

Town of Danville  
Selectboard Minutes  
February 2, 2023  
Danville Town Hall (6:00 pm)

**Board Members Using Microsoft Teams:** Kellie Merrell and Peter Griffin

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

**Others Present:** Audrey DeProspero, Keith Gadapee, Brian Henderson, Bruce Palmer, Weston Standish, Clayton Cargill, Glenn Herrin and Alison Low

**Others Present Using Microsoft Teams:** Chelsea Hewitt, Gregory Prior, Ginny Incerpi, and Bill Baliey

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

1. **Additions to the agenda:**

- Cold Weather Warming Shelter Plan
- Informational Items

2. *Motion by Kellie Merrell, 2<sup>nd</sup> by Ken Linsley to approve **minutes of Regular meeting of January 19, 2023** as written. Vote 5-0-0. All in favor.*

*Motion by Ken Linsley, 2<sup>nd</sup> by Janice Ouellette to approve **minutes of Special meeting of January 24, 2023** as written. Vote 5-0-0. All in favor.*

3. **Visitors**

- **Brian Henderson, DRB Chair – Vacant Seats (Wes Standish Alternate & Bruce Palmer Full-Time)**  
Brian Henderson introduced two new Development Review Board members, Bruce Palmer and Wes Standish. Bruce Palmer has volunteered to be a full-time member and Wes Standish has volunteered to fill the vacant alternate seat on the DRB.

By statute the DRB is allowed up to nine full-time members and four alternate members. The DRB currently has a seven-member board. By adding one additional full-time member they will now be an eight-member board, with a quorum still of five. The newly created position and term will be for three years.

*Motion by Ken Linsley, 2<sup>nd</sup> by Janice Ouellette to add an additional seat to the DRB making the DRB an eight-member board and appointing Bruce Palmer for a term of three years beginning 2023 and ending 2026. Vote 5-0-0. All in favor.*

Wes Standish is filling the vacant Alternate seat which was a three-year term starting in 2021 and expiring in 2024. The seat was vacated in 2021 which left year 2022 vacant, however Wes Standish will fill the position and cover the remaining term of 2023 to 2024.

*Motion by Ken Linsley, 2<sup>nd</sup> by Janice Ouellette to appoint Wes Standish to the DRB as an Alternate for a term of one year beginning 2023 and ending 2024. Vote 5-0-0. All in favor.*

- **Chelsea Hewitt – Recycle Center Can Collection for Girls on the Run**  
Chelsea Hewitt requested to collect cans at the recycle center on Saturday, February 18 and Saturday, February 25 to benefit Girls on the Run. The fundraiser will cover registration costs and 5K costs. Chelsea Hewitt discussed request with Recycling Attendant Clayton Cargill who accepted request as Girls on the Run have collected cans from the Recycle Center in the past.

*Motion by Ken Linsley, 2<sup>nd</sup> by Janice Ouellette to allow Girls on the Run to collect redeemable cans and bottles from the Recycle Center for Girls on the Run for Saturday, February 18<sup>th</sup> and Saturday, February 25<sup>th</sup>, 2023. Vote 5-0-0. All in favor.*

- **Alison Low – Establish a Dog Park**

Alison Low has noticed a lot of people walking dogs in the village and is seeking to form an ad hoc committee to identify optimal locations and operating guidelines along with best practices for a dog park in walking distance of the trail and village. The dog park would be a place where dogs could safely play off leash in an enclosed area. Alison Low is looking at configuration of dog parks and funding. The location would need to be a fenced in area, at least one acre with varied terrain and shade. It would need to have a double gated entry, a time out pen, best practices would need to be established and dog owners must be present. Alison Low has met with the Planning Commission as this is a recreational use. There are several dog walkers in the village who believe that this would be a very positive attraction to the village which may also provide an incentive to off-leash behaviors on the trail. Once committee is formed, they would report back to the Selectboard with recommendations.

Ken Linsley suggested to contact VLCT to find out concerns for both legal and insurance side and get the information to the committee.

Alison Low noted the committee would take a road trip to the other dog park boards to find out information regarding site design which is important as it establishes ownership and use and will look for technical advice from them.

Kellie Merrell inquired about the location and wondered if it would be more in the center of Town or would they be using Town property removed from the center of town.

Alison Low noted the walking distance of the greater number of users would be taken into consideration and discussion will be with other dog park boards to find out information on noise and neighbor's concerns.

Eric Bach inquired if Alison Low foresees a connection to the rail trail.

