

Town of Danville  
Selectboard Minutes  
March 17, 2022  
Danville Town Hall (6:00 pm)

**Board Members Present Using Microsoft Teams:** Kellie Merrell

**Board Members Present:** Eric Bach, Ken Linsley and Janice Ouellette

**Board Members Absent:** Peter Griffin

**Others Present:** Audrey DeProspero, Mary A. Cote, Jonathan Austin-Shortt, Tom Vogel, Paul Weaver, David Kyle and Marilyn McEnery

**Others Present Using Microsoft Teams:** Anthony Tirozzi, Jefferson Tolman, Craig Morris, Ginny Incerpi and Katie Fiegenbaum

**Meeting was called to order** by Chair Eric Bach at 6:00 pm.

1. **Additions to the agenda:**

- Highway Report
- Informational Items

2. *Motion by Ken Linsley, 2<sup>nd</sup> by Kellie Merrell to approve **minutes** of the **Regular meeting of March 3** as written. Vote 4-0-0. All in favor.*

3. **Visitor:**

- Paul Weaver – Energy Committee – invited Selectboard to attend their meetings which are held the second Tuesday of every month via Zoom at 6:15 pm. Paul Weaver introduced David Kyle and Marilyn McEnery who are part of the Energy Committee.

Energy Efficiency Project

David Kyle spoke of House Bill 518 and the American Rescue Plan appropriations whereas there is 48 million dollars going to states. The bill addresses renewable energy and ensures Vermonters have access to efficiency items and money. Bill is designed to utilize the full amount of funds. A two-step process will be developed to hire an engineering firm to do assessment on municipalities in Vermont to assess renewable energy, battery storage and HVAC improvements. A grant program will then follow the assessment and will be available between 2023-2024. Municipalities can apply for \$250,000 grant. The purpose of this discussion is to get people thinking about upcoming projects. Inquiry was if Selectboard wanted to appoint David Kyle or another person as a point person.

Eric Bach inquired if David Kyle would be able to come back when the bill moves through.

David Kyle noted yes.

Window Dressers

Paul Weaver noted the Energy Committee was participating with Peacham, Barnet and Ryegate and working with a nonprofit company in Maine who produces window inserts. This project will bring communities together. Communities will come together and build these window inserts. They are looking for folks to participate with the build and to have those persons use them in their homes or commercial buildings. The cost for a normal size window is \$45. They are temporary windows that you put in before it gets cold and remove when it gets warmer. The Maine company sends the equipment for volunteers to use to put the windows together. Paul Weaver wanted to know if the Town Hall wanted to participate. If yes, then persons would come by and measure the windows and then be able to inform Town Hall of the costs. The build day is in early November and volunteers and participants are needed.

Marilyn McEnery showed an example of the window insert to be built.

Kellie Merrell suggested to put Energy Committee meeting information on the Town's website under the Calendar and Meeting tab. Kellie Merrell inquired if there was a match for the grant.

Paul Weaver noted there were no matching funds required.

Kellie Merrell suggested the Town sign up for the energy audit so they could put windows inserts in the building and have a demo project for people to see what they look like and how they work.

Paul Weaver noted interested persons could go to [windowdressers.org](http://windowdressers.org) to find out details.

Eric Bach thought it was a good idea but since there were costs associated, he suggested to take a look at energy costs in all Town buildings and to find out the cost for larger windows.

Paul Weaver noted he could put a spreadsheet together for the Town.

