

Town of Danville
Selectboard Minutes
May 18, 2023
Danville Town Hall (6:00 pm)

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

Board Members Absent: Alison Low

Others Present: Audrey DeProspero, Keith Gadapee, Laural Ruggles, Michael Hogue, and Wendy Somers

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

1. **Additions to the agenda:**

- Laural Ruggles – Amenities Plan – LVRT

2. **Approve minutes:**

*Motion by Glenn Herrin, 2nd by Janice Ouellette to approve **minutes of Regular meeting of May 4, 2023** as written. Vote 4-0-0. All in favor.*

3. **Visitors**

- **Laural Ruggles – Amenities Plan – LVRT** – Public meeting Wednesday of next week, May 24th at 6pm at St. Johnsbury Welcome Center on Depot Square and open to the public. Three possible locations in each town. Danville's locations being considered are: train station, West Danville Park and Ride and a trailhead (State owned) and across from Marty's on the sewer treatment plant road as official trailhead parking. Designated means official signs will be posted.

Consensus was favorable for location chosen.

Laural Ruggles noted she and Kate Whitehead would be holding a business forum next Tuesday morning for the VOREC grant.

- **Michael Hogue – Bylaw Modification Grant** – two proposals received: CCDS, LLC and Place Sense. RFQ responses were due April 21. Planning Commission made selection based on consultant's overall qualifications and ability to carry out the project within the budget and timeframe. Michael Hogue discussed submittal of proposals, RFP and one submission being on best practices and concentrated on bylaw while the other was a better fit for Phase II as they are very experienced in community outreach. The recommendation is for Place Sense.

Motion by Glenn Herrin, 2nd by Peter Griffin to approve Eric Bach to sign the contract on behalf of the Selectboard for Place Sense. Vote 4-0-0. All in favor.

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

- Certificate of Compliance for Washburn Lodge for previous bakery and pizzeria needs Selectboard signature. The delay in presenting paperwork was because it was not previously signed.
- Massey Cemetery, Stanton Road, North Danville – volunteers are seeking to scrape and repaint fence. The cemetery needs a new gate and extra mowing and cleanup is needed in areas that have grown in. The money will come from a CD to have the new gate constructed. Wendy Somers will contact Joe Hallowell for the gate, The Eliminator for mowing and will take inventory of other items in need of fixing.

Consensus is favorable to proceed.

5. Highway Report (Keith Gadapee)

- Curb Cut for Dan and Mary Swainbank on Pope Brook Road for a new access for field to be hayed. Selectboard signed Curb Cut.
- Marvin Prichard from school has contacted Keith Gadapee about construction of a new building for storing maintenance items at field complex. Request is for earthwork and in-kind work to be completed by the Highway Department. Work will include hauling product from Gingue pit to field and earthwork to dig hole and back fill.

Janice Ouellette thought the labor and equipment as in-kind was fine but the school should pay for their material.

Consensus was good idea.

- Town did not get Class 2 Paving Grant.
- New Hire – tuition for CDL is \$3,900 which includes permit, license, drug test and CDL physical. There are two classes: June 19 in Barre for four weeks from 4pm until 9pm (new hire would have to leave at 3pm but Town could pay new hire until 4pm) and July 10th in Bradford from 8am until 1pm during work day (would Town pay during work day and provide tuition). Contract for new hire was received from Peacham and has been rewritten by Keith Gadapee. Town will pay tuition if willing to stay 2 years, if opts out new hire has to reimburse Town.

Janice Ouellette felt new hire should take evening class.

Eric Bach felt new hire should take evening class.

Janice Ouellette inquired about mileage as it is in Personnel Plan. She will review wording in manual.

Peter Griffin felt they should pay mileage depending on what it says in manual.

Keith Gadapee noted the new hire starts Monday morning (May 22, 2023).

- Annual Financial Plan – Town Highways proves we are spending so much money per mile and gets Town state aid and qualified for grants through VTrans. Selectboard signed document.

