

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

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

Board Members Absent: Kellie Merrell

Others Present: Audrey DeProspero, Michael Hogue, Walter McNeil, Jonathan Austin-Shortt, Tasha Austin-Shortt, Roland Heath Jr., and Clayton Cargill

Others Present Using Microsoft Teams: Craig Morris

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

1. **Additions to the agenda:** None
2. *Motion by Ken Linsley, 2nd by Janice Ouellette to approve minutes of Regular meeting of October 20, 2022 as written. Vote 4-0-0. All in favor.*

Motion by Ken Linsley, 2nd by Janice Ouellette to approve minutes of Special meeting of October 26, 2022 as written. Vote 4-0-0. All in favor.

3. **Visitors**

- **Walter McNeil, NEKWMD** – thanked all for the tribute to Jim Ashley and noted that the celebration went off without a hitch.

District news:

- next month they will hold their re-vote.
- there was a correction to the budget as the new per capita is 1.06.
- the hauler surcharge is \$1 a ton.
- the district will finish the year just about even with regards to expenses and revenues.
- polystyrene will be put in a couple of locations in the district and then in January the district will vote on whether to keep it or not as the machine cost is \$50,000.

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

- Sewer connection for Ramsdell family on Upper Drive.

Motion by Peter Griffin, 2nd by Ken Linsley to approve the sewer connection for Ramsdell family on Upper Drive. Vote 4-0-0. All in favor.

- Wendy Somers suggested a plan needed to be put in place for hooking on to water and sewer as some have fallen through the cracks.
- Wendy Somers reached out to Jim Brimblecombe of H2O regarding the new Chinese restaurant going in to where Tirozzi's Pizza use to be. H2O will be working with new applicants regarding study.
- Previously sent out for review was Draft Audit information. Additional copies of letters were handed out to the Selectboard for review. If Selectboard accepts, Wendy Somers will sign representation letter tomorrow.

Motion by Ken Linsley, 2nd by Peter Griffin for Wendy Somers to go ahead and sign the representation letter for the Audit. Vote 4-0-0. All in favor.

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

- Curb Cut/Driveway Permit for James and Erin Flanders, Oneida Road (TH012-004.001).

Motion by Peter Griffin, 2nd by Ken Linsley to approve the curb cut/driveway permit for James and Erin Flanders for Oneida Road. Vote 4-0-0. All in favor.

- Curb Cut/Driveway Permit for Kari Lizer Trust, Joe's Brook Road (SA001-037.001).

Motion by Ken Linsley, 2nd by Peter Griffin to approve the curb cut/driveway permit for Kari Lizer Trust on Joe's Brook Road. Vote 4-0-0. All in favor.

- Curb Cut/Driveway Permit for Nathan Daniels, Old North Church Road (TH033-003.000).

Motion by Ken Linsley, 2nd by Janice Ouellette to approve the temporary access log road for Nathan Daniels on Old North Church Road. Vote 4-0-0. All in favor.

- Class 3 Road – there is a situation that does not come up often. This Class 3 road we call a driveway because it only goes to one house. Keith Gadapee suggested they look into this because this house is on the market. Keith Gadapee wondered if the Selectboard wanted to proceed with downgrading the Class 3.

Peter Griffin inquired how many roads/driveways were like this in town.

Keith Gadapee noted there were probably 5 to 10 of them, some are long stretches and some are short.

Peter Griffin wondered how these small roads/driveways effected time of highway crew and if there was a cost to the town and suggested to do a reclassification based on a case-by-case basis.

Keith Gadapee noted it effects time yes but cost no however it does affect state aid received as state aid is based miles of Class 3 and 2 roads in town.

Ken Linsley noted this information was not in statute but being considered and introducing legislation for disclosure of limited maintenance on roads.

Eric Bach wondered if there was any concern for plowing these driveways/roads.

Keith Gadapee noted there were some issues with these driveways/roads that are plowed as they have had to be pulled out previously.

Class 3 State Aid revenue discussed, how many the town had and the loss if removed.

- Follow up to concern about parking and instructions given to purchase signs to help with parking overnight: signs are in and Keith Gadapee is seeking permission to hang signs on buildings that are owned by others and not the town. Keith Gadapee wondered who and how would the signs be enforced.

Eric Bach suggested to send a letter for the first finding as this is a new process that he hopes people will follow.

Craig Morris was concerned for parking in town and the liability if someone got hurt getting into their vehicle when a pile of snow was left by a town truck near the vehicle and as he plows the wrong way on the road.

Selectboard suggested to check with insurance carrier, VLCT, about liability.