Alison Low noted it would be nice to find the right location and it would be an incentive to people who use the rail trail and let their dogs off leash. Alison Low noted she would send out community surveys and after volunteers gather information she would come back to the Selectboard with information.

*Consensus is that this is a favorable idea.*

- **Michael Wright, Calex – Plowing EMS** – Michael Wright unable to attend due to meeting conflict. Audrey DeProspero spoke on his behalf.

Michael Wright is seeking assistance a few times in the winter from the Town regarding plowing/sanding of the Calex area. Literally the only thing he cannot do is sand Calex's area and is asking for assistance during big ice storms and if he is away on vacation during a winter month.

Selectboard asked for Highway Supervisor's input.

Keith Gadapee thought this would be difficult to manage. He suggested if Michael Wright wanted spotty assistance, then it should be hired out. Keith Gadapee thought the Town should do it all and not be called in when needed. He wondered what level of service would be. Keith Gadapee does the Fire Department which is a Town owned building and manned by volunteers.

Ken Linsley discussed Highway Department shutting down and coming back the next morning.

Keith Gadapee noted the Highway Department does not do 24/7 plowing. They do not do 24/7 for Fire Department or any other Town building.

Kellie Merrell thought they should do whatever is logistically easier for Keith Gadapee.

Eric Bach suggested to offer during our road service (during evening commute between 7 and 8 pm and then done and start at 3:30 am.

Keith Gadapee suggested Michael Wright look at the Winter Maintenance policy on line. Anytime outside what is listed Michael Wright would be responsible for.

Ken Linsley noted the request is for a Town owned building.

Eric Bach noted if request is hit or miss, we can't plan for that.

Clayton Cargill was concerned for emergency call and 30-minute time and the liability associated.

Keith Gadapee discussed hazard call on Town driveway and the Highway Department having to respond.

*Consensus is for Eric Bach to reach out to Michael Wright and discuss.*

4. **Town Clerk** (Wendy Somers) absent - Audrey DeProspero spoke on behalf of Wendy Somers
- Special Event Permit – Caledonia Spirits, Inc. taste testing at Three Ponds located at 11 US Route 2E on Wednesday, February 8<sup>th</sup> from 3-9:30pm.

*Motion by Kellie Merrell, 2<sup>nd</sup> by Janice Ouellette to approve the Special Event Permit for Caledonia Spirits, Inc. for a taste testing at Three Ponds Restaurant on Wednesday, February 8<sup>th</sup> from 3pm until 9:30pm. Vote 5-0-0. All in favor.*

5. **Highway Foreman** (Keith Gadapee)
- Agreement signed between Ryegate and Danville. The agreement is similar to what Danville had with St. J. There are no differences with responsibilities or rights. Keith Gadapee is seeking Selectboard signature on the agreement. Keith Gadapee noted St. J and Ryegate are working on the buyout agreement.

Ken Linsley suggested the Selectboard wait on signing the agreement with Ryegate until the agreement between St. J and Ryegate is finalized.

Kellie Merrell inquired how many miles St. J mowed versus what Ryegate will mow.

Keith Gadapee noted St. J is closer to Danville, around 80 something. Ryegate is smaller. Typically it was 50/50.

- Attachment to grader – vendor has agreed to accept order before budget is passed and will start to build the product. An order acknowledgement needs to be signed and Keith Gadapee is signing it.
- PACIF grant (safety grant) has been approved.
- Contractor estimate for heat in recycle space is forthcoming.

Janice Ouellette considered closing the recycle center for the weekend because of the extreme cold that is forthcoming.

Clayton Cargill said 9 people would be angry and he had already prepared for the cold weather.

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

(a) **Randy Bean Update**

Audrey DeProspero noted Randy Bean will be attending the next Selectboard meeting on February 16<sup>th</sup> to discuss the quality report review received from EPA Region I which requires significant increases in effluent monitoring by the Town of Danville on the wastewater treatment facility.

Randy Bean's fee is \$75 an hour. A motion is required to expend money for his attendance.

*Motion by Ken Linsley, 2<sup>nd</sup> by Janice Ouellette to approve the offer from Randy Bean to discuss with the Selectboard the response to the EPA letter at a cost not to exceed \$75 an hour and for not more than one hour. Vote 5-0-0. All in favor.*

Ken Linsley noted Randy Bean worked for the state and he and Paul Olander are excellent technically.

**(b) Introduction Meeting for People Planning to Run for Open Seats**

Both school and Selectboard each have one 3-year seat and two 1-year terms.

Glenn Herrin noted he was considering running for Selectboard. He currently is the Chair of the Planning Commission and has lived in Danville for eight years. He grew up in Randolph Vermont, is retired military and is part of Emergency Management.

