric Bach asked the Clerk to cast one vote for Audrey DeProspero as Clerk.

Meeting Dates

Eric Bach motioned to continue holding meetings on the first and third Thursday of every month at 6pm, Kellie Merrell seconded, Selectboard voted 5-0-0, all in favor.

**2. Additions to the agenda:**

- Kate Whitehead – request to submit application for Downtown Transportation grant.

**3. Motion by Ken Linsley, 2<sup>nd</sup> by Kellie Merrell to approve *minutes* of the **Regular meeting of February 17** as written. Vote 5-0-0. All in favor.**

*Motion by Eric Bach, 2<sup>nd</sup> by Ken Linsley to approve **minutes** of the **Informational meeting of February 24** as written. Vote 5-0-0. All in favor.*

*Motion by Ken Linsley, 2<sup>nd</sup> by Janice Ouellette to approve **minutes** of the **Informational meeting of February 28** as written. Vote 5-0-0. All in favor.*

*Motion by Ken Linsley, 2<sup>nd</sup> by Janice Ouellette to approve **minutes** of the **Ask Questions meeting of March 1** with correction, changing 6pm to 12 noon. Vote 5-0-0. All in favor.*

#### 4. Visitor:

- Walter McNeil, Jr. – NEKWMD – Budget vote coming up, usually by Australian Ballot but last year and this year it is being done differently due to Towns having different dates for Town Meeting Day. The total budget is \$846,615.50 which is \$35,000 higher than last year.

Peter Griffin inquired if there was one area of increase.

Walter McNeil noted the increase was across the board. As he would be voting on the budget, he was okay with the total amount and the increases. He felt it was his duty to the Town to report the information to the Selectboard and get their feedback.

*Consensus was for Walter McNeil to move forward with voting in favor of the NEKWMD budget.*

Walter McNeil noted the towns per capita had gone down. Also, the host town agreement with Lyndon is in final phases and favorable for the Waste District. The 2021 budget finished with a surplus of \$74,400 from the sale of recyclables. The district is looking to put the surplus money to good use such as telephones, bailer debt and trucks. A New Hampshire based styrofoam recycling company wants to start styrofoam recycling out of the district. The company said they will let the district use their mobile unit for one year but no details have been supplied yet. The organics grant has had one agreement executed and another is being worked on. All four should be completed by April. The district's annual meeting is Tuesday.

- Kate Whitehead – present on behalf of the Train Station Committee to get Selectboard approval to submit a grant application for Downtown Transportation Funds. The grant is through Commerce and Community Development and would support the Rail Road Station efforts. If the grant is received, the work will focus on ADA compliance of the platform and ramp, canopy, and finishing the freight side and parking lot. The request will be for \$100,000 with a 20% local match coming from in-kind hours of community volunteers. The dollar calculation of hours will be based on state information for a rate of \$27-28.40 hourly.

*Motion by Ken Linsley, 2<sup>nd</sup> by Janice Ouellette to approve the resolution, sign the resolution and submit application. Vote 5-0-0. All in favor.*

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

- Liquor Licenses for Red Barn Brewery and Three Ponds/Random Road for both First Class Liquor License and Outside Consumption Permit:

*Motion by Kellie Merrell, 2<sup>nd</sup> by Janice Ouellette to approve the First-Class Liquor License for Red Barn Brewery. Vote 5-0-0. All in favor.*

*Motion by Kellie Merrell, 2<sup>nd</sup> by Janice Ouellette to approve the Outside Consumption Permit for Red Barn Brewery. Vote 5-0-0. All in favor.*

*Motion by Ken Linsley, 2<sup>nd</sup> by Janice Ouellette to approve the First-Class Liquor License for Three Ponds/Random Road. Vote 5-0-0. All in favor.*

*Motion by Ken Linsley, 2<sup>nd</sup> by Kellie Merrell to approve the Outside Consumption Permit to be on porch for Three Ponds/Random Road. Vote 5-0-0. All in favor.*

- Payroll electronic checks – payroll to change to direct deposit. There are only two persons who get checks currently. By going to direct deposit, it will be cheaper for the Town. Electronic direct deposit will take effect May 1<sup>st</sup>.

Eric Bach supported going to direct deposit as it saves time and money.

*Consensus is favorable for electronic deposits.*

## 6. Highway Foreman (Keith Gadapee)

- Certificate of Highway Mileage - No changes from last year.
- April 7<sup>th</sup> - RFP opening for earthwork bidding on Joe's Brook project.
- April 21<sup>st</sup> - RFP opening for sand bid for winter sand supply and paving projects.

Craig Morris inquired if Keith Gadapee had considered getting bids to haul sand in.

Keith Gadapee noted the submissions do have information on them for a delivered price.

Craig Morris suggested to reach out to just a hauler not a gravel pit such as St. Onge as they could be cheaper for hauling only.

Keith Gadapee noted he never reached out to that type of contractor but it was a good idea.

- Recycle center update - carpenters nearly 100% complete and electricians notified to start their portion. Possible summer/late spring opening.
- Next two months Keith Gadapee will not be able to attend Selectboard meetings (March/April). He would like to implement his job description which says, 48-hour notification needed for attendance or he needs to be invited. His plan is to email a Highway report to Selectboard on the Monday before the meeting. If his attendance is needed then Selectboard need to notify him of his needed attendance. Keith Gadapee would like to try this out for a period of time.

Eric Bach did not think this suggestion was a bad idea.

Peter Griffin noted that he was okay with it.

- Work on new module for work manual – Keith Gadapee inquired if the Selectboard was updating the manual and if they wanted him to be involved with it. Keith Gadapee thought the work needed to be done soon.