6. Issues and Information (All)

- (a) **Pound Keeper** – Eric Bach – concerns about pound keeper have been received from people. Decision may be needed to consider whether to keep person as pound keeper. An animal was lost and didn't get reported to owner until three days. ACO was notified by pound keeper but did not have to assist with finding. More people have reported dogs escaping. Eric Bach wondered if they should keep the current pound keeper as the position is appointed by the Selectboard or should they branch out and see if other options are available. Eric Bach noted this was not a Town problem currently because the Town has not put an animal there but if the Town does and the dog escapes then it becomes a Town issue. Eric Bach noted he would check with ACO about using location closer and more convenient and look into other available options.
- (b) **NBRC (Northern Border Regional Commission) Catalyst Grant** – Janice Ouellette – Town has been invited to apply for Catalyst Grant due June 2. Janice Ouellette attended webinar. Application is difficult however there is a helpline available for assistance. The grant has an online portal and two people have to register. Primary is person doing application and uploading supporting documents. Authorized Official is person who signs grant after uploaded. Town Clerk is normally the Primary. Janice Ouellette and Alison Low have a meeting with NVDA on Monday to get a Letter of Support. 70 towns submitted Letters of Interest, 33 towns were asked to apply and 16 towns are on the project priority list. The grant requires a Resolution once Authorized Official is chosen. The Authorized Official is a member of the Selectboard. A motion is needed to appoint the Authorized Official and Audrey DeProspero can write up the Resolution for all Selectboard members to sign. The Town will need to get NEPA authorization (environmental process). There is money in the grant proposal to get NEPA however the Town would need approval before expending any money so the expense would come out of pocket. NEPA would

take into 2024, construction would start in 2024 and would need to be completed by September 2026. Traditionally Vermont does not award the amount you are asking for. The grant is a reimbursement so Town would have to go out of pocket.

Motion by Peter Griffin, 2nd by Glenn Herrin to designate Eric Bach as Authorized Official and for Audrey DeProspero to draw up Resolution for all Selectboard to sign for the NBRC Catalyst Grant. Vote 4-0-0. All in favor.

Motion by Janice Ouellette, 2nd by Peter Griffin to designate Wendy Somers as Primary Contact for the NBRC Catalyst Grant. Vote 4-0-0. All in favor.

(c) **Other Grant Opportunities – Janice Ouellette –**

- VTrans Bike Ped Grant is 20% match, max amount is one million and application is due June 9th. Grant doesn't look quite as competitive. Janice Ouellette thinks it is a good idea to apply to do Hill Street and add in drainage. She noted even if the Town got the Catalyst Grant this would add to it. A Letter of Support is needed from the Selectboard for VTrans Bike Ped Grant.

Motion by Peter Griffin, 2nd by Glenn Herrin for Janice Ouellette to apply for VTrans Bike Ped Grant with 20% match up to one million. Vote 4-0-0. All in favor.

Janice Ouellette will check with NVDA to get their opinion regarding applying for both.

- Park and Ride Grant (State Grant) – could be used as match for federal grant as it needs a 20% match. Application opens in June and is due in August.
- VLCT email regarding MERP – application open for audits for town buildings. All Town buildings cannot be done, the most that could be done is three. The grant is for \$500,000 for energy resilience.

Consensus is to do the North Danville Community building and Town Hall.

Consensus is to apply.

- (d) **Calex Appointment** – Eric Bach – has not been able to have a conversation with Gary Fontaine. Representative from Town is required as it helps with decisions on items such as where the trucks are parked during day, and what are statistics. Person should have an understanding of how EMS works. Qualified persons would be First Responders, hospital workers, EMS, and persons on Fire Department. Good representation from the Town is required
- (e) **Town Meeting** – Glenn Herrin – to create quick presentation of about four or five slides of data of old attendance compared to population. Data would be 20-30 years ago to current and would be collection of information from other towns as well. It would be just facts, a layout of obvious options such as date change and time to get public input and other options which could lead into next year's Town Meeting for action.
- (f) **Health Officer Appointment** – Audrey DeProspero – Town Health Officer's term will expire on June 30, 2023. Recommendation from the Selectboard for a Town Health Officer to serve for the next three years is required. The law provides that the Department of Health appoint a Health Officer upon recommendation of Selectboard.

Motion by Peter Griffin, 2nd by Glenn Herrin to recommend Eric Bach as Town Health Officer for a term of three years effective July 1, 2023 expiring June 30, 2026. Vote 3-0-0 (Eric Bach abstained). All in favor.

- (g) **Roof** – Audrey DeProspero – Vermont Construction Company out of Colchester had an opening and has squeezed Town Hall in.

- (h) **VTrans Marshfield Danville Route 2 Resurfacing Project Meeting** – Audrey DeProspero – public meeting is scheduled for Monday, May 22 at 6pm in person here at Town Hall. All are welcome to come and learn more about the Marshfield-Danville Route 2 project and ask questions. VTrans persons will be here between 4:30 and 5:00 pm to set up room. Audrey DeProspero will be present to open and close building.

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 4-0-0. All in favor.

8. **Adjourn** - *Motion by Glenn Herrin, 2nd by Peter Griffin to adjourn at 7:32 pm. All in favor.*

Minutes taken by Audrey DeProspero submitted May 19, 2023 at 10:31 am.