

Town of Danville
Selectboard Minutes
April 20, 2023
Danville Town Hall (6:00 pm)

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

Others Present: Audrey DeProspero, Keith Gadapee, Norman Patenaude, Tim Cramer, Marilyn McEnery, Clayton Cargill, Kathy Manns, EJ Blondin, Laural Ruggles, Randy Rathburn, Deborah Stressing, Walter McNeil, Wendy Somers and Troop 51442: Amelia Webster, Adele Stinson, Natalie Taylor, Katie Taylor, Noelle Taylor, Molly Gleason, and Sara Stinson

Others Present Using Microsoft Teams: Deb Marrier

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

1. Additions to the agenda:

- Train Station Committee Preservation Trust Retreat

Question was posed to change agenda item order (Girl Scouts and Paving Bid) due to attending visitors.

Consensus by Selectboard was to change agenda order.

2. Approve minutes:

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

*Motion by Peter Griffin, 2nd by Alison Low to approve **minutes of Executive session of April 11, 2023** as written. Vote 5-0-0. All in favor.*

3. Visitors

- **Girl Scout Troop 51442** – are the Green Up Coordinators for Green Up Day scheduled on Saturday, May 6th. Adele Stinson, Natalie Taylor and Amelia Webster spoke on behalf of Troop 51442. The Saturday before Green Up Day (4/29) the Girl Scouts will be on the Town Green from 11am until 1pm handing out green up bags. Bags are available at the Recycling Center and also available at Town Hall. The bags located at Town Hall are available to be picked up any time as they are on the porch of Town Hall in a plastic bin. There is a signup sheet in the bin or people can sign up on the Girl Scout Facebook event page to let others know where they will be greening up. It is suggested to wear gloves to protect yourself, bring an extra bag for recyclables, and to be careful if picking up needles found on the side of the road. Bags are to be brought to the Stump Dump on Saturday, May 6th before 3pm.

Eric Bach noted if person find medical waste on the sides of the road, they should call the Town Health Officer (Eric Bach) and let him know the specific location so that he can go and safely remove the items.

Clayton Cargill inquired if early Green Up has started could items be brought to Recycle Center.

Consensus was that it is okay.

Keith Gadapee noted Green Up lines well with Bulky Waste Day. The Stump Dump is open until 3pm on Green Up Day and people should bring their filled bags and bulky items there.

- **Paving Bid** – three bids received:

Pike Industries, Inc.
Dole Hill / Red Barn Road 1100 tons
\$83.74 per ton – total \$92,114.00

Grandview Road shim and overlay 210 tons
\$83.74 per ton – total \$17,585.40
Grand Total all Projects: \$109,699.40

Blaktop, Inc.
Dole Hill / Red Barn Road 1100 tons
\$93.23 per ton – total \$102,553.00
Grandview Road shim and overlay 210 tons
\$93.23 per ton – total \$19,578.30
Grand Total all Projects: \$122,131.30

J. Hutchins, Inc.
Dole Hill / Red Barn Road 1100 tons
\$91.90 per ton – total \$100,001.00
Grandview Road shim and overlay 210 tons
\$91.90 per ton – total \$19,091.10
Grand Total all Projects: \$119,092.10

Keith Gadapee discussed deadline for getting job done – September 15th.

*Motion by Glenn Herrin, 2nd by Alison Low to accept Pike Industries, Inc. bid for \$109,699.40 for both projects.
Vote 5-0-0. All in favor.*

Keith Gadapee noted the amount exceeds the budget line number but was in favor of it. He was optimistic in doing the Grandview job. Budgeted was \$93,500 for Dole Hill / Red Barn Road. The year will end in a deficit or it will come out okay. It is up to Selectboard whether to do both jobs. Doing both means they are over by \$16,000 for the budgeted number.

Alison Low inquired how they would make up for it.

Keith Gadapee noted it was strictly luck.

Glenn Herrin didn't think it was a large expense and inquired if they had done this in the past.

Eric Bach noted in the past it has ironed itself out but sometimes there is a carry over.

Janice Ouellette inquired how they were doing with sand and if more was used in mud season.

Keith Gadapee noted they may not meet last year but it will be close.

Peter Griffin supported both projects and was not too concerned with budgeted number. He thought it was in the best interest of the Town to do both jobs.

