

Town of Danville
Selectboard Minutes
February 1, 2024
Danville Town Hall (6:00 pm)

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

Board Members Absent: Janice Ouellette

Others Present: Audrey DeProspero, Michelle Leclerc, Michael Hogue, Keith Gadapee, and Clayton Cargill

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

1. Additions to the agenda:

- Planning Commission
- Clayton Cargill (Visitor)
- Informational Item

2. Approve minutes:

*Motion by Alison Low, 2nd by Glenn Herrin to approve **minutes of Regular meeting of January 18, 2024.** Vote 4-0-0. Motion carries.*

*Motion by Alison Low, 2nd by Glenn Herrin to approve **minutes of Special meeting of January 21, 2024.** Vote 4-0-0. Motion carries.*

*Motion by Alison Low, 2nd by Glenn Herrin to approve **minutes of Special (Budget) meeting of January 24, 2024.** Vote 4-0-0. Motion carries.*

*Motion by Alison Low, 2nd by Glenn Herrin to approve **minutes of Emergency (Train) meeting of January 26, 2024.** Vote 4-0-0. Motion carries.*

*Motion by Alison Low, 2nd by Glenn Herrin to approve the **minutes of Special (Budget/Warning) meeting of January 29, 2024.** Vote 4-0-0. Motion carries.*

3. Visitors

- **Michael Hogue, Train Station Committee – Update:**
 - Michael Hogue passed on a message from Rob Balivet: apologies for venting, pleased with Alison Low and Janice Ouellette's handling of invoices.
 - Construction Manager back working.
 - Electricians will be done soon.
 - They are currently back on schedule.
 - Financially they should be able to keep going.
 - Will start working on 501c3.
 - Fundraising – Kate Whitehead has applied for and filed VTrans application and has received a possible yes for \$100,000 for station construction. Will have phone call at 2pm on Wednesday.
 - Fundraising is about \$65,000.
 - \$145,000 of cash has been spent.

Alison Low inquired about the parking situation.

Michael Hogue noted VTrans concerned about safety with snowmobiles and disrupting trail activity.

Alison Low inquired if they were still on the hook for NEPA.

Michael Hogue will find out on Wednesday.

Grant Management Contract:

Michael Hogue is seeking the Selectboard to sign a Grant Management Contract with Kate Whitehead. A contract with Kate Whitehead was in place in 2021, 2022, 2023 and he would like to have a 2024 contract not to exceed \$5,000.

Motion by Alison Low, 2nd by Peter Griffin to sign the Grant Management contract with Kate Whitehead for one year not to exceed \$5,000. Vote 4-0-0. Motion carries.

Line of Credit

Eric Bach discussed proposals for Line of Credit so the Town does not have to worry about finances moving forward. Proposals received from: Passumpsic Bank, Community National Bank and Union Bank.

Motion by Glenn Herrin, 2nd by Peter Griffin to open a line of credit through Passumpsic Bank for \$300,000 for a term of 365 days at 4.47%. Vote 4-0-0. Motion carries.

Michael Hogue to coordinate with Michelle Leclerc the management line of credit.

Glenn Herrin discussed Train Station Committee being a subcommittee of the Planning Commission and thought at some point the committee should be moved under the Selectboard so not to slow down any process.

Michael Hogue to think about the conversation and get back to Glenn Herrin so that the information can be brought back to the Selectboard.

- **Clayton Cargill** – Girls on the Run want to advertise for their February 17th bottle drive at the Recycle Center which has not received permission of the Selectboard as they are not on the agenda until the 15th so Clayton Cargill was present to ask the Selectboard if they saw any red flags that would prohibit the girls from being able to do a bottle drive on February 17th at the Recycle Center so they could advertise now.

Selectboard saw no red flags for advertisement of the bottle drive.

Selectboard and Clayton Cargill discussed the advance notice needed for persons.

Added to the February 15th Selectboard Agenda is 'Delegating Authority to Clayton Cargill'.

