

Town of Danville  
Selectboard Minutes  
January 4, 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, Sharon Daniell, Michelle Leclerc, Greg Prior

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

**1. Additions to the agenda:**

- Michael Hogue, Train Station
- TM Committee Update

**2. Approve minutes:**

*Motion by Glenn Herrin, 2<sup>nd</sup> by Janice Ouellette to approve **minutes of Emergency meeting of December 20, 2023.** Vote 5-0-0. Motion carries.*

*Motion by Janice Ouellette, 2<sup>nd</sup> by Alison Low to approve **minutes of Regular meeting of December 21, 2023.** Vote 5-0-0. Motion carries.*

*Motion by Alison Low, 2<sup>nd</sup> by Glenn Herrin to approve **minutes of Emergency meeting of December 21, 2023.** Vote 5-0-0. Motion carries.*

*Motion by Alison Low, 2<sup>nd</sup> by Glenn Herrin to approve **minutes of Special meeting of December 28, 2023.** Vote 4-0-1. (Abstain - Janice Ouellette) Motion carries.*

**3. Visitors**

- **Michael Hogue, Train Station –**

LVRT Community Grant due 1/8/24; Proposed scope of work to include platform, canopy and railings. Crunch to raise funds; started construction earlier than VTrans realized and VTrans was concerned; \$300,000 to raise, \$61,000 quick fundraising done and \$21,000 to use as match; letter of commitment by Selectboard needed for grant. Two other grant opportunities – VOREC has been submitted and Downtown Transportation Fund Grant due in February.

*Consensus that the Selectboard is in support of LVRT Grant and approval of ongoing maintenance of building and commitment that the funds in the train station will back up the required LVRT Community Grant Match of 20% and 20% match is acknowledged*

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

**(a) Vacancy TC/TT**

- **Vacancy** - At last meeting Sharon Daniell was appointed as Town Clerk/Treasurer until an election is had. Intent had will be at regular Town meeting at March 5<sup>th</sup>

- **MVP Insurance - Wendy Somers Health Insurance**

*Motion by Glenn Herrin, 2<sup>nd</sup> by Alison Low to proceed with ending insurance at end of month, January 31<sup>st</sup> and to follow up with Scott Somers to make sure that he has everything done needed for transition.*

- **Front Office Support** - Sharon Daniell introduced Michelle Leclerc who has been

appointed as Assistant Town Clerk and Treasurer by Sharon Daniell. Michelle Leclerc will come in on Monday during payroll. Presented to Selectboard was letter of intent regarding Michelle Leclerc's appointment and NEMRC contract for additional assistance for 96 hours of support at \$110 hourly.

*Motion by Alison Low, 2<sup>nd</sup> by Janice Ouellette to approve Eric Bach to sign NEMRC bulk time purchase agreement at \$110 an hour for 96 hours. Vote 5-0-0. Motion carries.*

Eric Bach signed NEMRC document.

*Motion by Alison Low, 2<sup>nd</sup> by Glenn Herrin to approve to pay Michelle Leclerc at \$25 an hour part time for appointed position of Assistant Town Clerk and Assistant Treasurer.*

- **Credit Card – Usages and Limits**

- Michelle Leclerc to receive Town credit card with a limit equal to Assistant limit of \$1,500.
- Sharon Daniell current Town credit card to be increased to \$2,500.
- Tillson billing for Highway Department to bill to Keith Gadapee credit card and Fire Department to be direct bill.

*Motion by Alison Low, 2<sup>nd</sup> by Glenn Herrin to approve the raising of credit card limit of Sharon Daniell to \$2,500 and to add Michelle Leclerc for credit card with limit of \$1,500 and to cancel Town credit card belonging to Wendy Somers. Vote 5-0-0. Motion carries.*

- **Town Report** - Eric Bach reached out to resident Chelsea Hewitt to do the Town's Annual Town Report as he felt that the Town could not pull off the production of a Town Report this year. Chelsea Hewitt has agreed to put the Town Report together. Repro Graphics is aware of the change.

*Consensus is to have resident Chelsea Hewitt do Town Report on behalf of the Town in 2024.*

(b) **Personnel Policy –**

- Highway pay scale update.