- Scrap metal dumpster for Highway Garage/Recycle Center - the recycle center offers a silent service of scrap metal drop-off and the highway garage has a pile on the ground of collected scrap steel items. These items are manually handled two to three times for placement. Having a container system in place would remove the multiple times these items need to be handled. Both the Highway Foreman and Recycling Attendant are wanting to be able to utilize the container. Being part of the NEKWMD the town is allowed for collection of small scrap metal however the set-up needs to be done by NEKWMD and there would be no charge for service and no revenue.

Eric Bach noted he was in favor of this additional service.

Peter Griffin thought having extra service was a nice thing.

Motion by Ken Linsley, 2nd by Janice Ouellette to go ahead and proceed to place a roll off at the highway/recycle center area and to work with NEKWMD to request a dumpster for scrap metal and for NEKWMD to instruct the town what can and cannot be done. Vote 4-0-0. All in favor.

Eric Bach asked Selectboard if they were in favor of changing order of items listed under Issues and Information.

Consensus was favorable for order discussion.

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

- (a) **Train Station updates** – Michael Hogue – discussed RFQ for Construction Manger and noted only one had been received. He noted that the Committee would start fundraising and they want to treat all of Danville as Danville Funding and for it to go into one pot and go onto plaque and to not identify anyone specific contribution. They are asking the Train Station Committee, Planning Commission and Selectboard to get behind it. Their number is close to \$186,000. Michael Hogue spoke of the maintenance fund which is up to \$50,000 so far and asked for Selectboard to do whatever they could without going to Town Meeting to ask permission. They would like it back to add to the fundraising. Currently they have raised \$422,000 with grants and \$80,000 goes to ops and construction but it won't exceed \$515,000. Michael Hogue asked the Selectboard for a monitory commitment. He noted that he was not asking tonight for the commitment but was just giving the information as to what they would be looking for.

Selectboard asked Wendy Somers for amount in the Capital Building Fund.

Wendy Somers noted there was \$103,000 in the fund however \$41,000 was earmarked for the new recycle center to go with the grant received, leaving \$62,000, however the \$50,000 had not been taken out of the account yet.

Ken Linsley inquired if the contribution would actually go to the Town.

Michael Hogue noted yes. He noted that they hoped to be in operation by October or November of 2023 and they want the freight room fully functionable.

Eric Bach noted he was very supportive of this project.

Janice Ouellette inquired if there was anything on the town's website and if not, could something be put there.

Michael Hogue thought that was a good idea and suggested to reach out to Kate Whitehead for the information so that it would link to the better connections grant that refers to donations for the train station.

- (b) **FD Access** – Eric Bach – noted there was a problem with access to the Fire Department and a plan was needed to be put in place. Whether that plan be someone has to be there or a key is signed out for access to the building.

Jonathan Austin-Shortt thought the propane company should just contact him.

Roland Heath noted he met with the individual from the propane company who dropped the tank but locked it out because the water heater and stove do not work.

Eric Bach noted if the Fire Department needed a stove, he had one in his basement that he would gladly give to the Fire Department. He wondered if there would be an issue having the propane company contact Jonathan Austin-Shortt directly.

Audrey DeProspero noted there have been issues with current heating companies due to multiple persons being involved.

Eric Bach noted the Town has to be able to hold the companies accountable and contracts are made through the Town as it is a Town building. Pre-buy of fuel for Town buildings was discussed.

Jonathan Austin-Shortt inquired about diesel purchase and if Calkins had ever submitted a bid.

Eric Bach noted no.

Jonathan Austin-Shortt suggested the propane company contact him directly.

Eric Bach inquired if Audrey DeProspero saw a problem with the propane company working directly with Jonathan Austin-Shortt.

Audrey DeProspero discussed building being a Town building and not being able to be accessed by Town only volunteers. By allowing direction of volunteer the Town is unable to keep calculation of deliveries or items of request to adhere to contracts.

Eric Bach saw no reason why the company could not work direct with Jonathan

Jonathan Austin-Shortt requested to use second floor of Town Hall for Fire Class this Saturday, November 19th.

Consensus was that it was okay for Fire Department to use second floor of Town Hall.

- (c) **Personnel Policy** – Janice Ouellette – noted the Highway and Town Offices personnel policies were not lined up very well and they received one from VLCT and now all three are combined for one policy.

What has changed: combined items and took out disciplinary and termination section because Town is an at will employer. If listed then it would need to be followed exactly as written and could be challenged by an attorney; gifts and gratuities are covered under conflict; and the holiday conflict between Town Hall and Highway along with the difference in the number of personal days between the two were determined that they needed to be equal.

Eric Bach discussed overtime for Highway and noted VLCT gave suggestion for 40-hour work week and not a 42.5. This change evens out how overtime is paid for both departments. There were take aways and some gives to the new policy.

