Town of Danville
Unapproved Selectboard Minutes
March 16, 2023
Danville Town Hall (6:00 pm)

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

Others Present: Audrey DeProspero, Keith Gadapee, Walter McNeil, Susannah Morlock, Wendy Somers, Lee Beattie, Laural Ruggles, Michael Hogue, Kate Whitehead and Sharon Daniell

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

1. **Reorganization (Chair, Vice Chair and Clerk)**

   Eric Bach noted the reorganization of the Selectboard was to choose Chair, Vice Chair, Clerk and establish meeting dates and time for the rest of the year.

   Selectboard introduced themselves: Eric Bach member for 7 years, Janice Ouellette second year, Peter Griffin third year, Alison Low first year and Glenn Herrin first year.

   <u>Chair</u>
   Peter Griffin nominated Eric Bach as Chair, seconded by Janice Ouellette.

   Eric Bach asked the Clerk to cast one vote for himself, Eric Bach as Chair.

   <u>Vice Chair</u>
   Peter Griffin nominated Janice Ouellette for Vice Chair, seconded by Eric Bach.

   Eric Bach asked the Clerk to cast one ballot for Janice Ouellette as Vice Chair.

   <u>Clerk</u>
   Peter Griffin nominated Audrey DeProspero for Clerk, seconded by Janice Ouellette.

   Eric Bach asked the Clerk to cast one vote for Audrey DeProspero as Clerk.

   <u>Meeting Dates</u>
   Alison Low motioned to continue holding meetings on the first and third Thursday of every month at 6pm, Peter Griffin seconded, Selectboard voted 5-0-0. All in favor.

2. **Additions to the agenda**: None

3. *Motion by Peter Griffin, 2nd by Janice Ouellette to approve **minutes** of **Regular meeting** of **March 2, 2023,** as written. Vote 5-0-0. All in favor.*

   *Motion by Janice Ouellette, 2nd by Alison Low to approve **minutes** of **Public Informational meeting** of **March 6, 2023,** as written. Vote 5-0-0. All in favor.*

4. **Visitors**
   - **Walter McNeil, Jr. – NEKWMD** – representative for Town of Danville as Supervisor of District. From 2000-2016 he was Alternate Supervisor then became Supervisor when Jim Ashley passed. Walter McNeil spoke of NEKWMD history: District was started in 1991; 49 towns belong to the district; St. J and Burke do not belong to the district; District gets money from: surcharge tonnage of waste, grants, sale of recyclables, and per capita charge for number of people in towns. The district meeting was last Tuesday. They voted on the budget, and it passed. It used to be voted by Australian Ballot by individuals of towns. A presentation in February at the District identifying defunct and enclosed landfills in the state showed three landfills in Danville. Nothing needs to be done. They were closed before they were capped. Suggested was for the Town to notify current owners of properties to make them aware but nothing is required to be done to these sites.

     Alison Low noted old landfills can potentially be solar sites.

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- **DTSC – Business Feasibility Study for Train Station funded by the VOREC grant –** DTSC has gone through the recruiting process and would like to bring on Melissa Levy from Community Roots Consulting to conduct the feasibility study. DTSC seeks Selectboard to officially review and sign the letter of agreement.

  Michael Hogue noted the VOREC grant was received just under a year ago.

  Kate Whitehead discussed feasibility study, being able to build on what they want to do with the station, using VOREC grant, market research, what is viable, what will fit there, conversations with potential tenants, and financial analysis. Melissa Levy of Community Roots, LLC has done rural economic development work in NEK. The Train Station Committee convened and decided Melissa Levy would be a good fit. The Committee is seeking Selectboard support.

  Michael Hogue noted the submitted proposal came in under budget.

  Glenn Herrin inquired if the document was a public document.

  Kate Whitehead noted the end report will have information that will answer potential questions.

  Laural Ruggles noted they have had some businesses contact them.

  Eric Bach noted the Letter of Agreement cost is covered through the VOREC grant.

Motion by Alison Low, 2nd by Glenn Herrin to authorize Eric Bach to sign the agreement between Town of Danville and Melissa Levy of Community Roots, LLC. Vote 5-0-0. Motion carries.

