

Town of Danville
Selectboard Minutes
January 2, 2025
Danville Town Hall (6:00 pm)

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

Others Present: Audrey DeProspero, Greg Prior, Michelle Leclerc, Keith Gadapee and Clayton Cargill

Meeting called to order by Chair Janice Ouellette at 6:00 pm.

1. **Additions to the agenda:** MPM Grant and North Danville School

2. **Approve minutes:**

*Motion by Alison Low, 2nd by Glenn Herrin to recognize the **Regular** December 19, 2024 minutes as accurately reflecting on the agenda of the meeting. Vote 5-0-0. Motion carries.*

3. **Visitors:**

- **Greg Prior** – Inquiries: Status of Town Clock and Parking Lot and 2024 Charet –

Town Hall Parking lot – spoke to a number of people noted Energy Committee interested in having solar panels in the location. He wondered what the current plan was and how he could track progress.

Janice Ouellette noted there was no set plan yet, but there were a couple of plans out there. Progress is that Town is applying for grants for funding (Better Connections Grant and Storm Water Mitigation). Unless Hill Street drainage is addressed, Town will not be able to do parking lot.

Greg Prior inquired if it was shovel ready.

Alison Low noted they have conceptual plans but they did not get funded.

Greg Prior wondered if they could put gravel and is it permeable.

Alison Low noted the bigger issue is, if they can't get grant funding for pre-construction work, they would have to dip into Town funds.

Greg Prior wondered if they could use Town grader and plant flowers around edge.

Janice Ouellette noted no.

Greg Prior wondered how he could get involved.

Alison Low noted if they got funding there would be public sessions.

2024 Charette – where would public access information and how can he track progress.

Eric Bach noted information would be in the minutes.

Alison Low discussed Selectboard put money in the budget.

Clock – what is the status of clock, and what is progress and eta.

Janice Ouellette noted they just spoke about this at their last meeting and then there was a two week holiday break.

Greg Prior wondered if there was any mitigation to get clock wound and how he would track progress, by just coming back in two weeks and asking Selectboard.

Janice Ouellette noted yes, he could do that. She wondered if there was any possibility of any other things that they could roll into that space.

Alison Low noted they could reach out to Preservation Trust and Nicole Grator.

- **Clayton Cargill** – Bulky Waste Bin Update (Fee Schedule and Payment Methods) – bulky bin put in place two Fridays ago and sat for one week. A frozen mattress was brought in the back of a truck, and he accepted because he wanted to dry it out. The gentleman agreed to pay the \$45 fee. Another man brought in a small item and was charged \$4. Progress is manageable. Currently in the research phase for cost for items. He has googled towns to see what they are currently charging and has created a draft price sheet but is still looking at other towns who have bulky bins.

Janice Ouellette discussed having a list approved by Selectboard and policies in place before accepting anything as her concern is someone gets charged one price and then another person gets charged differently.

Clayton Cargill spoke of items being hand unloaded, so if a dump trailer of items were brought in by a contractor, he would suggest a better option for them. Any heavy items will be put in the bin by the Highway Department's machinery. Freon items need to be collected in bulk of 50 so he would defer persons to NEKWMD. He would like a table at Town Meeting so that residents could learn of the new bulky bin and pick up some informational spreadsheets.

Suggested changes to Clayton Cargill's handout: add 'Residential' to title, replace 'plush' with 'upholstered', add 'Prices subject to change', put date on document, and double check St. J full and half truck prices.

Motion by Eric Bach, 2nd by Alison Low to approve handouts with tonight's changes, pending double check of St. J prices and to come back in two weeks with final document. Vote 5-0-0. Motion carries.

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

- Donorbox – started December 22 and in one week they have received over \$1,000 for Train Station.

Eric Bach wondered if they could subcategorize things on the donorbox with QR codes and use for other donation items.

- Auditor – sent out 3 RFPs for auditor companies and only received one back from Sullivan and Powers. They are higher than the current auditor, but they do not charge for questions, they are easy to work with and they come into the office. Working with the current auditor, Bachelder you have to send multiple emails and will not come into the office.

Janice Ouellette thought having support for accounting questions and someone to come in to do field work makes sense.

Alison Low thought this was putting much in line with other towns she has worked with.

Motion by Alison Low, 2nd by Eric Bach to accept proposals for auditing services with Sullivan and Powers for the next five (5) years. Vote 5-0-0. Motion carries.

- Dog Fines – two people last year did not license their dogs, if they come in this year how would the Selectboard like for the Town Clerk office to handle.

Janice Ouellette suggested accepting and license the dog.

Alison Low suggested not to discourage and accept.