- **Walter McNeil, Jr. – NEKWMD Update –**
 - Attended annual meeting on 4/11. The budget formally passed, officers were re-elected and he is Vice Chair of the Waste District. There may not be a May meeting.
 - The district is currently running a deficit.
 - There will be a staffing change in the office at the district as one person is leaving.
 - Green Up Day is the same day as Bulky Waste Day. A concerned resident approached him about the two being the same day as people like to clean out their house and then are unable to participate in Green Up Day. It was suggested to have on separate days.
- **Kathleen Manns, Energy Committee – Food Scrap/Compost Bins –** the Energy Committee purchased several food scrap buckets from Central Vermont Waste Management for \$8 each and are requesting to sell them at the Recycle Center. They have heard complaints from residents using small household bins that the bins they use smell. Sought is Selectboard permission to be at the Recycle Center once a month to sell the bins and to also have a poster put up at the Recycle Center with the contact information of where people can purchase the composting buckets.

Clayton Cargill thought having the buckets for sale at the Recycle Center was a good idea so when people complained about their smelly bins he would be able to show them the buckets. He was also

willing to collect the money and bring the money to Town Clerk/Treasurer Wendy Somers for distribution to the Energy Committee when he brings in the other money collected at the Recycle Center.

Consensus was this was okay.

- **Clayton Cargill, School Board Chair – Dedication of Softball Field** – Randy Rathburn discussed High School and Middle School using the baseball and softball field. The softball field was not named after anyone and he suggested to dedicate it in honor of Paul Remick who has been a coach for 38 years. They would like to hold the dedication ceremony on May 6th at the pre-game which takes place at 10:45 am. The sign will be on the back of the Visitor dug out and will be 4x3.5 feet.

Consensus was this was okay.

Clayton Cargill suggested to consider Paul Remick for Citizen of the Year.

- **Barbara Huibregtse – Posting for Recycling Center – No Idling For More Than 5 Minutes** – suggested was to have a sign 'Please No Idling' placed at the Recycling Center. Vermont State law 23 VSA 1110 prohibits idling of motor vehicles. The sign would serve as a reminder to folks and no idling would help to reduce greenhouse gas emissions.

Clayton Cargill noted he was in favor of the sign.

Eric Bach inquired how would it be enforced.

Clayton Cargill noted the sign would say please do not idle and he would be able to point to the sign and ask them to shut off their engines. He noted it would be there for a suggestion.

Motion by Alison Low, 2nd by Glenn Herrin to purchase two 'please no idling' signs up to \$70 for the Recycling Center. Vote 5-0-0. All in favor.

- **Laural Ruggles – LVRT Amenities Plan (Scope & Timeline)** – discussed NVDA grant and six towns approving the 20% match. The amenities Plan contractor has been chosen: VHB. There were two competitors and one could get it done six months quicker than the other. There will be many opportunities for public input. Laural Ruggles discussed the Steering Committee which was made up of eight persons. She spoke of having up to three locations per town for amenities. Danville already had one location in place, the Train Station. VTrans came up with trailheads and the Train Station is a level 3. Current parking spots have already been identified in town. VTrans will not do any maintenance of amenities. Joes Pond Beach was picked as a trail head several years ago by the Selectboard although the WDCC was not happy because of the extra costs. Private business locations will not be designated as trail heads. The selectboard needs to discuss and decide on at least two other trailhead locations in Danville including West Danville and what level of trailhead/amenities are wanted along with who and how they will be maintained.

Alison Low discussed Town Hall parking lot possibly being a park and ride area.

Laural Ruggles noted the first public meeting was Wednesday, May 24 at the Welcome Center in St. J. She also noted the state was working on signage which would be put in ROWs and on their roads directing persons to trail. Other signs would be bathrooms and restaurants with an arrow but no specific names of restaurants. The State website will be launching an interactive model.

Peter Griffin wondered when a decision was needed and if there was a website for the steering committee so all could see the documents.

Laural Ruggles noted three recommendations and alternative sites would be needed and NVDA had a webpage.

Eric Bach inquired if trail heads were owned by town or leased.

Laural Ruggles noted they would vary but most were town owned land.

Glenn Herrin inquired if VTrans would be building any items.

Laural Ruggles noted no, VTrans would only be providing signage and not building or maintaining.

Keith Gadapee inquired if the locations would be seasonal.