- **Susannah Morlock, Vice President Board of Trustees for North Danville Brainerd Memorial Library – Federal Monies Received for Capital Projects in Buildings for Needs Assessment –** North Danville Brainerd Memorial Library inside the North Danville Community Club is affiliated with Department of Libraries. There is one application for both grants. It is a competitive grant and there are no matching funds required. Susannah Morlock attended a webinar for the grant on the 28th. Susannah Morlock sought approval from the Selectboard to go ahead with the Needs Assessment Form. Susannah Morlock also seeks assistance with the completion of the form as the form cannot be saved and gone back to. The Needs Assessment Form is due March 31.

  Alison Low inquired what questions she needed help with.

  Susannah Morlock noted the current construction projects of the Community Club.

  Suggested was to work with Lee Beattie and Wendy Somers.

  Susannah Morlock spoke of repairs and mitigation and the long-term completion date.

  Janice Ouellette inquired if the little library in West Danville was part of the grant.

  Susannah Morlock noted it was not in the Department of Libraries system.

  Wendy Somers suggested speaking with Ann Hebert.

Motion by Janice Ouellette, second by Glenn Herrin to for Susannah to proceed with Needs Assessment. Vote 5-0-0. Motion carries.

  Eric Bach noted he would help Susannah with questions on the needs Assessment.

- **Lee Beattie – North Danville Community Building – North Danville Grant Info Update** – has not heard back from Preservation Trust however the submitted bids were submitted to them. The Community Building is in favor of Dan White of Willow Brook Construction because completion could be done in spring. The other bid from Ted Legendre Construction was not sure of completion. Lee Beattie also discussed the gym windows rotting out and getting an estimate.

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They are hoping to restore the windows and not replace them as they are double hung windows. Lee Beattie seeks approval from the Selectboard for the estimate submitted by Dan White from Willow Brook Construction, LLC.

Motion by Alison Low, 2nd by Peter Griffin to accept bid from Willow Brook Construction, LLC for Community building. Vote 5-0-0. Motion carries.

Lee Beattie noted they were working on the playground, fundraising and setting up a meeting with individuals from insurance company, Town, residents and Selectboard.

All discussed grant received by Community Club: drainage and wall covered by grant. Grant amount $40,000, current used was $15,000 and Willow Brook will use $2,700. Library may be able to do the ramp and furnace at the Community Club with the Needs Assessment from the Department of Libraries.

Lee Beattie noted the gym floor needed replacement.

Susannah Morlock inquired if the school building needed to be scraped and painted.

Lee Beattie noted they have received a quote for the work.

Eric Bach inquired about lead paint.

Lee Beattie noted there was some, but it has been painted before.

Eric Bach discussed lead paint certification and taking a two-day class.

Lee Beattie was not sure how that class applied to a municipal building.

Alison Low inquired what type of insulation the building had and wondered if it was vermiculite.

Lee Beattie was not sure; however, insulation has been purchased for the attic but not installed.

Alison Low discussed vermiculite removal and insulation.

Eric Bach inquired about details of the grant.

Susannah Morlock spoke of both grants: health efforts, economic depressed areas, small and rural areas, resources, repair and mitigation. She seeks a wish list for the Needs Assessment.

Susannah and Eric Bach spoke of statistical report for patrons of library.

5. **Town Clerk** (Wendy Somers)
   - Liquor license for Steve Cobb of the Danville Inn for Outside Consumption, 3rd Class Bar License and 1st Class Bar License.

Motion by Peter Griffin, 2nd by Janice Ouellette to approve the Liquor License for the Danville Inn for Outside Consumption, 3rd Class Bar License and 1st Class Bar License. Vote 5-0-0. Motion carries.

- Signature for minutes by Eric Bach is required. Toby Balivet found a word spelled incorrectly.
- Line of Credit Loan document from Community National Bank which was approved at previous meeting needs signature of Selectboard.
- Certificate of Compliance for Phil Beattie, Certificate of Compliance for Haley Loura and Brian Taylor and Notice of Highway Curb Cut/Driveway Permit Recorded doc needs Selectboard signatures.
- Payroll Authorization for authorizing increase for all the staff for files needs Selectboard signature.

Peter Griffin inquired if the document was for basically creating the audit trail.