Eric Bach thought that would be helpful

- Mary Cote – Annual request for use of Green for Danville Fair – this year is the 91st Annual Danville Fair and will be a one-day event on Saturday, August 6<sup>th</sup>. This year's theme is Embracing our Future and to honor the School Community as Citizen of the Year. Request is for additional time for set up before and clean up afterwards; to close Danville/Peacham Road on Saturday, August 6<sup>th</sup> @ 9 am to midnight (The State is contacted annually regarding the traffic light); access to water and electric on the Green for bands and food vendors; permission to put up a sign on the Green about the event along Route 2 in July notifying passersby of the event; use of Green starting Wednesday, August 3<sup>rd</sup> (after Farmers Market is done and cleaned up) to set up and continue to 12:00 Saturday, August 6<sup>th</sup> evening, using both sides of the Green and use of bandstand; clean-up is usually completed by Sunday early afternoon, with the exception of a few larger tents being left longer; access and use of the roads Saturday, August 6<sup>th</sup> (Parade to start at 11:00 with the lineup prior, Parade starting point to be at school, route will be Mountain View Avenue, up Smith Street onto Brainerd Street then turn onto Route 2, then onto Park Street where it will disband past the Post Office); permission for open container (alcohol consumption) for August 6<sup>th</sup> (Sheriff Department to be on site to monitor the crowd and grounds during the event. Historically, there have not been any issues.); permission to utilize the Town's property next door to the Town Hall, 60 Route 2, for additional parking for the event; and permission to place no parking signs (provided by the Chamber) down one side of Brainerd Street to Mountain View Drive, down one side of the Danville Peacham Road just past the school driveway and around the Green to make sure one-way traffic is open to emergency vehicles, handicap parking signs will be near Masonic Hall, Sheriff's Department will be utilized to ensure traffic control during the parade, and Event Ahead and Event Parking signs are placed appropriately to direct drivers.

Eric Bach noted the light is programed for 6am that morning not 9am.

*Motion by Ken Linsley, 2<sup>nd</sup> by Kellie Merrell to approve use of the Green for the 91<sup>st</sup> Annual Danville Fair as requested and presented by Mary Cote. Vote 3-0-1. (Eric Bach abstained). Motion carries.*

- Jefferson Tolman – H2O – Maintenance/Propane Caps

LP Gas and Maintenance monies left over from last year's contract. Recommendation is to return remaining LP gas monies. Jim Brimblecombe has locked in for one more year of the \$2,400 cap. Maintenance has a hefty roll over amount as they did not purchase a new air blower, they rebuilt the one they had instead. Actual roll over of cap is \$5,211. Suggested was to replace the roof at the maintenance plant and start over with the \$5,000 maintenance cap at renewal.

Ken Linsley noted the roof was 42 years old.

Eric Bach inquired if the rollover would cover it.

Jefferson Tolman noted he received price of \$6,000 and was confident there was enough money in the fund.

Kellie Merrell noted she was okay with using the money towards the roof.

Ken Linsley suggested to get a firm quote and if higher than \$6,000 then come back to the Selectboard with the new amount.

Jefferson Tolman noted the other documents were gathered information by Jim Brimblecombe and were thoughts for ARPA monies if available. The pump station is 40+ years old and the Lemnar Cover would help with BOD with plant and lagoon.

*Motion by Ken Linsley, 2<sup>nd</sup> by Janice Ouellette to approve the \$5,211 monies left over in maintenance to roll into existing budget to retain along with other funds in operating fund. Vote 4-0-0. All in favor.*

Asking VTDEC Water Infrastructure Division to speak to board about funding streams for the sewage treatment plant – agenda item (e)

Kellie Merrell discussed accessing funds coming to state thru ARPA funds for sewage systems. She spoke of gentleman that goes around to towns to summarize the information and she would like to bring him in. She spoke of engineer studies and getting someone however engineers are extremely busy now. Kellie Merrell discussed the Anaerobic reactor cell and getting a person to speak to the Selectboard to give funding opportunities to benefit the Town to make sure the current plant can have capacity for the long-term goal of Town needs

Ken Linsley suggested to line up for next meeting and to have Jim Brimblecombe attend.

Jefferson Tolman noted Jim Brimblecombe was better to discuss day to day items of the Town.

Eric Bach suggested Kellie Merrell work with coordinating date for attendance of persons.

#### **4. Highway Report**

Eric Bach noted the Highway Report was received on Monday, and if needed Keith Gadapee would attend when told.

Ken Linsley noted the roads are muddy but holding up well.

Eric Bach discussed Sand Bids noting the last two years the Town has used the same vendor and inquired if they should do this again or go out to bid as they have in the past.

Ken Linsley noted they have been the lowest so far.

Eric Bach noted they have been asked to check costs between trucking and someone else. He wondered if they could ask Keith Gadapee to get a couple of numbers if trucked by someone else.

