

Town of Danville
Selectboard Minutes
October 19, 2023
Danville Town Hall (6:00 pm)

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

Others Present: Audrey DeProspero, Wendy Somers, Walter McNeil, Mary Beattie, Brian Henderson (DRB), Kelly O'Neil, Erin Kennedy, Polly Joncas, and Jo Oliver

Others Present Using Teams: Keith Gadapee

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

1. Additions to the agenda: Transportation Alternatives Grant

2. Approve minutes:

*Motion by Alison Low, 2nd by Glenn Herrin to approve **minutes of Regular meeting of September 21, 2023** with changes (spelling VORAC to VOREC page 1, embolization to immobilization page 3, add 'the Town' to page 2 section (a) and add 'See Approve Minutes 10-19-23 discussion'). Vote 5-0-0. Motion carries.*

Mary Beattie was present and noted that section 6(a), paragraph 2 was not correct. Second paragraph, 3rd and 4th sentence was not true and she wanted them stricken from the record.

Peter Griffin noted minutes should reflect the true discussion and the content was what was actually said.

Selectboard discussed and noted was the information in the minutes of 10-5-23 were said and should be kept for record purposes but a notation could be made to both sets of minutes.

3. Visitors

- **Brian Henderson, DRB Chair – Appointment Change/Member Structure** – Brian Henderson previously asked for an 8-member board but has found it hard to have a quorum with those requirements and would like to put the membership back to 7 and to have 2 Alternates. Robert Magro goes to Florida for the winter and has agreed to become Alternate keeping the same term.

Motion by Alison Low, 2nd by Janice Ouellette to return the DRB to a 7-member board and appoint Robert Magro as an Alternate member with same term expiration of 2025. Vote 5-0-0. Motion carries.

- **Walter McNeil, Jr. – NEKWMD Update** – The executive board met on September 26th to formulate the 2024 budget. The budget is increasing 7% which is an increase of \$62,150. The increase is due to employee health insurance. There is a small cost to the Town. The per capita use to be 1.06 per person and has increased to 1.16. There is approximately 2,400 persons in Danville so the increase to the Town is \$240. The Haulers Fee has increased to help lessen the burden to taxpayers. The Hauler fee was 25.99 and has increased to 26.75 which is a 76-cent increase which helps keep the per capita down. The budget was approved by the full board.

The district's newly purchased foam densifier still awaits grant money which they were approved for. The district is working with Addison Waste district to transport their compacted foam to Canada.

- **J. Alvin Wakefield & Bob Harnish, Declaration of Inclusion Initiative – Declaration of Inclusion** – not present.

4. Town Clerk (Wendy Somers)

- Zero delinquencies. Taxes are due October 25. All Tax Sale items have been paid off so there are no Tax Sales this year.

5. Highway Report (Keith Gadapee)

- Signatures for Pumpkin Hill Road Curb Cut required. There is nothing out of the normal. Property Owner: Marc Burnell of 257 Pumpkin Hill Road (Parcel ID TH083-002.000) for Applicant Danville Pumpkin Hill Solar LLC of 15 Railroad Row, Suite 101, White River Junction, VT for the installation of a 500-kW ground-mounted solar array which will be done by Norwich Technologies. Document notation: no culvert necessary as the location is at top of hill. Maintain water to run off edges of driveway rather than into road.

Motion by Alison Low, 2nd by Janice Ouellette to sign and approve the Curb Cut for 257 Pumpkin Hill Road, the Burnell residence for access to solar field. Vote 5-0-0. All in favor.

- Discussion about roadside mower: all roads did not get mowed this summer after the 7th week as mower broke down. The estimated cost to fix is \$15-18,000. The mower is shared with Ryegate. The options are to subcontract work out, fix machine or trade machine.

Eric Bach wondered if Ryegate would be interested in splitting if Town purchased new machine.

Keith Gadapee thought they might as they are still interested in partnership.

Janice Ouellette wondered what the cost of a new machine was.

Keith Gadapee noted \$150,000.

Glenn Herrin inquired if the mower was used for anything besides road side mowing.

Keith Gadapee noted it was not, however 14 years ago the Town contracted mowing out.

Alison Low inquired why St. J opted out.

Keith Gadapee noted they purchased a tractor for themselves which they were also going to plow parking lots with. He didn't think that was a good choice for Danville. Discussed was history of machine.

Eric Bach discussed equipment replacement list.

Keith Gadapee discussed ordering a 2026 10-wheeler in August 2024 and pushing off the excavator.

Peter Griffin wondered about the time frame of feedback for mower.

