

Town of Danville
Selectboard Minutes
January 18, 2024
Danville Town Hall (6:00 pm)

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

Board Member Present Using Teams: Peter Griffin

Board Members Absent: Eric Bach

Others Present: Audrey DeProspero, Michael Hogue, Keith Gadapee, Michelle Leclerc, Sharon Daniell, Rob Balivet, Brian Henderson, Clayton Cargill, Craig Morris and Chelsea Hewitt

Others Present Using Teams: Greg Prior

Meeting called to order by Vice Chair Janice Ouellette at 6:00 pm.

1. **Additions to the agenda:** None

2. **Approve minutes:**

*Motion by Glenn Herrin, 2nd by Alison Low to approve **minutes of Emergency meeting of January 3, 2024.** Vote 4-0-0. Motion carries.*

*Motion by Alison Low, 2nd by Glenn Herrin to approve **minutes of Regular meeting of January 4, 2024.** Vote 4-0-0. Motion carries.*

*Motion by Alison Low, 2nd by Glenn Herrin to approve **minutes of Special (Budget) meeting of January 5, 2024.** Vote 4-0-0. Motion carries.*

*Motion by Alison Low, 2nd by Glenn Herrin to approve **minutes of Special (Budget) meeting of January 9, 2024.** Vote 4-0-0. Motion carries.*

3. **Visitors**

- **Chelsea Hewitt, Chamber of Commerce – Movie Nights** – requested use of Green on July 20, August 24, September 28 and October 12 along with use of power from gazebo for Movie Night. Noted was trash brought in would be removed.

Motion by Aliso Low, 2nd by Glenn Herrin to approve Green usage on July 20, August 24, September 29 and October 12 with power from gazebo and trash being removed. Vote 4-0-0. Motion carries.

- **Michael Hogue, Train Station Committee - Update** – Progress in building: St. J Academy worked on electric, framing for ADA bathrooms done and Early Release almost done. Michael Hogue to sit with Kate Whitehead to go over grant money. Train Committee met with DRB and received approved ROW areas and now has permit. VTrans, AOT, and VHCV for preservation met regarding agreement with lease on property and all are in agreement. A copy of the draft lease agreement was given to the Selectboard for review. Micheal Hogue suggested the draft lease be given to Toby Balivet to review.

Peter Griffin inquired about insurance coverage listed in the agreement and wanted to make sure the limits were in line with the Town.

Motion by Alison Low, 2nd by Glenn Herrin to send draft lease between State of Vermont Agency of Transportation and Town of Danville to Toby Balivet to review. Vote 4-0-0. Motion carries.

Michael Hogue noted there is a \$54,955.81 overdue invoice to the construction manager and a \$29,440.08 invoice due now and wondered when it would get paid as it complicated dealings with the construction manager.

Alison Low discussed finding out where which account monies reside in. Alison Low to look into this tomorrow.

Michael Hogue seeks pledge agreement with Passumpsic which was sent to Town Clerk.

Suggested was for Michael Hogue to resubmit pledge agreement to Town Clerk.

Michael Hogue discussed:

- needing to track contributions to Train Station;
- renewing consulting agreement for 2024 with Kate Whitehead not to exceed \$5,000; and
- formation of 501c3 to give tax credits to bring money back in to assist with money which would help with managing and maintaining building.

Consensus was favorable for 501c3 status.

Alison Low was concerned about timeline for 501c3 because tax credits due July 1.

Michael Hogue to get team of three together and move on the 501c3.

4. Town Clerk's Report (Sharon Daniell)

- Sewer Connection Application for Diane Ruscito at 39 Upper Drive.

Motion by Alison Low, 2nd by Glenn Herrin to approve sewer application connection for Diane Ruscito at 39 Upper Drive. Vote 4-0-0. Motion carries.

5. Highway Report (Keith Gadapee)

- Foreman Salary Raise Approval – proposed salary of \$79,400 per year for Highway Supervisor is included in the Highway budget.

Motion by Glenn Herrin, 2nd by Alison Low to approve the Salary raise of \$79,400 per year for Keith Gadapee. Vote 4-0-0. Motion carries.