Ken Linsley thought they should have delivery price for comparison.

Craig Morris noted last year there was an increase in price and suggested to go out to bid. He wondered what the harm would be for going out to get bids.

Eric Bach noted the increase last year was a minimal increase and going out to bid was time consuming.

Ken Linsley would like to get a commitment so the pit does not get sold out.

Craig Morris suggested to reach out to St. Onge.

*Consensus is to get three quotes and delivery price along with quotes from private trucking companies including St. Onge for the April meeting.*

Janice Ouellette inquired if they would be reworking the Highway Department Work Manual.

Eric Bach noted participation from Road Crew was needed and that he was willing to participate.

Janice Ouellette noted she wanted to be part of it too.

Kellie Merrell noted the Selectboard previously had an HR person on the Selectboard and they use to do annual check ins on employees they supervise. She noted they also had a new Zoning Administrator.

Eric Bach suggested this subject be an agenda item so the Selectboard could further discuss.

Kellie Merrell suggested reviews be done in Executive Session so all Selectboard could attend.

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

- Liquor License

New liquor license for Papa Tirozzi's Pizzeria for a Class One License to serve beer and wine at the pizzeria.

*Motion by Ken Linsley, 2<sup>nd</sup> by Janice Ouellette to approve the Class One Liquor License for Papa Tirozzi's Pizzeria. Vote 4-0-0. All in favor.*

- Line of Credit

Wendy Somers discussed Bid Information from Community National Bank, Mascoma Bank, Passumpsic Bank and Union Bank noting they are really close. She spoke of the traditional line of credit that they draw on as needed and the spread bid credit where they borrow the full \$800,000 and reinvest unspent funds in an interest-bearing account. Last year they ended up with additional money over the line of credit. She spoke of last year's expenses versus revenue and having \$629,000 in excess cash to reinvest in spread bid.

*Motion by Kellie Merrell, 2<sup>nd</sup> by Ken Linsley to go with the Passumpsic Bank Spread Bid. Vote 4-0-0. All in favor.*

- Insurance Stipend - up for annual review. The Town pays \$500 yearly to employees who choose not to take insurance because their spouse takes insurance.

Eric Bach inquired if anyone utilized this.

Wendy Somers noted yes, one person.

Ken Linsley suggested to change the review to do at budget time and bring up in November.

*Motion by Ken Linsley, 2<sup>nd</sup> by Janice Ouellette to keep the \$500 insurance stipend the same for 2022 Vote 4-0-0. All in favor.*

- Sunflowers – Vermont Plants Sunflowers for Ukraine is a Vermont-based community action group. Their mission is to inspire countless acts of solidarity with the people of Ukraine by planting thousands of sunflowers in every corner of Vermont. They are asking every town and city in Vermont and branches of Vermont government, churches, schools, organizations, media and individuals to join in this act of solidarity. Request is to plant sunflowers around town properties.

*Consensus was favorable.*

## 6. Issues and Information (All)

### (a) **Curb Cut – Stannard Mountain Rd (Loura/Taylor)**

Audrey DeProspero presented Curb Cut on behalf of Keith Gadapee - Curb cut for Haley Loura and Brian Taylor for Parcel ID TH028-005.002, Town Highway 28 (Stannard Mountain Road). Road Foreman has noted a 15" x 30' minimum, galvanized steel culvert required, entry from road is at 90-degree angle, and drive must pitch away from road at least 4' before grading up.

Wendy Somers noted road has been renamed Cary Pond Road.

*Motion by Kellie Merrell, 2<sup>nd</sup> by Ken Linsley to approve the curb cut for Haley Loura and Brian Taylor, Parcel ID TH028-005.002, Town Highway 28, Stannard Mountain Road with name change of Cary Pond Road. Vote 4-0-0. All in favor.*

### (b) **Hill Street (drainage/sidewalk) (parking)** – Ken Linsley – feedback has been received from Doug Morton, there are possibilities and a person to contact. Once data is collected, he will come back with proposal to utilize parking to address the business block.