Keith Gadapee noted the sooner the better.

Alison Low inquired about the cause of the break down.

Keith Gadapee noted transmission component went due to age and hours of machine.

Alison Low inquired if a warranty would be offered on work.

Keith Gadapee noted he could ask.

- Keith Gadapee noted he needs the Selectboard to set some time aside for the Highway Pay Grade chart as tweaking is required as the new hire did not fit well and needs to be tweaked.

6. Issues and Information (All)

- (a) **Parking Ordinance** – Alison Low discussed taking information from last meeting which alluded to all were worried about administering an ordinance for issuing tickets and collecting fines as it would become onerous. With the draft ordinance warnings would be issued. The person would be given a certain period to rectify, if not, then they would be towed. Where there are signs, the Town can tow. A-K listed in the ordinance come from statute. Alison Low noted it cannot be less restrictive than state rules however, she has posed the question to VLCT and is awaiting their reply.

Glenn Herrin noted the ordinance addresses problems they have. He inquired if it has to be law enforcement officers giving out tickets.

Alison Low noted statute allows appointing person to hand out warnings.

Eric Bach discussed winter parking inside ROW on highways noting some roads have different ROWs and he would like to define it a bit more.

Alison Low thought signage would be needed for winter parking.

Glenn Herrin wondered if they could add wording for distance off traveled way (example: 6 feet off road).

Keith Gadapee noted most problems are in the Village and suggested identifying designated parking spots.

Alison Low discussed well placed signage such as municipal parking lot and signs around Green.

Keith Gadapee suggested description in policy as to what a designated spot is or list designated spots.

Eric Bach discussed vehicles in way during plowing.

Keith Gadapee thought the other ROW policy covers things in the ROW.

Alison Low discussed language to transfer to ROW policy.

Glenn Herrin suggested to point to the ROW policy in the Parking Ordinance.

Eric Bach suggested to define a fine structure.

Alison Low noted they would need to decide if they want to go with that option and then they could put in a fine structure however, they would need to know who was going to collect the fines.

Selectboard discussed giving warnings, ticketing cars, towing, continuous parking, the ability to do so for 48 hours before a tow takes place or the person gets caught, warning not being a deterrent but a ticket would be, law enforcement would then be able to ticket persons, using tickets during events by law enforcement, towing for ongoing violators and for three thickets being given out, placement of signs saying no parking or violators will be towed, designated spots, ordinance referring to a parking policy that defines parking spots so that the policy section can be changed easily.

- (b) **Public Parking Update** – Janice Ouellette reached out to Doug Carter Pastor of Congregational Church regarding leasing of parking lot. Doug Carter passed the request on to the Council. Janice Ouellette received email from Tim Ide noting the Council met Tuesday night and came to no conclusion.

Eric Bach noted the use of other parking lot was just for an interim solution and they are looking at the parking lot next to Town Hall however, there are hurdles to complete. He noted he had no answer from Passumpsic Bank however, the lot is used by Community Center, Pope Library and Bank. Area is pretty full during days that Senior Meal Site is open and when the Green is in use.

- (c) **Class IV Highway and Trail Policy** – Glenn Herrin discussed changes: effective date, 5.2 Maintenance by Others, plowing, sanding, 5.1, and adding liability clause 4.4. He suggested to adopt with changes.

Motion by Glenn Herrin, 2nd by Janice Ouellette to approve the Class 4 Highway and Trail Policy as presented and discussed. Vote 5-0-0. Motion carries.

- (d) **Municipal Planning Grant** – Alison Low discussed a Municipal Planning Grant can be used to move the needle on the municipal a parking lot. She met with Tim Ruggles to catch up. A hydraulic model was needed to present to VTrans to see if they would accept the stormwater runoff. A design is needed to go into this for landscaping such as memorial plantings. She has scheduled a meeting with an engineer on Friday. She noted if VTrans pushes back the municipal parking lot becomes more expensive.

Keith Gadapee noted that was not necessarily so. Pushing it down Hill Street was saving the Town the engineering study and cost.

Alison Low noted nobody has done any calculations for the runoff. She is trying to come up with something shovel ready. She discussed having a schematic design to share with the public.

One thing she didn't look into was doing an actual parking study as she thought Danville was too small. She thought a parking lot was required first before the study. The grant is due November 1 and the maximum grant is \$35,000 with a 10% match.

Motion by Glenn Herrin, 2nd by Peter Griffin to approve application for Municipal Planning Grant pre construction and pre design for municipal parking lot in an amount up to \$35,000 with a 10% match. Vote 5-0-0. Motion carries.