Laural Ruggles noted there would be at least one in each town.

4. Town Clerk (Wendy Somers)

- 1st and 3rd Class Liquor Permit for Creamery Restaurant.

Motion by Alison Low, 2nd by Peter Griffin to approve the 1st and 3rd Class Liquor Permit for Creamery Restaurant. Vote 5-0-0. All in favor.

- 1st, 3rd and Outside Consumption Liquor Permit for Red Barn Brewing.

Motion by Glenn Herrin, 2nd by Janice Ouellette to approve 1st, 3rd and Outside Consumption Liquor Permits for Red Barn Brewing. Vote 5-0-0. All in favor.

- Curb Cut for Jon and Donna Freedman of Lemay Road needs Selectboard Signature.
- Certificate of Compliance for Highway Curb Cut for 154 Cormier Road for the relocation of driveway requires motion and Selectboard signature.

Motion by Glenn Herrin, 2nd by Alison Low to approve and sign the 154 Cormier Road Certificate of Compliance for Highway Curb Cut. Vote 5-0-0. All in favor.

- Filings for ARPA funds have been completed and Katie Buckley is reviewing.

5. Highway Report (Keith Gadapee)

- Keith Gadapee requested to purchase winter sand from Gingue Pit as he has done in the past. Previously the cost was \$3.80 and currently it is \$4.10 per yard. In the past, they have gone out to bid for sand, however they have not chosen the lowest bidder and keep choosing Gingue Pit because of its location. The Highway Crew picks up 500 loads of sand which takes them about 500 hours. Proposal to Selectboard is to use Gingue Pit at \$4.10 per yard and not go out to bid.

Motion by Alison Low, 2nd by Glenn Herrin to approve proposal at \$4.10 per yard for the purchase of winter sand from Gingue Pit. Vote 5-0-0. All in favor.

- Tool Fund is funded by scrap metal collection. Keith Gadapee would like to use a couple thousand dollars to spend on battery powered tools.

Motion by Glenn Herrin, 2nd by Alison Low to approve Keith Gadapee to spend up to \$2,000 from the tool fund to purchase battery powered tools. Vote 5-0-0. All in favor.

- Two new curb cuts need Selectboard signature:

Jamieson Road (Amy Lucas)

Motion by Alison Low, 2nd by Glenn Herrin to approve curb cut on Jamieson Road for Amy Lucas. Vote 5-0-0. All in favor.

Joes Brook Road (Jeff & Tammy Hall)

Motion by Janice Ouellette, 2nd by Glenn Herrin to approve curb cut on Joes Brook Road for Jeff and Tammy Hall. Vote 5-0-0. All in favor.

- Hosting several trainings at shop: excavator safety; lasers, lines and layouts; and facility compliance to employees and other municipalities in May and June.

- Hiring situation – approached by person seeking PT Seasonal and 10 applications for FT have been received. Peter Griffin and Keith Gadapee will start interviews for FT on Monday/Tuesday. Keith Gadapee inquired if there still was a PT opening or not.

Eric Bach suggested to see how interviews go.

6. Issues and Information (All)

(a) **Mowing Bid** – two bids received:

Salls Property Maintenance LLC (Derrek Salls) \$16,598.20

The Eliminator Pest and Property Service \$14,615.00

Motion by Janice Ouellette, 2nd by Glenn Herrin to award the 2023 Mowing Bid to The Eliminator Pest and Property Service in the amount of \$14,615.00. Vote 5-0-0. All in favor.

(b) **Girl Scout Green Up Update** – See Visitor Section.

- (c) **LEMP (Local Emergency Management Plan)** – Glenn Herrin – noted the LEMP is how the town approached emergency management as a whole such as pandemics, power outages, etc. The plan talks about how things are done. There are two updates to the plan (1) language that was approved in March giving the Highway permission to support the Incident Command during school emergencies and (2) new Annex D showing how a warming and cooling center is opened. Glenn Herrin discussing warming and cooling center volunteer agreement noting Vermont has laws that protect people, and he suggested to remove the document.

Consensus was to remove the document.

Motion by Alison Low, 2nd by Peter Griffin to adopt the Local Emergency Management Plan. Vote 5-0-0. All in favor.