Janice Ouellette noted she too was running for Selectboard.

**(c) Pre-Town Meeting Dates**

The town is only required to hold one informational meeting but holds two. Historically the Town has held both informational meetings within the window allowed (2/25 – 3/6). Eric Bach has selected February 20<sup>th</sup> and March 6<sup>th</sup> for dates however February 20<sup>th</sup> is prior to the window so there has been question whether to move or keep. The dates have been discussed with Mark Tucker School Superintendent who has left the date decision up to the Selectboard.

Eric Bach noted the Selectboard has held the informational meetings around the 20th in the past.

Ken Linsley noted the Selectboard have held the meetings within the legal time frame.

Clayton Cargill noted that he and Mark Tucker had a conflict with the 20th as the Supervisory Union meets for two hours on the 20th.

*Consensus is to move the meeting on the 20th to the 21st, same time, same place.*

Warnings will be created, posted and forwarded to the school for warning and posting.

Clayton Cargill noted the school does not warn the meeting, the Town does. The school could warn as a courtesy but they are a guest to the Selectboard's meeting.

**(d) Town Meeting**

Deadline requirement discussed for warnings, postings and Town Report posted to website.

**(e) Personnel Policy**

Janice Ouellette noted the Personnel Policy being worked was draft 5 and comments from the Selectboard were being solicited. Janice Ouellette discussed pay grade committee needing discussion and changes in the current draft: Town Meeting Day added (Town Clerk works on Town Meeting Day so they get to take off a different day); open meeting law changed step 2 (Selectboard number changed from two to one); agreement between board and Town clerk shows she is covered; table of contents needs updating and addendum listing location needs updating.

Greg Prior inquired if this would this be a vehicle to better define volunteer roles and opportunities and insurance liability waivers to allow for more interactions with Town.

Janice Ouellette noted the policy does not cover volunteers.

Greg Prior noted he scanned the document and saw volunteers listed.

Keith Gadapee discussed military leave, noting it was for 11 days and Town would hold position and benefits. He wondered if this was per occurrence or annually.

Ken Linsley noted the language came from the state of Vermont.

Eric Bach noted they referenced state information.

Keith Gadapee wanted to know if it was more than two weeks would this apply to a no pay situation and could the person choose not to use earned time.

Janice Ouellette noted yes, the person could use ETO or take without pay.

Keith Gadapee wanted to know what would happen if it was more and noted that it would happen.

Ken Linsley noted if it is more than 11 days then it is beyond the scope of the document.

Keith Gadapee discussed the committee tossing around the words for hours worked either being good time or bad time and wondered if this was going to be considered any more as he thought they should count certain time as work time and would like it to be clarified. He wondered what the committee or the Selectboard thought. Sick time is not good time as it could be abused and a holiday is just that, a holiday and not controllable.

Janice Ouellette suggested to consider any time as time worked and holiday as time worked.

Eric Bach discussed holidays are considered because if it was a holiday then they would not be open that day and they couldn't come in to work.

Ken Linsley discussed budget and economic impact.

Keith Gadapee inquired how many winter holidays did the Highway Crew get.

Eric Bach noted there were 8 out of the 14.

Keith Gadapee discussed call in hours.

Eric Bach spoke of potential costs associated with call in hours.

Janice Ouellette inquired if Keith Gadapee had shared the calculation with his crew.

Keith Gadapee noted just one on his crew as he didn't feel it was ready to give to others.

Janice Ouellette inquired if Keith Gadapee finalized VLR credits.

Keith Gadapee noted yes, they were highlighted in yellow. He discussed credits and noted 20 credits would set aside time for training. Keith Gadapee inquired if the pay grade scale was part of the policy or was it just a guide they could change easily as he felt they may find credits are unable to be completed.

Eric Bach noted the document was a policy and changeable. The scale is tied to the policy but details are not attached to policy.

Ken Linsley noted a lot of what they were doing was tied into the VT Local Roads program.

Keith Gadapee noted he would inform VT Local Road stakeholders of what Danville was doing.

Ken Linsley inquired about Grade 15 and if the courses were already defined.

Keith Gadapee noted yes.

Ken Linsley wondered if these were issues with time could they take them on their own time.

Keith Gadapee noted yes.

Kellie Merrell discussed the Town being very generous with 14 holidays and noted the only place that she was aware of was the state that gave this number of holidays however that was because of the bargaining units negotiating them.

Eric Bach circled back to the good time. He noted they needed to decide whether they would be hours worked or considered as hours.