### (c) **Proposed Town Policy – FD** – Jonathan Austin-Shortt has concerns with wording, 'seeking permission'. He is trying to get beyond the request being prohibited. He has no issue with notification but having to leave the decision up to one person could be a liability on the Town. His concern is also with a timely response and the burden it is for the responder/volunteer. Jonathan Austin-Shortt thought not responding to a call could be detrimental to the Fire Department and a safety issue to lack personnel. He thought member discretion should be used for choice of leaving for call.

Eric Bach suggested a word change of 'would' in the suggested policy. He understood the safety concerns on both sides but noted they should come up with something to give the person a self-check, something to help define the importance, such as a five-question check list. He thought this would be an important step. His concern is if all persons on the Road Crew were on the Fire Department however, currently there is only one.

Ken Linsley discussed person making their own decision may not be able to do so without putting others at risk.

Jonathan Austin-Shortt discussed needing to make some wording changes.

Eric Bach discussed Workers Comp with State that occurred and the need for liability coverage.

Ken Linsley discussed state policy wording.

Eric Bach thought wording was needed in the Highway Manual Policy and a discussion with the Road Crew and Keith Gadapee to find out the pecking order for notification.

Ken Linsley discussed the second person needing to know fully what is going on and who is where.

### (d) **ARPA Fund strategy, identifying priorities, finding grants and taking public input** – Kellie Merrell – inquiring was how the Selectboard wanted to proceed. The Selectboard tabled the subject until they had a new board and now, they do. Kellie Merrell would like to look for different ways in which the Town could use the money to get more money to get more projects done. She spoke of researching grants, spending money by the deadline, having shovel ready projects and wondered how they could go about doing such. She noted other towns have set up committees and wondered if they should do such. Kellie Merrell noted the decision was left to the Selectboard on how to spend the money but suggested they get public input.

Wendy Somers noted she met with the UVM student working on the survey monkey and he was meeting with Katie Buckley to find out how ARPA funds work. She noted they needed to come up with potential projects to go with the survey monkey.

Ken Linsley thought public input would give both generic and specific ideas. He spoke of cost share and using money anyway they want but not being able to use it to pay taxes or pay down debt.

Kellie Merrell discussed putting a list of potential projects together of possible options for the money usage and the possibility of using it in various locations in Town and using it for grant matches.

Eric Bach suggested to get through the survey piece and then a committee can look at the list and break it down for the Selectboard and then the Selectboard could come up with priorities.

Kellie Merrell suggested to ask for volunteers who wanted to be on the committee.

Ken Linsley inquired when the survey would be available.

Wendy Somers noted as soon as the potential projects list is created.

- (e) **Asking VTDEC Water Infrastructure Division to speak to board about funding streams for the sewage treatment plant** – discussed above under Jefferson Tolman.
- (f) **Remote SB Meetings** – Kellie Merrell – wondered what the Selectboard's plan was for hybrid meetings going forward. She inquired if there was still any interest.

Eric Bach noted he liked remote meetings because his schedule makes it difficult to get to his seat due to travel. He thought hybrid meetings give folks the opportunity to join the meeting remotely.

Ken Linsley noted more and more organizations are going back to in person and maintaining remote access if needed. He noted the Town does have the capabilities for remote since they purchased the technology.

#### **Informational Items:**

- Sign on Green – permission granted by Assistant to Selectboard for Chris Rapozza to place a poster board sign on the Green. The sign was made by the Natures Classroom students and is for their bottle drive at the school this Sunday from 8am until noon. The sign will go up today and will be removed on Sunday after the bottle drive.
- VOREC grant – Danville has been awarded \$97,650
- Craig Morris is interested in the DRB open position
- Janice Ouellette has signed up for VLCT Training

#### **7. Financials:** Orders to review and sign

*Motion by Ken Linsley, 2<sup>nd</sup> by Kellie Merrell to authorize Chair Eric Bach in perpetuity to review and sign the Financial Orders on behalf of the Selectboard and if Chair is not present then authority is transferred to Vice Chair Peter Griffin. Vote 4-0-0. All in favor.*

#### **8. Adjourn - Motion by Ken Linsley, 2<sup>nd</sup> by Kellie Merrell to adjourn at 7:59 p.m. All in favor.**

Minutes taken by Audrey DeProspero submitted March 25, 2022 at 2:00 pm.