- (d) **North Danville School Association Report/Update** – Alison Low – met with school association on Monday night. They talked about damage to building and are anxious about having the building opened sooner than later. They are hopeful for the 4th of July celebration to be held there. They have a good partnership with Preservation Trust. They discussed restoring windows instead of replacing with vinyl.

Janice Ouellette wondered why they didn't combine both the community club and association.

Alison Low noted they felt it better to keep it separate. They are more comfortable with keeping things the way they are. The Community Club is the fundraising body and the School Association is the regulatory body.

Glenn Herrin spoke of creating an organizational chart for the Town.

Alison Low spoke of grant assistance that is available out there for that building.

Janice Ouellette spoke of weatherization and heating system and MERP which works with the historic preservation.

- (e) **Facility Management (FM)** – Alison Low – discussed proposal for someone to become FM. Alison Low noted they needed to answer the request. She did not think they really needed one. She felt the timing and situation did not align.

Glen Herrin noted there was a need for facility management but not sure how they did it currently.

Alison Low was concerned with putting it in the hands of one person. She noted items take longer because the Selectboard needed to discuss amongst themselves.

Peter Griffin thought in the longer term it was a good idea but was not ready for it now.

Eric Bach thought the person or group involved in the site should be supplying the Selectboard more information on things that are upcoming. He noted they could all do better with coordinated effort. He also thought they should coordinate with other groups to look at grants. Things don't come to the Selectboard because the Selectboard doesn't hear about them. He felt strongly about needing a better coordinated effort.

Consensus is a response is to be given to requesting person.

- (f) **Capital Planning** – Janice Ouellette – attended Capitol Planning Forum last Thursday. Focus was state and VLCT urging all municipalities to have a capital plan in place with an inventory of building assets, with condition, maintenance, and upcoming maintenance of them. This sets a timeline for when things are required. Suggested was to form a committee which includes person from each building and set priorities together. Janice Ouellette thought they needed this to look at for the future. She noted there are grants available for pursuing capitol plans and at the Forum there were different funders. It is an annual forum and she urged others to attend.

Eric Bach noted a Capital Plan would help at budget time to know what is coming up. An example was the Highway Department's capital equipment plan which helps them to purchase equipment.

Alison Low has had municipalities use municipal planning grants to work on capital plans. These grants open at end of summer.

- (g) **Community Engagement/Outreach Tools** – Janice Ouellette – the idea is to put out a quarterly newsletter telling what is happening at Town Hall so people know what is happening and to post the newsletter to the Town's website, FPF and Town Hall.

Alison Low discussed community engagement survey and noted she would like to collaborate with someone on Selectboard to come up with draft survey. She discussed the number of voters who showed up at Town Meeting 130 out of 1,700 voters and noted the survey would help them understand why they have such a low turnout.

Janice Ouellette volunteered to work with Alison Low.

Alison Low discussed Council on Rural Development and having a visit from Paul Costello. This was previously brought before the Selectboard but was not unanimously voted. She spoke of the grass roots engagements on challenges and opportunities and picking a funding organization to participant in the event. VCRD is booked up this year but she would like to see the town officially request a visit as it is a great catalyst for action as it brings voices to the table and helps with community engagement.

Alison Low to send VCRD link to Eric Bach as Eric Bach volunteered to reach out to VCRD.

- (h) **Preservation Trust Retreat** – Eric Bach – discussed Catherine (Kate) Whitehead wanting to attend the training session being held by Preservation Trust on May 9 and 10. The request is for funding to cover up to \$300 in expenses (registration and travel) to attend the workshop. The focus of the workshop is on the intersection of Historic Preservation and Outdoor Recreation. It is an opportunity to talk about different projects and discuss goals and challenges. Peers, funders and technical support providers will be attending. The workshop is in Grand Isle, VT. Registration is \$135 and Kate Whitehead will be attending on behalf of the Danville Train Station Committee.

Motion by Janice Ouellette, 2nd by Glenn Herrin to approve up to \$300 expense for travel for Catherine Whitehead to attend the Preservation Trust of VT Retreat workshop. Vote 5-0-0. Motion carries.

7. Financials: Orders to review and sign

Motion by Janice Ouellette, 2nd by Peter Griffin to authorize Eric Bach to review and sign the Financial Orders on behalf of the Selectboard. Vote 5-0-0. All in favor.

8. Adjourn - Motion by Janice Ouellette, 2nd by Glenn Herrin to adjourn at 8:51 pm. All in favor.