

Town of Danville
Selectboard Minutes
Special Meeting - Budget - 1 VSA 312 (c)(2),(5)
December 28, 2023
Danville Town Hall

Board Members Present: Eric Bach, Glenn Herrin, Alison Low, and Peter Griffin (arrived 4:24pm)

Board Members Absent: Janice Ouellette

Others Present: Audrey DeProspero, Keith Gadapee, and Greg Prior

Special Public Meeting called to order by Alison Low at 4:09 pm.

Alison Low discussed budget process. Report received from Diane Banister discussed. Questioned was how to show transfer of ARPA funds to pay personnel. Explanation does not fit into Town Report. Budget surplus would be concern for residents. Looking for suggestion on how to show it in budget.

Glenn Herrin discussed carryover, earmarking items, how we explain to taxpayers and moved specifically for 3 specific projects – unspent match.

Eric Bach spoke of budget amount, expense amount and moving it forward, budgeting income, and giving it a new name.

Alison Low - there will be more grant opportunities going forward – grant matches.

Eric Bach thought of using grant income line item, leveraging ARPA for money entry (revenue).

Alison Low - money was leverage for match for grant applications that we did not receive.

All spoke of money for priority projects: parking, drainage and sidewalk.

Glenn Herrin - end state is 2 numbers for warning one for Town and Highway budget.

Selectboard roll reviewed. Consideration for school budget discussed. Tax impact to residents, level funding and getting numbers from Assistant Town Clerk.

Highway Budget – Keith Gadapee

- Line 2 money raised from property taxes.
- Bottom line imported figure is how we ended in 2023.
- Deficit \$91,669.04 (flood, several jobs) revenue not until 2024.
- Display of how we want to report FEMA projects – separate page or put in budget.

Alison Low and Keith Gadapee reviewed outstanding FEMA reimbursements.

Anticipated revenues for FEMA discussed

Keith Gadapee discussed revenue - apply for Class 2 paving grant to be applied for.

- Class 2 highways the same line items, paving grant state.
- Better roads line 29 there is \$20,000 revenue there.
- Better roads he will do.
- Class 3, line 110, when budgeted grants he does, he lists out of pocket expenses.

Alison Low discussed in general budget maybe for grants anticipated, they should consider revenue including match is a separate line item.

Keith Gadapee 91 is not over spending if they tease out all the FEMA items because it would be a carryover.

- Line 45 labor line changed last couple years – added person and pay scale, gave persons steps anticipated and cola is not in so, number will expand; overtime under (shorthanded) and have another guy (Selectboard thinking about change policy for guys) estimated OT at 4% of the regular hours.

Alison Low - what are calculations under line 49 & 50.

Keith Gadapee - Wendy Somers is go to person – he used what % was and did not call up to Assistant Town Clerk for numbers. Don't know exact % as Wendy Somers does.

- Class 3 roads new line is generally added lines to this section.
Truck and equipment – depressing part: tractor mower – in contact with Ryegate working with Road Foreman who is working with their Selectboard.
 1. Buy brand new mower based on miles 63/37 cut (\$117,000/68,820).
Buy out thing – Ryegate \$13,000 purchased ½ equity on paper. Let's buy them out at \$13,000. Rent to them for one month and buy new mower.
 2. Liquidate the mower – we rent mower, they rent a mower, gives all time to decide what to do in future.
 3. Roll dice - fix mower, use for one more year and put it in the following year.

Glenn Herrin noted option D is we buy and use it for ourself but not very efficient.

- Purchase of truck was not going to do but discovered line 154 – \$90,000 set aside in capital equipment fund, should of increased because they have increased and we are behind. Discussed when truck available 2025, consider shortening rotation schedule, taking into consideration time it takes to get truck which would make us buy a new truck every year.

Alison Low discussed adopting a capital budget plan.

- Corrosion prevention - line 135 - \$9,000 yearly – paint body at year 6 – 50% of life cycle. In theory outside vehicle repairs would go down and parts and supplies would go down if shortened from 12-year rotation.

Eric Bach - two replacement plans? Budgeting differently and possibly taking loan out for truck.

Keith Gadapee - cost of trucks have gone up due to emissions.

- Budgeting revenue reserve fund lines reviewed.
- 16% increase over last year tax number.
- Places to look for cuts: Class 2 paving and patch \$94,000 – paving outside of grants. Line 148 is note for last payment on Peacham Road. Doing road paving every other year in larger sections instead of smaller section yearly. Shim and overlay vs reclaiming then paving.
- Gravel line 122 class 3 roads – gravel and stone – not accurate, have not teased out gravel to FEMA projects (little bit of extra money here) previous year line items reviewed.
- He would increase gravel and asphalt lines if there is extra monies.
- Truck repairs reviewed.

Eric Bach would like the 16% increase to be down a bit.

Cola discussed regarding how it works with pay scale. Cola will affect highway department payroll only.

Good time issue, Glenn Herrin wants to make decision – we act on it or show them how it worked.

Overtime and regular hours Eric Bach has. Most OT was done ¼ or ½ but folks made more money. Look at how we get OT. Over 8 hours and anything over 40 hours. Work more than 8 hours get OT or go home.

Alison Low discussed using SSI cola of 3.2%.

Eric Bach - work 8, if you work more, you get OT. If you work 40 its OT, if you get called in on Saturday its OT. Example: M-T-W-TH work 8 hours, Friday vacation day, Saturday called in to work, then OT. New base rate for pay scale is \$19.96.

Motion by Glenn Herrin, 2nd by Eric Bach to adjourn at 6:21 pm. Vote 4-0-0. All in favor.

Minutes taken by Audrey DeProspero submitted December 29, 2023 at 11:30 am.