Craig Morris inquired what the percentage the raise was.

Keith Gadapee noted it was between 17 and 20%.

Janice Ouellette noted the salary position has an added \$2,500 stipend for someone who is responsible for regular supervision of staff, no comp time, and no overtime as overtime is calculated into the salary at a rate of 8.6 weekly hours.

- Overtime Wording (Personnel Policy) – Glenn Herrin discussed Highway Department members are not satisfied with good time versus bad time hours. A spreadsheet of examples was created. Options were: keep the same which may cause issues in the long run; count everything as good time or compromise: outside work hours are overtime. Suggested was choose one option or for Selectboard to pick two options and bring to Road Crew and ask them which one they want.

Keith Gadapee suggested language change – beyond 8 hours a day / 40 hours a week. It might not work if start at 4am and work till noon as there is no reward for coming in 2 hours prior to start which is 6am. He has been talking with Road Foreman to get their take on this.

Craig Morris discussed regular scheduled hours and working times that are not normal work hours. Regular schedule should be overtime not over 8 or 40.

Keith Gadapee noted this was to make them think you are appreciated, it's a mindset not money.

Glenn Herrin suggested to look at this again in October 2024 and review overtime pay raises and see where it goes, see if it relates to a lot of overtime or not.

Janice Ouellette doesn't want comp time to be used as good time.

Alison Low noted if someone was out on vacation, you would not call them in so vacation would not be good time.

Keith Gadapee noted guys have 12-month vacation off call – on vacation they are not on call because we have support to cover them. He explained comp time – money they need or time they've worked. They've worked time and not been paid for it. He treats comp same as vacation.

Peter Griffin favors option 2. He thought it was best way to be responsive to some of the concerns.

Motion by Glenn Herrin, 2nd by Alison Low to modify Personnel Policy to: Section 8 Wage and Hour Policies: Overtime: Overtime is defined as any hours worked outside regular work hours and shall be paid at one and one-half (1 ½) times the base rate. Overtime hours must be authorized in advance. Only the Road Foreman, Town Clerk, or the Chair of the Selectboard may authorize overtime hours. Section 29: Overtime and Compensatory Time Off, first bullet: Comp time is earned at a rate of one – and one-half hours for each overtime hour worked. Vote 4-0-0. Motion carries.

Keith Gadapee inquired if he still has authority to send people home and wondered if this would affect that.

Glenn Herrin noted it would not affect that.

6. Issues and Information (All)

- (a) **Pay Scales** – discussed was pay scales fitting Road Crew and not office, detail review needed, researching and possibly doing something different.

Selectboard tabled discussion.

- (b) **Stipend Front Office** – Janice Ouellette discussed request from Sharon Daniell for an additional stipend of \$2.00 an hour for herself and Diane Banister for their extra time and effort they have given to front office.

Alison Low noted this is a highly unusual situation and there is stress on everyone. She wondered if there were others having to put in additional hours.

Sharon Daniell noted she could not put in for others, only who worked for her.

Janice Ouellette noted if there were she would hope they would come forward.

Audrey DeProspero noted she too was assisting the front office.

Sharon Daniell agreed.

Alison Low noted Audrey DeProspero had been working with her on various items.

Peter Griffin inquired if this stipend was a temporary thing.

Sharon Daniell noted yes, until Town Meeting Day.

Alison Low inquired when it was active.

Janice Ouellette noted first of year.

Motion by Glenn Herrin, 2nd by Alison Low to approve an additional stipend of \$2.00 an hour for Sharon Daniell, Diane Banister and Audrey DeProspero effective January 1, 2024 until Town Meeting Day. Vote 4-0-0. Motion carries.

- (c) **Personnel Policy** – see Highway Report (Overtime Wording Personnel Policy)

- (d) **2025 Employee Health Insurance** – Glenn Herrin spoke of splitting cost share for insurance with employees. Discussed was Health Connect and applying on line. Discussion was about giving employees a 30% raise and stopping health insurance benefits. Concern was if it was legal. Suggested was to talk to employees about this in the future. The Town would save \$60,000 and employees would save between 1-8%. People who do not want the platinum plan could choose a health care that makes sense to them.