- Common Level of Appraisal - received CLA from state, it went down to 72.96%, last year was 85.59% and the year prior was 94.5%. This triggers a reappraisal. Suggested was to do statistical reappraisal as its \$20,000 instead of \$70,000 using the same persons.
- Wastewater meeting is Tuesday, January 14 from 1-2pm.
- Ambulance Service Agreement received; it is same as last year.

Alison Low noted it would not affect the budget.

- VLCT insurance – we pay \$50 for milfoil removal.
- Train Station Line of Credit coming due February 1st, what would Selectboard like to do. Train Station wants to renew.

Janice Ouellette noted they would first have to pay off Line of Credit.

Michelle Leclerc noted the money would come out of the Building Fund, she wondered if the Selectboard wanted to keep the same bank or go out for quotes.

Eric Bach suggested getting three quotes.

- Tax Anticipation Note will be done.

5. Highway Foreman (Keith Gadapee)

- Sewer Ordinance Hook Up Interpretation – engineer contacted him about a new house lot that could potentially be hooked to Town sewer and he wondered if lot was in area of sewer, was it mandatory for them to hook on.

Alison Low noted she looked through ordinance and it looks like it is mandatory but there is a lot of items out of date. Yes, it is required because people are supposed to use it.

Keith Gadapee noted next lot beside them is not hooked on existing line but it could be because it is potentially grandfathered. The new construction building house lot will need to dig across wetland and will have to bore under so they think it would be cheaper if they built their own.

Eric Bach noted if it was a private sewer system then engineering is permitted through state and it is less of a worry for Town. He wondered what would happen if they could not take on any more lots.

Alison Low wondered if DEC would approve if they knew that they could be put on public system. She suggested he check in with DEC.

Peter Griffin discussed Section 2.04.

Glenn Herrin noted if they are in specified dimensional standards then they are required to connect but if not, it makes sense for mound.

Consensus is they can have private system if they choose, if they are outside specific dimensions.

6. Issues and Information (All)

- (a) **Town Services Committee** – Glenn Herrin created charter for committee. Discussion was on mission, what Selectboard wants them to do, expectations, finding by December 2025, getting info and recording to have information to look at for the next 5 years, permission to look at other stuff and guidance, and what Selectboard doesn't want them to do.

Alison Low noted FAST (feasible, acceptable, suitable and timely) test makes item #4 (what not to consider) unnecessary.

Glenn Herrin noted he would strike #4 from the charter.

Alison Low wondered if they should have someone from the Fire District on the committee.

Glenn Herrin noted yes, the charter organization says 3 or more.

Janice Ouellette noted Tim Ide was interested in being on the committee.

Glenn Herrin discussed soliciting via FPF and direct contact with people and then appointing persons at the next meeting of January 16.

Eric Bach discussed capping size of the committee between a certain number instead of 3 or more.

Glenn Herrin noted yes, they could put in charter 7 or 9.

Consensus was 7.

Glenn Herrin noted even if someone was not on the committee, they could come, present and give information.

- (b) **Purchasing Policy** – Janice Ouellette noted she was working on revisions. She will be working with Bonnie Waninger on Tuesday regarding language around reoccurring expenditures and Conflict of Interest Policy which is no longer required because of the new Code of Ethics. She wondered if they needed to retool their policy or reference code in policy. Currently they are not required to accept emailed bids but do they want to do so or should all be mailed.

Alison Low likes emailed bids.

Janice Ouellette noted if they do accept electronic bids they need to set parameters, all bids to go to one person, suggested was Selectboard Administrator, who will print and put in sealed envelope with date and time received and put with others received.

Eric Bach wondered if they could set up email such as bids@danvillevt.gov and designate one person to look at that email.

Alison Low noted if working with contractors, the architect or engineer usually does it.

Glenn Herrin noted we may limit ourselves if we do not open it up.

- (c) **Town Meeting Coordinator** – Glenn Herrin discussed volunteer, Alice Kitchel who wanted others with her noting they could appoint two persons or others could support her that don't need to be appointed. Alice Kitchel felt that she would like an additional person so that two people learned the task.

Alison Low noted Alice Kitchel could pull in other persons to help her.

Greg Prior discussed business continuity, noting if needed documentation became a thing he would be willing.

Motion by Glenn Herrin, 2nd by Eric Bach to appoint Alice Kitchel as the Town Meeting 2025 Coordinator with the authority and responsibility to advertise TM; coordinate non-governmental TM activities; help support Town and School District actions as needed; and submit an after-action review by May to facilitate and enhance local participatory democracy. Vote 5-0-0. Motion carries.