Eric Bach noted he had some changes.

Ken Linsley noted the current manual and suggestions needed to be sent to Jan Ouellette.

Kellie Merrell discussed the employee progression rate and noted that should also be done.

## 7. Issues and Information (All)

- (a) **Proposed Town Policy – FD** – The Fire Chief put a proposal on the table to have Town employees who have to respond to fire calls get paid for call as it is not in current manual.

Eric Bach suggested to postpone this discussion due to new Selectboard member so that the policy can be reviewed by the new member.

Ken Linsley agreed.

Kellie Merrell discussed state contract information and suggested the information also be sent to the new member to review.

Peter Griffin suggested to postpone for a couple of weeks.

Kellie Merrell suggested Keith Gadapee give update to the Selectboard tonight of his opinion since he will not be present for the next few meetings.

Keith Gadapee noted the newly proposed policy only effects one person. Keith Gadapee's concern is for safety. During the summertime, if one person walks off a job

without telling anyone it is a safety concern. If it is a two-person job and one leaves one person by themselves, it effects the job. Doing such is a detriment to safety and production. In the winter time his department is safety as is fire, ambulance and police. His concern is safety because his department has to keep the roads clear for emergency vehicles and it may be a detriment to everyone. He always gives permission when it is safe for his department. He discussed telling the Supervisor or asking the supervisor and once permission is granted then the individual can go but if it is decided that it is not safe then they may not be able to go right at that moment. This does not make a huge impact because it is only one person but in past there have been a few employees.

Peter Griffin noted there is a lot of desecration in the current work manual.

Peter Griffin suggested to table the discussion until the next time and until the new selectboard member has a chance to catch up on items.

**(b) Appointments – Town Officers 2022**

*Motion by Eric Bach, 2<sup>nd</sup> by Ken Linsley to approve the list of Town Officers 2022 as presented. Vote 5-0-0. All in favor.*

**(c) DRB appointment correction and resignation –**

Appointment correction

At the 2/3/22 Selectboard meeting, Brian Henderson requested to be appointed as Alternate to the Planning Commission. Request was approved. Information from VLCT has been received regarding alternates on the Planning Commission which say, if the PC does not perform land reviews, then there is no authority to appoint alternates to the PC. There is one vacant seat for a member to the PC however there is another person interested as well as Brian Henderson so when the details are worked out, the information will be brought back to the Selectboard.

Ken Linsley discussed state statutes not permitted and positions are regulated by state statutes.

Peter Griffin thought a motion to rescind was required.

*Motion by Ken Linsley, 2<sup>nd</sup> by Janice Ouellette to rescind decision for alternate position on the Planning Commission from the meeting of 2/3/22. Vote 5-0-0. Motion carries.*

Eric Bach left meeting at 7:19 pm.

Resignation

John McClung has resigned from the Development Review Board effective March 1, 2022 after eight years of service.

*Motion by Ken Linsley, 2<sup>nd</sup> by Janice Ouellette to accept the resignation with regret and to send a letter. Vote 4-0-0. Motion carries.*

**(d) Mask Mandate – Peter Griffin – the current rule for wearing a face mask indoors runs through March 16, 2022 however the Selectboard does not meet until March 17, 2022, for that reason, the topic is on tonight's agenda.**

Janice Ouellette inquired how closely the Town aligned its decisions with CDC decisions.

Peter Griffin noted Kellie Merrell had sent data from the CDC to Selectboard members. Both the CDC and Department of Health were instrumental when Selectboard adopted the policy.

Janice Ouellette discussed schools mask optional effective 3/7/22.

Peter Griffin noted he was not looking to extend past the current end date of 3/16/22.

Ken Linsley noted the Selectboard could end the mandate at any time if they wanted to, match others or school.

Janice Ouellette noted she did not see people complying anyway.

Ken Linsley discussed stopping the mandate and if persons have concerns, they can still wear masks. He was inclined to go along with the school of 3/7.

Peter Griffin noted the Town policy was initiated before the Town wide mandate. Peter Griffin discussed issues at hand: vote to extend, do nothing and let policy expire on the 16<sup>th</sup>, change date to some other date, or have recommendation for Town building policy.

Ken Linsley noted masks could be optional and they wouldn't have to change glass barriers, they could leave them there as it gives comfort where it is needed. They could eliminate the policy for masking in Town buildings and if there are individuals with concerns then they can address those concerns.

Clayton Cargill discussed Recycle Center giving him mask fatigue. Clayton Cargill spoke of KN95 masks he received from the Town and being willing to share the extras he has. He noted the school was going mask optional on 3/7 and it would be difficult for him to enforce masks at the Recycle Center on Saturday given the current changes.

Ken Linsley noted the Selectboard could cancel the mandate effective tomorrow if they wanted to because of what Clayton Cargill discussed.

*Motion by Ken Linsley, 2<sup>nd</sup> by Kellie Merrell to eliminate the policy established for masks in Town buildings effective immediately (midnight 3/3/22) and conclude the mask mandate throughout the Town as of midnight 3/3/22. Vote 4-0-0. Motion carries.*

Jan Ouellette inquired if the Town provided KN95 masks for Town employees.

Wendy Somers noted no.

Jan Ouellette suggested to provide Town employees with the highest level of protection that they could.

Ken Linsley noted KN95 masks are available if wanted.

**8. Financials:** Orders to review and sign

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

**9. Adjourn** - *Motion by Ken Linsley, 2<sup>nd</sup> by Kellie Merrell to adjourn at 7:44 p.m. All in favor.*

Minutes taken by Audrey DeProspero submitted March 7, 2022 at 3:00 pm.