

Town of Danville  
Selectboard Minutes  
December 5, 2024  
Danville Town Hall (6:00 pm)

**Board Members Present:** Janice Ouellette, Alison Low, Eric Bach, Glenn Herrin and Peter Griffin

**Others Present:** Audrey DeProspero, Keith Gadapee, Michelle Leclerc, and Roland Heath Jr.

**Others Present using Teams:** Craig Morris and Greg Prior

**Regular Meeting called to order** by Chair Janice Ouellette at 6:00 pm. Noted was agenda posting had typo of December 17, which is not a Thursday, Selectboard is operating under normalcy which is meetings are 1<sup>st</sup> and 3<sup>rd</sup> Thursday of each month.

**1. Additions to the agenda:** FYIs (Alison Low)

**2. Approve minutes:**

*Motion by Eric Bach, 2<sup>nd</sup> by Glenn Herrin to recognize the **Regular** November 17, 2024 minutes as accurately reflecting on the agenda of the meeting. Vote 5-0-0. Motion carries.*

**3. Visitors: None**

**4. Town Clerk** (Michelle Leclerc) –

- Liquor Permit – Pope Memorial Library, one time occasion for malt beverage serving permit for December 12 from 4pm until 7pm.

*Motion by Eric Bach, 2<sup>nd</sup> by Peter Griffin to approve the Pope Memorial Library's malt beverage serving permit for December 12 from 4pm until 7pm. Vote 5-0-0. Motion carries.*

- Sheriff's Contract – exact same contract as previous year. Signature and how much 'not to exceed' needed. \$4,200 was last year's contract.

Alison Low spoke to other towns, Burke stacks their coverage and contracts with both Sheriff and VSP. If we do the same, we may benefit. Suggests sign this one and pursue another and town would get fraction of each and maybe more hours.

Glenn Herrin wondered if St. J. would be willing to do some hours to offset some of their costs.

*Motion by Alison Low, 2<sup>nd</sup> by Glenn Herrin to authorize Janice Ouellette to sign Sheriff contract not to exceed \$4,200 for 2025. Vote 5-0-0. Motion carries.*

- Town Clerk Fees – tweaked a little bit. Document reviewed indicated current and previous. The difference is in photocopy fees and dog rates. Dog rates up because of State.

Glenn Herrin inquired if they wanted to re-look at dog fees as they seem higher than expected.

Michelle Leclerc noted she gave residents a break and waived fees.

Glenn Herrin suggested to put subject on a future agenda to look at Dog Ordinance fees and maybe tweak.

Michelle Leclerc noted she could post reminders on FPF in February and March to remind people.

*Motion by Alison Low, 2<sup>nd</sup> by Eric Bach to approve proposed Town Clerk Fees as presented with the understanding to look at Dog Ordinance and tweak fines. Vote 5-0-0. Motion carries.*

- Danville Rescue Trust Fund – goes out for FD training for Danville, Peacham and Walden.

Eric Bach noted two requests coming in. It is for fire, ambulance and police. They can spend only the interest for 10 years, then it could be distributed between 3 towns. He thought Wendy Somers was working on paper stock certificate to cash in (\$20,000 for Duracell).

- North Country Federal Credit Union account of \$25,000 has been there since 2019, interest in dividends from Marion Sevigny Fund for Green.
- Complaint received about snow hanging over handicap ramp and concern for people using ramp.

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

- Noted was nothing to report on except for Budget.

Craig Morris inquired if there was a policy change where it is allowed to plow snow into roadway.

Keith Gadapee noted no.

Craig Morris was concerned for the plow person of 3 Ponds as there is snow being put in the road.

Keith Gadapee noted that there is a verbal agreement with that location (made with owners). Plow needs to do before Highway gets there as they have no place to put snow, however person has not been getting there before Highway.

Craig Morris noted the snow was taking parking spaces away from others.

Keith Gadapee noted the spaces are in the town right away and are fair game for everyone, but he would address Craig's concern with the owners. He noted the snow is not always the plow driver's pile, it is sometimes left by someone else who has parked there.

Eric Bach suggested Keith connect with owners to ask if the plow guy can come earlier.

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

- (a) **2025 Mowing Bid** – Three bids received: JM Yard Services for \$14,400 (also included a 3-year agreement for \$14,400 yearly), The Eliminator for \$20,425 (no additional options), and Precision Lawn Care for \$17,559. All three have worked for the town previously.

*Motion by Alison Low, 2<sup>nd</sup> by Glenn Herrin to accept JM Yard Services LLC for \$14,400 for three years. Vote 5-0-0. Motion carries.*

(b) **Policies/Edits** –

Personnel Policy - Janice Ouellette discussed changes, noting edits should be sent to her.

Alison Low did not have a chance to review.

Peter Griffin was confused by some edits that removed large sections of text from policy.

Janice Ouellette discussed edits noting the text removal was to eliminate text from other policies that are imbedded in the Personnel Policy.

Conflict of Interest - Janice Ouellette discussed Conflict of Interest, noting it was done many moons ago and it needed updating.

Benefits – Janice Ouellette discussed health care changed: VSERS, deferred comp and vacation. She discussed opening it up to PT people. VSERS is open to PT, deferred comp is open to anyone, and vacation is not but they could prorate vacation for PT.

Eric Bach noted he pro rates for PT folks.

Glenn Herrin suggested pro-rate same as their hours.

Janice Ouellette will make changes to policy.

- (c) **Selection Process & Committee for MPM** – Alison Low and Janice Ouellette looked at the At-the-Ready process for selecting consultants. The way the process works is form a committee to look at qualifications of at least three firms and choose one, enter into a negotiation process, with set scope of work, if come to agreement enter into contract, if not, go back and choose another.