Wendy Somers noted yes, that was correct.

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6. **Highway Foreman** (Keith Gadapee)
   - Posting the roads. 24,000 lbs. not allowed on back roads during mud season. Roads are not normally posted.

Consensus is not to post.

- New truck here. Few glitches. Old truck gone away.
- April paving and Sand bids will be on second meeting in April. The bids are for contractors to pave and to get sand.
- Open Position discussion.

  Janice Ouellette inquired if there were any applicants for the open position.

  Keith Gadapee noted there was only one.

  Keith Gadapee inquired if the Selectboard wanted him to put the ad out again.

  Janice Ouellette noted yes.

  Keith Gadapee noted he would.

- Shoveling at Town Hall - previously done by Bob LaRose when he was Maintenance Person. When Bob LaRose resigned the position was not filled. The ladies in the office currently do the shoveling. Noted was the building is a Town building.

  Keith Gadapee noted he goes by when he can.

  Sharon Daniell was concerned about plowing and shoveling at Town Hall. Concern is for deep heavy snow left by Town plow which makes it difficult walking into Town Hall for employees, patrons and the use of the handicap ramp.

  Noted was Frank Siebenbrunner snow blows the library across the street.

  Keith Gadapee noted Sharon Daniell brought up a good point, however the library does not always get done before it is open.

  Eric Bach inquired if the Selectboard thought they should investigate this.

  Alson Low noted absolutely.

  Eric Bach inquired as to how many folks should be contacted.

  Alison Low suggested starting with Frank Siebenbrunner.

  Other people discussed and it was suggested for them to be asked as well.

  Reaching out to Mike Robinson was suggested.

  Wendy Somers noted a Certificate of Insurance would be required.

  Alison Low noted it would be good to have someone lined up for next fall.

  Eric Bach noted he would make a few calls and see what he could get lined up for the rest of the year.

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

   (a) **Appointments – Town Officers 2023**

   List change: Add ‘Chair’ to the Incumbent Selectboard for Emergency Management Director (EMD).

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Motion by Alison Low, 2nd by Glenn Herrin to approve the roaster of Town Officers Appointed by the Selectboard 2023. Vote 5-0-0. All in favor.

Eric Bach discussed vacancies: Sexton, Constable and Conservation Commission and suggested Selectboard look for people to fill these vacancies.

(b) **Caledonia County Sheriff's Service Contract**

Glenn Herrin inquired about the Town getting some money if tickets were written.

Wendy Somers noted yes, the Town did, and the money is in the Revenue Income Fines line.

Glenn Herrin inquired if the Sheriff determines where he does the 10 hours.

Eric Bach noted sometimes the Town specifically requests times and locations and has access to their radar feedback sign.

Contract detail summary: no changes from previous contract. Service months are from June to October in conjunction with the agreed upon traffic plan with a minimum of 10 hours per month and not to exceed $5,200. The Sheriff's Department shall be paid at the rate of $39 per hour per Officer and if patrol is requested before 0800 hours, after 1630 or on Saturday and/or Sunday a Dispatcher fee of $38.50 per hour will be charged.

Motion by Janice Ouellette, 2nd by Glenn Herrin to approve Eric Bach to sign the contract with Caledonia County Sherriff from June through October for an amount not to exceed $5,200. Vote 5-0-0. All in favor.

(c) **Wood Dump Schedule/Directions** – Selectboard discussed details of Wood Dump. Wood Dump is open the 1st and 3rd Saturday from May until October. August 5th is the Danville Fair. Discussion held regarding opening or closing Wood Dump during Fair.

Consensus is to close Wood Dump on August 5th during Danville Fair.

Selectboard discussed the need for a board member to oversee Wood Dump Volunteers.

Glenn Herrin volunteered.

(d) **Shoveling Town Hall** – see Highway Report.

(e) **Information Management** – Glenn Herrin – discussed the use of Teams noting it was a great way to break the open Meeting Law. Teams could be used for sharing files and marking documents, which could cause three people to be holding a document.

Selectboard discussed use of Teams.

Peter Griffin discussed one on one conversations and encouraged new people to reach out.

Alison Low does not have a printer at home and was not comfortable printing things at work.