- (e) **Regional Priority Projects (Destination Downtown Danville)** – Alison Low noted there were two priority projects: Destination Downtown Danville which she is working on and the Train Station which Kate Whitehead is working on. Alison Low noted the application is due October 23 and she will work with Annie McLean of NVDA. This is not an actual grant; it is a list of Regional Projects that the Town needs to be on to help with future grants.
- (f) **Dog Park Committee Appointments** – Alison Low noted the committee needed to be appointed so that they could have an organizational meeting soon which will be open to the public. Alison Low noted the following persons have sighted interest in being on the committee: Alison Low, Chelsea Hewitt, Karen Hauserman, Jo Oliver, Polly Joncas, Erin Kennedy, Dora Palmieri and Gary Farrow. Discussed was meeting date: Monday, October 23rd at 6:30 pm to meet and appoint officers.

Motion by Janice Ouellette, 2nd by Peter Griffin to appoint Alison Low, Chelsea Hewitt, Karen Hauserman, Jo Oliver, Polly Joncas, Erin Kennedy, Dora Palmieri and Gary Farrow to the Dog Park Committee. Vote 4-0-1 (Abstain = Alison Low). Motion carries.

- (g) **North Danville Community Center Updates** – Alison Low attended last meeting whereas they discussed insurance and were interested in hosting indoor corn hole over winter. Croquet on the Green was not a NDCC thing, the members noted they had nothing to do with it.

Glenn Herrin wondered if there was a blanket coverage that the Town could get so that the community groups could have easier access to use and then the Town could charge smaller fee to cover cost.

Eric Bach discussed Chamber having problem with insurance and insuring groups as they are not all Town wide items and there is concern financially for long term use. He discussed an example: croquet Chamber covered insurance for however mowing was being done and there was insurance concern.

- (h) **Transportation Alternatives Grant** – Janice Ouellette discussed attendance to Teams meeting today for Transportation Alternatives Grant. The grant is \$600,000 max with 20% match. It is federal monies and could cover a section of the sidewalk on Hill Street from business block to Hill Street Park. The grant deals with stormwater drainage but only half the funds need to go there but Hill Street doesn't qualify as it has to be an environmental issue. The stormwater would be difficult to justify however the sidewalks would qualify.

Item to be put on next agenda for further discussion.

- (i) **Pay Scales Overview** – Eric Bach discussed emailing two pay scales, one for front office and one for back office. The front office is supervised by Wendy Somers and the back office is supervised by Selectboard. Questions came up to look at Keith Gadapee's pay scale as well. Salaried positions are needing to be the same. He felt the number of hours actually worked was not calculated and Keith Gadapee got comp and Wendy Somers did not. Taken into consideration as well as jobs were supervising others and having to train and know everything that everyone else does. To remove comp he projected time average of 8.6 hours a week of overtime for Keith Gadapee and 3.72 hours of overtime per week for Wendy Somers. Keith Gadapee's comp time runs out at 80 hours. This scale allows position to be paid for actual hours worked and defines hire to grade which would all be established at beginning. The upward grade movement would take a while but employees would work up to it. A cost of living was not given to Highway Department but given to Keith Gadapee so they would probably do the same this year. The new system builds COLAS and allows every year for a reasonable cost of living to be implemented into the base number.

Peter Griffin inquired who would do the managerial positions.

Eric Bach noted it would be the Selectboard. He discussed pay scale allows for continuous learning

and bringing more to the role and being able to pay based on the growth.

Glenn Herrin noted this applies to Wendy Somers, Sharon Daniell, Diane Banister, Keith Gadapee, Clayton Cargill, Dennis Marquis, Audrey DeProspero and 3 Listers John Blackmore, Tim Ide and Marcia Pettigrew). People would advance on step chart. He inquired if they would expect people to advance on grade and if people would cap out.

Eric Bach noted this gives employees the ability to say I meet status quo and I'm okay with it or they can make forwarded changes if they want to. If Selectboard does not have major feed back Eric Bach would like to show to staff next week. He discussed cross training amongst staff to keep flow going, annual supervision review, staff's next steps, and goal setting. He noted this was beneficial to employees as there could be a Selectboard that gives no raises.

7. Financials: Orders to review and sign

Motion by Janice Ouellette, 2nd by Alison Low 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 Alison Low, 2nd by Janice Ouellette to adjourn at 8:14 pm. All in favor.

Minutes taken by Audrey DeProspero submitted October 20, 2023 at 2:55 pm.