Ken Linsley wondered what the Town could afford because it is not clearly defined but there would be impacts about half of the winter holidays.

Eric Bach noted the cost would be somewhere near \$4,000.

Ken Linsley noted they were doing this to be competitive and it put Danville ahead of other towns. He wondered what it would take to get and maintain a good work force. He also wondered what the state paid for health insurance.

Kellie Merrell did not know.

Ken Linsley noted the private sector normally pays 15-20%.

Eric Bach noted the Town of Danville has a great compensation package.

Keith Gadapee noted they get \$5,400 in supplemental insurance that the Town covered as well.

Ken Linsley suggested looking at total compensation package as there was not tax on health insurance.

Eric Bach wondered if they were saying to look at using only good hours that are actually worked.

Peter Griffin noted they were competitive. His first inclination was to include them as days worked but this was not the first time, they were hearing this. He wondered what reaction Keith Gadapee had received from his crew.

Keith Gadapee noted the reaction received was not wanting to come in on a Saturday if there was a holiday during the week. They wouldn't want to come in and get straight time.

Ken Linsley noted area wage and benefit survey would allow them to see what others were doing.

Bill Bailey noted he checked with both the state and other towns and found that they do vacation and holiday as good time and sick leave was not included.

Eric Bach noted they were looking at state as competitor and wondered was it specifically defined.

Janice Ouellette noted yes it was.

Eric Bach wondered if benefits were outlined in policy or if they were different in policy.

Ken Linsley noted no it is not.

Eric Bach noted it would be \$24.32 an hour on top of the rate.

Kellie Merrell discussed state health insurance costs for employees.

Eric Bach noted they were contributing \$2,964 per year for a single person. If they use holiday, they would pay \$520 a year per person. The Selectboard needed to make a decision as they have held off on raises.

Keith Gadapee noted once approved, he would go one on one and sit with crew members to determine where they sit on pay scale. He wondered if pay would be retro.

Eric Bach suggested to retro to time/pay period of approval.

Keith Gadapee noted there would be tweaks in the levels and he was ok with going to 15 from 20.

Eric Bach was comfortable with 18.

*Consensus was to keep at 20.*

*Motion by Peter Griffin, 2<sup>nd</sup> by Janice Ouellette to move to accept holiday hours as time worked for consideration of overtime. Vote 4-1-0 (opposed Ken Linsley - on the basis as it is easier to add then to take away). Motion carries.*

Kellie Merrell discussed page 23 Section 29 of policy and suggested to pull out holiday from this portion, on page 8 language would need to be changed, and motion would change the word holiday from various sentences throughout policy.

Janice Ouellette noted they need to look at committee set up for pay grade movement.

Ken Linsley noted the subcommittee cannot make decisions; it needs to come before Selectboard.

Eric Bach discussed survey money and doing review of employees to get feedback from people they work with. The survey is supportive of observations. The committee would have one selectboard person, one supervisor and one survey anonymous electronic communication. The Selectboard representative should be consistent through the process.

Janice Ouellette noted a three-person composition made sense.

Peter Griffin noted it worked for him.

*Motion by Janice Ouellette, 2<sup>nd</sup> by Kellie Merrell for who we want to see on the RFM (request for movement) committee: one Selectboard, Employee Supervisor and AEC (anonymous electronic communication) for each staff member. Vote 5-0-0. All in favor.*

*Consensus was an overall acceptance of the policy and to put in place the pay scale, the RFM steps, and to keep the number at 20.*

*Motion by Kellie Merrell, 2<sup>nd</sup> by Peter Griffin to approve the Personnel Policy Version 5 with clerical edits and other motions (holiday hours as hours worked) from earlier. Vote 5-0-0. Motion carries.*

Ken Linsley noted this policy applies to full time and similar process for person in the Town.

**(f) Cold Weather Warning Shelter Plan**

Eric Bach noted Jonathan Austin-Shortt reached out to him because he is not only the Selectboard Chair but the Health Officer and Glenn Herrin Emergency Management regarding the upcoming cold snap. The school is not ideal for overnight so the rescue building is available and will be utilized if needed. Jonathan Austin-Shortt will be the Incident Commander.

**Informational Item**

Irving has been called to work on Heating systems at Town Hall and North Danville Community building. Propane usage is currently estimated at 400 gallons and oil at 2,400 for all Town owned buildings.

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

**8. Adjourn - Motion by Janice Ouellette, 2<sup>nd</sup> by Kellie Merrell to adjourn at 8:31 pm. All in favor.**

Minutes taken by Audrey DeProspero submitted February 07, 2023 at 1:15 pm.