Noted was hard copies of paperwork could be printed out for whomever needed them.

(f) **Model for Organizing Board** – Janice Ouellette – discussed Categories for Selectboard Organization (ARPA, Buildings and Grounds, Budget, Fire Department, Highway Department, Personnel, Planning Commission/DRB/Zoning, Policies and Ordinances, Recycling, and Water and Sewer) each board member would be point person for two categories.

Peter Griffin noted a lot of traffic goes to Chair and it becomes an unsustainable position. Peter Griffin favors this idea.

Janice Ouellette suggested each person think about which category they want.

Peter Griffin suggested taking a couple of weeks to think about it.

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Alison Low noted the category chosen would make the person the gate keeper, but it may involve more people.

Janice Ouellette noted she has been working with ARPA and would like to continue.

Janice Ouellette noted Buildings and Grounds would include the North Danville Community Center.

Alison Low noted she would be willing to cover Buildings and Grounds.

Glenn Herrin noted he would take Fire Department, Planning Commission/DRB/Zoning and Recycling.

Peter Griffin noted he would take the Highway Department.

Glenn Herrin noted he could help with the Highway Department.

Alison Low noted she would take Water and Sewer.

Glenn Herrin noted he could help with Water and Sewer also.

(g) **Goal Setting** – Janice Ouellette – discussed spending a lot of time keeping up with business and suggested setting goals for Selectboard. The goals would be accomplished over the year. Her example for goals was Personnel Policy and Payscales for rest of Town workers.

Alison Low inquired about working on projects and only two being able to work on projects.

Peter Griffin noted that sometimes three of them worked on a subject and held a warned meeting even though no one from the public showed up, it still allowed them to work on items for completion.

Eric Bach discussed working as a group, preparing information, and not making actual decisions.

Peter Griffin discussed items brought back to Selectboard becoming discussion of Selectboard.

Eric Bach discussed VLCT indication of grey area. Selectboard prepares information to bring to full Selectboard. If a decision is required, it is to be brought back to Selectboard to make decision.

Alison Low inquired what constituted a decision.

Eric Bach discussed example: Personnel Plan, they didn't bring the completed version to the Selectboard, they kept bringing drafts back to Selectboard.

Janice Ouellette discussed items brought back to Selectboard and decisions and feedback received from Selectboard.

Eric Bach noted with the budget they do the same thing. Wendy Somers and Keith Gadapee put the information together and bring it to Selectboard and then Selectboard make adjustments.

Peter Griffin noted the reason it works so well is the people who work for the Town.

Eric Bach noted you will see the same topic reappear multiple times and it is good to say that this keeps coming up and to say that you do not want to do anything with the item.

(h) **VLCT Upcoming Selectboard Training** – Saturday, March 25 – in person $25 from 10am 1pm in Randolph, VT and Thursday, March 30 – Zoom $10 from 11am-Noon.

Alison Low and Glenn Herrin noted they signed up to attend the in-person session.

Janice Ouellette noted there was an upcoming Zoom meeting from 10-11am on Wednesday, April 18 on the Open Meeting Law and inquired if the Selectboard wanted to do as a group. She noted they would be able to ask questions to clear up any grey areas.

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Janice Ouellette noted she would sign up.

(i) **Policy for Closing Town Offices** – Alison Low wondered if the Town had a policy if roads were treacherous and if so, who would make that decision. The past storm, all schools were closed.

Wendy Somers noted Town offices never close.

Sharon Daniell noted they worked even when the furnace didn't work. She wanted to go home but wanted to get paid.

Eric Bach discussed state offices and notification system, and wondered who governed it.

Peter Griffin thought that would be a good frame of reference.

Alison Low wondered how to address and if there were provisions for remote work.

Peter Griffin noted he would look into details of what state or other towns do.

Alison Low noted she would put something out on List Serve.

8. **Financials:** Orders to review and sign

Motion by Peter Griffin, 2nd by Alison Low to approve and authorize the signing of Warrants. Vote 5-0-0. All in favor.

9. Adjourn - *Motion by Peter Griffin, 2nd by Janice Ouellette to adjourn at 8:24 pm. All in favor.*

Minutes taken by Audrey DeProspero submitted March 21, 2023 at 3:00 pm.

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