Janice Ouellette has issue with employer not giving health care.

Alison Low wondered if they would still give employees 30% increase if employee went on spouse's plan. Suggested was to take into account the lesser of current insurance and HRA contribution.

Keith Gadapee suggested to offer a position with no insurance where the wage was significantly higher.

Peter Griffin discussed increase to stipend.

Consensus was to look into options for setting up a cost share instead over the summer, potentially for implementation in 2025.

- (e) **Pre-Town Meeting – Warning, Dates, Locations** – dates for possible pre-town meetings discussed. One pre-town meeting is required however Town holds two and school joins both.

Consensus is to hold first Pre-Town Meeting on Monday, February 26 at 7pm at Town Hall and to hold the second Pre-Town Meeting on Monday, March 4th at 7pm in North Danville.

- (f) **Town Meeting** – discussed was allowing officers from other towns, clerk or treasure to one year term, Fire Chief paid position, ARPA language and holding special meeting. Also discussed was setting budget, setting tax rate, surplus and carry over.

Alison Low discussed improving attendance and drawing people back and the how's of doing such. She spoke of bringing lunch in to draw people in. Two groups, Knights of Pythias and Library, working together on lunch. She wondered what would happen if they got done at 11am. The Town goes first at 10am and the school portion is afterwards.

Discussed was having a break after the Town portion.

Alison Low wondered if they could mark agenda time for school to start at a specific time.

Clayton Cargill noted superintendent has two meetings to get to so having specific time slot would help. He noted the school agenda was slated for 1pm start.

- (g) **Budget** – Alison Low discussed money coming in and out and figuring out where it belongs. County taxes up, Callex has an increase, target of \$672,863. \$40,000 contribution to general building fund, drawing from general building fund, no contribution in 2022, Train station had \$50,000 transfer to cover cost, and commitment made in previous years.

Janice Ouellette discussed NEMRC, Town running on cash basis and not sure how grants are accounted for.

Alison Low noted grants are reimbursement based.

FEMA money discussed looks like a deficit we don't actually have.

Michelle Leclerc discussed fund balance deficit.

Janice Ouellette discussed grant records off books and in excel.

Alison Low discussed train grant numbers, alignment with Town and reconciling in Town budget.

Alison Low and Michelle Leclerc discussed pilot, current use, distribution and using last year's numbers.

Alison Low to look at train station figures.

Glenn Herrin spoke of working on capitol plan to include buildings for renovations.

Jan Ouellette noted there was a yearly capitol planning forum in Barre.

Alison Low discussed cost drivers, Callex contract, county taxes, NEMRC and Bachelor in office expenses, cleaning services which we never budgeted for and pay scales.

Glenn Herrin discussed Fire Department capitol equipment which was \$80,000 for engines and was set at \$50,000 last year. He suggested to keep at \$50,000 but include it in the Town Capitol Plan to ensure it gets funded consistently.

Craig Morris noted they didn't do it last year and it is more than doubling so why not just double the number as the \$40,000 could not be justified.

Funds and donations discussed.

Alison suggested having quarterly budget reports printed to see where they stand and recommended that they set aside time to talk about budget.

- (h) **April Eclipse** – Glenn Herrin discussed total eclipse: April 8 at 2:16 pm, 3:29 pm total eclipse and 4:38 is when it will be light again. Concern is for Route 2 access and congestion.

Alison Low noted talk is that the LVRT will be a good place to see eclipse.

Glenn Herrin noted there was nothing as a Town that they had to do but they could get Sheriff support if they felt it necessary. VLCT is running biweekly session with municipalities

7. Financials: Orders to review and sign

Motion by Glenn Herrin, 2nd by Alison Low to authorize Janice Ouellette to review and sign the Financial Orders on behalf of the Selectboard. Vote 4-0-0. All in favor.

8. Adjourn - Motion by Alison Low, 2nd by Glenn Herrin to adjourn at 8:30 pm. All in favor.

Minutes taken by Audrey DeProspero submitted January 19, 2024 at 1:00 pm.