Wendy Somers noted there were not many changes to the Town Offices.

Janice Ouellette discussed equalized vacation between both departments.

Eric Bach noted the trade off with Highway was standardized overtime so they get more personal days. The Highway Department will also be able to take some days off in the winter.

Keith Gadapee was in favor of new model however he was unsure how it would be received.

Eric Bach noted they were looking for edits to content and would meet with employees once done.

Janice Ouellette is soliciting input from VLCT so that they can ensure that a good plan is in place.

Peter Griffin thanked all who were putting this together. He was concerned with equalizing and wondered if some were winning and some were losing and was it obvious.

Eric Bach noted the Highway was losing overtime but gaining holidays and personal days. Town Hall was standardized so there was not much of a change. Rate of pay for Highway was changing. When they met with the Highway Crew the concern was dollar amount and the Crew spoke of all moving together and the longer-term employee was not making more but equal to new person. They looked at the state's matrix for a creation for the Highway Crew for the number of years and skill level and created a matrix to fit the Town with clear objectives to change the payroll pattern.

Keith Gadapee wondered how it was going to work mechanically, how often the Crew would get a pay grade, and how the Crew would move to the next placement, and would the Foreman do it. If the Foreman was to do it, he felt it put more responsibility on the Foreman which is of great concern to him to have to be responsible for the decision and suggested a committee be put in place to make that decision.

Eric Bach noted in order to do these things and have Keith Gadapee in the office, they would need someone to support the day-to-day items. So, their decision was to figure out how to get another member for the Highway Crew to monitor the day-to-day items and have Keith Gadapee do more administrative items like grants.

Keith Gadapee noted his department was shorthanded in summer not winter.

Eric Bach noted the change will allow for more people to take vacation and give Keith Gadapee more time to do administrative tasks and be able to look at their contracted items. The Highway folks would like to be able to take time off during winter so the focus is to be aware of this situation and release this a little bit by having an additional person.

Peter Griffin wondered if the new person would be a Foreman Assistant.

Keith Gadapee noted the extra person would be a normal person and the pay grades would be able to be used for the new person.

Peter Griffin inquired how the pay grade chart for pay increases would work.

Eric Bach noted the Selectboard would be able to work with this.

Craig Morris noted with budget coming up and talking about another person, he suggested hiring out hauling sand to relieve some pressure on individuals.

Keith Gadapee noted any sub-contractor would be able to help.

Clayton Cargill discussed pay scales, noting there are steps to pay scales and cost of living increases. He noted there were three separate ways to demonstrate to one's self by advancing, achievement and the way to move forward. He thought the visualization would help individuals.

Peter Griffin noted the current pay scale was problematic and the new scale was helpful.

Conclusion was pay scale to Selectboard by next week/end of month defining each step/pay grade and propose to Highway Crew on December 8th and to adopt by December 31, 2022.

(d) **Budget 2023** – Eric Bach – volunteers for Budget Committee.

Janice Ouellette noted should would participate on the Committee.

Peter Griffin noted he would help.

Eric Bach asked Wendy Somers and Keith Gadapee for department numbers.

Keith Gadapee requested current spreadsheet for inserting budget numbers.

Eric Bach to extrapolate the numbers.

Eric Bach noted the budget proposal from Fire Department had been received.

Wendy Somers noted bills for next year have already received.

Eric Bach discussed having the budget done by middle of January for Town Report so it would be ready for printer.

Discussed was in person Town Meeting, process and mailing of ballots.

Informational Items:

- Audrey DeProspero discussed sign requests:
 - North Danville Baptist Church Bazaar scheduled for November 12th requested sign placement on Green from November 5th until November 14th.
 - Danville Congregational Church Bazaar scheduled for November 19th requested sign placement on Green starting November 5th.
- Audrey DeProspero noted Planning Commission has a member who may be leaving, but they have someone who has been attending regularly who may want to become a member but they have not approached the person yet.
- Audrey DeProspero noted Danville School has requested use of second floor on Monday nights from 4:30 until 7pm for basketball practice.
- Peter Griffin discussed historical moment for the Historical Society as one year ago they

- became part of the State wide Historical Society and their book has been awarded two awards: League of Local Historical Society and Museums and the Hathaway Award.
- Keith Gadapee noted Elected Officials are not covered under Workers Comp and was very concerned because Wendy Somers and Listers fell under this heading.

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

8. **Adjourn** - *Motion by Ken Linsley, 2nd by Janice Ouellette to adjourn at 8:29 pm. All in favor.*

Minutes taken by Audrey DeProspero submitted November 22, 2022 at 11:00 am.