Eric Bach discussed 3.2 cost of living allocation noting Keith Gadapee has plugged the information into his 4<sup>th</sup> draft of his budget.

Implementing pay scales and retroactive pay discussed.

*Motion by Alison Low, 2<sup>nd</sup> by Glenn Herrin to approve the Highway pay scales matrix with the 3.2 cola. Vote 5-0-0. Motion carries.*

- Highway overtime wording

Review of suggested wording discussed, increase in compensation discussed and overtime cut in half but Highway employees still getting more money.

Janice Ouellette is inclined to say as good time things out of their control such as holiday, personal, bereavement, sick but not vacation.

Noted was there is no incentive for them to come in while on vacation.

Glenn Herrin was hoping to give them an option:

- No, stick with plan, you are making more money;
- Go with proposed;

- Some kind of middle ground, adjust pay scale a little bit;
- Don't count vacation but will give holiday, personal, bereavement and sick.

Alison Low discussed extra person hired and a compromise: all earned time except sick and vacation considered hours worked. She noted we did it (extra guy) so he didn't have to call in people when on vacation.

Janice Ouellette and Alison Low discussed 8 hours/40 hours overtime.

Eric Bach reviewed call in of 2 hours earlier and being able to work 8 hours and go home and still be paid 8 hours.

Alison Low discussed not being able to have 2 separate thresholds.

Peter Griffin discussed 10-hour work days and wondered if there would be 2 hours of overtime each day.

Selectboard reviewed highway schedule.

Glenn Herrin suggested to add in parenthesis '10 hours per day for a 4-day work week'.

Eric Bach suggested to connect with Department of Labor for defining hours.

Glenn Herrin suggested to strike 8 hours per day and change to outside regular work hours.

Eric Bach discussed 1 hour before shift and not being able to leave after 8 hours to get overtime.

Alison Low concerned for comp time being earned time because comp time was already worked.

Various scenarios discussed.

Peter Griffin concerned for comp time as good time (be paid for comp time you are taking).

*Consensus to table until tomorrow's meeting.*

Janice Ouellette - Comp Time for Keith Gadapee, do we need to write into policy.

Eric Bach noted employment contract with elected, statutory assistance, Town Clerk, Assistant Town Clerk, Listers discussed.

Glenn Herrin suggested addendum for comp time.

Eric Bach noted for Keith Gadapee a simple contract, hours, how overtime handled and expectation outside of policy.

Discussed was Personnel Plan coverage and who it applies to.

Janice Ouellette to edit first paragraph.

Eric Bach noted Town Clerk is elected and will have something similar to Keith Gadapee.

**(c) Pay Scales –**

- Highway – approve 3.2 cola – see Personnel Policy.

- **Budget** - ARPA - Alison Low noted this came up in budget meeting. It was money used to cover payroll/benefits. At end of year, it gives us surplus to carry over and not run risk of a claw back for funds. She wondered how do they describe in Town Report as it feels complex. It looks like we ended year with big surplus, so why are we asking for more money. We've got monies earmarked for projects but people may see as reserve fund/surplus.

Janice Ouellette noted they would vote on two things: to put surplus in created reserve account and then vote to fund it.

Janice Ouellette to contact Kate Buckley for advice on how to set up accounts and on wording.

- (d) **Town Meeting Update** - Alison Low and Glenn Herrin discussed TM Committee:
- Ad hoc working group to promote Town Meeting and help with logistics: babysitter, food and tables. They discussed hosting a new comer class, welcome to Town Meeting, babysitting class, and formally appointing point person.
  - There will be a flyer: what do you want out of Town Meeting.
  - Participation for last year was somewhat unusual because we did not know if we were going to have it.
  - This year's Town Meeting, the Town will go first at 10am.

## 5. Financials: Orders to review and sign

*Motion by Glenn Herrin, 2<sup>nd</sup> by Janice Ouellette to authorize Eric Bach to review and sign the Financial Orders on behalf of the Selectboard. Vote 5-0-0. All in favor.*

## 6. Adjourn - Motion by Janice Ouellette, 2<sup>nd</sup> by Glenn Herrin to adjourn at 7:41 pm. All in favor.

Minutes taken by Audrey DeProspero submitted January 6, 2023 at 6:57 pm.