- (d) **Town Meeting Agenda** – Glenn Herrin discussed list of things for potential ballot items: renovate existing main fire station or build new (noted was it may change to 2026 as starting with North Danville fire station may kick start and help with cost and area search); parking lot (may be too early so they could put off until next year); tennis courts (if in budget they do not need to ask, or it could be similar to an appropriation); town services committee (this could be initiated by survey); hire more police or sheriff coverage (keep); town ownership of Fire District #1 (may be a bit premature); and TM Committee asking legislature to rescind the charter requiring budget vote by Australian ballot (will be long discussion addressed at TM).

Michelle Leclerc inquired if Town goes first or second this year.

Glenn Herrin noted TM Committee recommendation was stop alternating.

Clayton Cargill discussed Supervisory Union noting CCSD voted to go back to Town Meeting day so Superintendent has another place to be but if they knew when they were going on a consistent basis they would know where they were going and could plan for lunch. School never takes enough time to go until lunch and town sometimes goes past time.

Janice Ouellette noted Town went first last year and wondered if there was any desire to designate Town to go first this year.

Glenn Herrin noted if it works better for school and TM Committee did suggest it and it helps with lunch he agreed.

Clayton Cargill noted he could ask school committee if it is a thing they like and get back to Selectboard.

Glenn Herrin suggested to make decision at next meeting.

- (e) **Letter to Sewer Ratepayers** – Alison Low noted she and Michelle Leclerc worked on letter.

Janice Ouellette discussed typos: line 9 add 'long' in front of 'run' and last sentence change 'assistance' to 'assistant'.

Alison Low noted they needed to evaluate commercial rates and wondered if there was any advantage to getting payments upfront and if so, could they offer incentive to do so.

Michelle Leclerc noted no.

Eric Bach wondered if electronic bills were able to be set up in their system.

Consensus to approve as presented with corrections, have Danville Selectboard be closing on letter and mail.

- (f) **MPM RFP** – Janice Ouellette discussed Municipal Project Manager RFP sent to Chris Hunt for review and then will be sent to Dubois and King.
- (g) **North Danville School** – Alison Low discussed Mitch Shatney of VT Insulation Solutions meeting at North Danville School on Thursday, January 23 at 9am to talk about insulation recommendations. Noted was recessed light fixtures not being a concern as they can be dealt with by building boxes around them. She has invited Carter Finnegan but has not heard back yet if she can attend, however the folks from North Danville are excited about attending.
- (h) **Budgets: General and Highway** –

General

Michelle Leclerc added a couple of line items: bulky waste revenue and expense (bulky waste \$6,000).

Clayton Cargill suggested to budget for same number as the intent is to be revenue neutral.

Janice Ouellette suggests to leave numbers as they were for Bulky Day.

Michelle Leclerc did not know anything about tires, but she made a line item.

Keith Gadapee suggests \$1,000 and if deficit then it should come out of Highway line as he puts truck tires in there.

Michelle Leclerc noted she put in HRA figures and insulation for North Danville to be put in Building Fund. She wondered if Selectboard wanted line in Town Report or no lines in report.

Janice Ouellette noted no lines.

Alison Low wondered about balance of insurance claim for North Danville and its location.

Michelle Leclerc noted it does not show as it was received in 2023. She inquired about VOREC Grant.

Janice Ouellette noted it was a Train Station grant and should close out by 31st, they are waiting to see if they are getting an extension or not.

Wastewater

Michelle Leclerc noted it was accurate except for bank interest.

Highway

Discussed was deficit, borrowing money instead of reducing carryover and creating a loan payment.

Keith Gadapee discussed six months ago law came into effect about childcare and Town chose to pay full tax amount; he wondered if they were going to do it again.

Janice Ouellette thought they should.

Eric Bach noted it is cheaper to do than manage it.

Final numbers in deficit carryover. .32% increase over last year.

Capital Equipment account transfer discussed.

Janice Ouellette noted they would have to ask voters to take out deficit note to cover 2023 deficit.

Capitol Equipment transfer amount discussed and lessen it to lower loan.

Janice Ouellette discussed spreading deficit over 3-4 years instead of the coming year.

Peter Griffin inquired if there was a cost associated with taking note.

Janice Ouellette noted yes.

Alison Low inquired what was cost.

Janice Ouellette noted there will be interest. First interest payment come due in 2026. Language would be something like 'would voters vote to fund the audited 2023 deficit'. She spoke of creating a fund balance to cover any future deficit.

Michelle Leclerc discussed not doing anything and letting deficit ride.

Discussion ensued on loan deficit, capital equipment transfer, and principal and interest.

Alison Low noted next meeting they would approve wording for Article on Australian Ballot.

Janice Ouellette noted Article for deficit would be for floor vote.

Rates discussed: Highway same, Town .2039 last year and .2135 this year.

7. Financials: Orders reviewed and signed.

8. Adjourn – Motion by Eric Bach to adjourn at 8:33 pm.

Minutes taken by Audrey DeProspero submitted January 3, 2025 at 12:50 pm.