

Town of Danville  
Selectboard Minutes  
Special Meeting - 1 VSA 312 (c)(2),(5)  
January 21, 2024  
Danville Town Hall

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

**Board Members Present Using Teams:** Peter Griffin

**Others Present:** Audrey DeProspero, Sharon Daniell and Michelle Leclerc

**Special Public Meeting called to order** by Alison Low at 10:08 am.

A. Budget: Municipal

- Outstanding budget item lines reviewed.
- Reconcile Train Station expenses, Train Station grants is for construction, anticipated funds reviewed, ledger reviewed, and each line item.

B. Pay scales

Proposed was for office staff and recycle center attendant to have same COLA as Highway and to give Sharon Daniell longevity amount on top of COLA. FICA discussed and work to continue on manuals and cross training.

*Motion by Glenn Herrin, 2<sup>nd</sup> by Janice Ouellette to reflect cola adjustment 3.2% retro January 1, 2024 for non-Highway Department employees: Assistant to Selectboard, Listers, Assistant Town Clerk & Treasurer, Town Clerk Assistant, Zoning Administrator, and Recycle Center Coordinator. Vote 5-0-0. Motion carries.*

*Motion by Janice Ouellette, 2<sup>nd</sup> by Glenn Herrin to approve salary of \$71,000 for Town Clerk & Treasurer. Vote 5-0-0. Motion carries.*

*Motion by Janice Ouellette, 2<sup>nd</sup> by Glenn Herrin to approve Sharon Daniell Assistant Town Clerk & Treasurer rate at \$30.20 retro January 1, 2024. Vote 5-0-0. Motion carries.*

Tax related expenses and delinquent taxes discussed.

General Budget with anticipated revenue from taxes and total income not generated from taxes discussed along with total expenses excluding appropriations.

Discussed was Building fund from various years, contribution, transfers being different, and discussion of future items and possibly creating two capital fund accounts: Building, Maintenance and New Buildings and 2<sup>nd</sup> one Capital Projects for other stuff such as parking lot, drainage and sidewalks. Off setting for increases discussed.

C. ARPA

Wording discussed and how to show in the budget. Consensus is to contact Katie Buckley to review wording for Town Meeting Warning.

D. Town Meeting Warning

Wording for Town warning reviewed.

Peter Griffin exited at 1:10pm

Highway Budget

*Motion by Glenn Herrin, 2<sup>nd</sup> by Eric Bach to accept the Highway Budget for \$2,161,155.66. Vote 4-0-0. Motion carries.*

Two Special Meetings scheduled for Wednesday, January 24<sup>th</sup> at 5pm and Thursday, January 25<sup>th</sup> at 5pm.

*Motion by Eric Bach, 2<sup>nd</sup> by Janice Ouellette to adjourn at 1:33 pm. Vote 4-0-0. All in favor.*

Minutes taken by Audrey DeProspero submitted January 21, 2024 at 7:00 pm.