Alison Low noted they already have a scope they can work from.

Committee formation discussion: Janice Ouellette and Alison Low want to be on committee, Keith Gadapee noted he was willing to be on committee, Janice Ouellette suggested having a resident on committee and Alison Low wondered if a person should be from the newly formed nonprofit, Village to Village. Michelle Leclerc volunteered to be on the committee. Eric Bach noted if an odd number of individuals were needed, he would be willing. Committee formation: Keith Gadapee, Alison Low, Janice Ouellette, Michelle Leclerc and a 5<sup>th</sup> person, not yet chosen. Meeting will be arranged for next week.

- (d) **Efficiency VT Update** – Janice Ouellette discussed insulation coverage is 75% up to \$5,000 and wood pellet boiler has approved list for installation by qualified contractors with \$6,000 rebate.

Alison Low discussed the upcoming North Danville meeting next Monday so discussion could be done with them then. She wondered where the money would come from.

Janice Ouellette discussed VT Bond Bank and reaching out to Carter Finnegan for details. She wondered if they should look at the garage also.

Keith Gadapee noted he has been looking at solid wood boilers (wood chip boilers).

Craig Morris suggested contacting Molly Willard for funding for wood/chip plant.

Alison Low discussed improving thermal envelop first then heating system but wondered if they should do both at North Danville.

Keith Gadapee noted the blue garage could also use it.

- (e) **Budgets**

General – Michelle Leclerc

Budget information received from Fire Chief Dani Cochran is included in budget info. ACO informed Town Clerk that holding facility is requesting \$5,000, this will be added as a new line item. Audit showed \$410,000 surplus.

Janice Ouellette knew there were deficits, she spoke of Capital Reserve Fund noting they haven't done anything to fill it because they didn't have figures, but with General Audit finding \$410,064, they could put surplus into fund, knowing it was not going to fill the fund but it was a start.

*Motion by Eric Bach, 2<sup>nd</sup> by Alison Low to move \$410,064 surplus to dedicated accounts to fund capital project fund as voted at Town Meeting in 2024. Vote 5-0-0. Motion carries.*

Janice Ouellette inquired about line 136 - FD miscellaneous.

Michelle Leclerc noted it was what they were requesting.

Capital project discussed, infrastructure, sidewalk, parking lot and tennis court discussed.

Keith Gadapee suggested having a special appropriation and let voters decide.

Selectboard wondered if school was approached for funds. The Town could put half on a special appropriation and the rest by the school.

Glenn Herrin suggested asking school first and then have voters decide on the full amount.

Eric Bach discussed North Danville FD noting the concrete would be the most expense, but it was a reasonable number.

Discussion ensued about building location, how long there, redeveloping site, buffer zone possibly wet land and reaching out to folks for draft plans.

Alison Low discussed line items with very specific items that have gone away (ex. line 170).

Michelle Leclerc noted if blank all the way across, it will be removed, some still have numbers so they will still be there.

All other Budget line items reviewed.

#### Sewer – Michelle Leclerc

Dufresne Group suggestion for residential rates: \$700, currently \$330. If you do see what % is, then make same % for all of them. She suggested to bill quarterly. If you do raise you can put money away. Currently in deficit of \$36,000. She suggested review rates. Various reports shared with Selectboard. Suggested was step increase, half now and then follow up, and change billing to quarterly instead of every 6 months. Cost to Town would be for mailing.

Alison Low favors 50% increase to lessen the burden and show cost comparison.

Glenn Herrin suggested half in 2025 and half in 2026.

Michelle Leclerc to put in budget total billed out which will reflect an increase.

Alison Low to work with Michelle Leclerc for letter to residents.

#### Highway - Keith Gadapee

Reviewed budget noting the first couple of lines were important and show audited deficit. He did not know he had a deficit. Budget was in the negative. Difference in this year versus last year: project FEMA income down, grants that will be done and put into budget, paving expenses discussed and all line items reviewed and discussed: 25-39 lines, 41-45, 47-55 talking about town garage, insulating, deferred maintenance and outdoor pellet burner/wood, 61-72 class 2 roads, 74-91 class 3 roads, 98-108 includes rubber tire loader backhoe for \$58,000 which would load truck if loader was down, main use is cleaning out culvert ends, currently owned by Town of Bethlehem, NH and Danville could pay \$12,000 a year for 5 years. Pickup waw supposed to trade this year as it is on a 5-year rotation (2019) and mower is listed for 2025 but can be removed because it was purchased in 24. Lease to purchase at \$12,000 discussed and favored, \$90,000 out of budget to capital equipment fund and up to \$100,000 suggested was to add money for furnace.

- (f) **FYIs** – Alison Low discussed cancellation of Dog pictures with Santa on the 14<sup>th</sup> because Santa is unavailable and people out of town, however, they will dog pics with Easter bunny. A professional cost estimator for dog park has been found and he will do it for fee.

(g) **Executive Session – Personnel (313(a)(1)(B)3)**

*Motion by Eric Bach, 2<sup>nd</sup> by Glenn Herrin to enter Executive Session under 1 VSA 313(a)(1)(B)(3) the appointment or employment or evaluation of a public officer or employee provided that the public body shall make a final decision to hire or appoint a public officer or employee in an open meeting and shall explain the reasons for its final decision during the open meeting and invite Michelle Leclerc, Keith Gadapee and Audrey DeProspero. Vote 5-0-0. Motion carries.*

Selectboard entered Executive Session at 8:54 pm, exited at 8:59 pm. No action taken.

**7. Financials: Orders to review and sign** – signed.

**8. Adjourn** – *Motion by Eric Bach to adjourn at 8:59 pm.*