4. Town Clerk's Report (Sharon Daniell-absent) Michelle Leclerc Assistant Town Clerk present

- Michelle Leclerc discussed working with Cynthia from NEMRC and Bonnie from Batchelder with regards to checking account and noted the process has started.
- ARPA funds interest has been done; a note left by Wendy Somers indicating to close out the account so now the Town will have a ledger to look at.
- Tax Anticipated Note discussed. Michelle Leclerc will start working on one for the Town.
- Current ongoings of the Town Clerk department discussed.
- ICS account discussed.

5. Highway Report (Keith Gadapee)

- Two curb cuts: Oneida Road, change of use and new house on Upper Drive.

Motion by Glenn Herrin, 2nd by Alison Low to approve the curb cut for Upper Drive for Diane Ruscito. Vote 4-0-0. Motion carries.

Motion by Glenn Herrin, 2nd by Alison Low to approve the curb cut for 2911 Oneida Road. Vote 4-0-0. Motion carries.

- Highway Mileage Certificate needs Selectboard signatures. Nothing has changed.

Consensus is to sign document.

- Class II paving grant in budget for 2024. It is for \$200,000 to reclaim and pave a small piece of Bruce Badger.

Motion by Alison Low, 2nd by Peter Griffin to approve application of Class II Paving Grant for \$200,000. Vote 4-0-0. Motion carries.

- Budget action: repair road side mower in order for mowing to start in June.
- Fender bender – claim between car and loader.

6. Issues and Information (All)

(a) **Open Burn Ordinance** – Alison Low discussed changes to Open Burn Ordinance:

- Added section 3 – definition;
- Original referred to true campfire – true removed;
- Made it clear what open burning was;
- Original exemption had nuisance clause – removed;
- Prohibition in old was in design control areas – has been changed;
- Burn ban discussed – no action taken; and
- Order of items discussed – changes made.

Motion by Glenn Herrin, 2nd by Peter Griffin the Open Burn Ordinance with changes as discussed and to send to Toby Balivet for legal review. Vote 4-0-0. Motion carries.

(b) **Town Meeting** –

Eric Bach discussed BCA meeting Tuesday, waiting on agenda. They will review list from last fall, so scheduling and signing up for specific rolls.

Alison Low reviewed key points: Budget overview, how we operate – cash basis, General Fund – major cost drivers (Calex, county tax, TC office, salaries, highway budget), up 12.3%, and General Fund page changes discussed.

Glenn Herrin suggested to authorize a primary speaker and alternate.

Eric Bach discussed delayed 2023 transfer from general building fund.

Alison Low discussed 2023 commitments.

Eric Bach reviewed slides: Calex talking points: Medicare primary insurance due to aging population, uninsured; non-transport calls, and no reimbursement rate; county tax supports county operations and we don't have a say in lowering; FEMA – reimbursement after work done; Train Station – funded with tax money; and Reserve Funding – ARPA funds needed commitment by 2024 and spent by 2026.

Suggestion for slide show to run for entire Town Meeting.

Glenn Herrin suggested having a 10 year slide - actual difference of what has changed over 10 years.

Eric Bach to update slide content.

Glenn Herrin noted the Town Meeting Committee is not assigned a roll for Town Meeting, however, they have created a survey for posting and handout.

(c) **Budget** – discussed under (b) Town Meeting.

(d) **Planning Commission** – Glenn Herrin discussed Planning Commission being a six-member board out of seven. Their quorum is four. They need one new member and will start looking

for a second as he will not be continuing on the Planning Commission. The Vice Chair is Alison Despathy and if no one is elected to the Chair position it will default to the Vice Chair.

Informational:

Audrey DeProspero has been working with Rodger Sheldon of H2O and Stan Welch from Dufresne Group to locate the weir at the WWTF. John Merrifield from Watershed Management Division has emailed asking for update on the Town's plans to replace the weir in the Water Andric that was damaged last summer. A team consisting of Stub Parker and Garren Calkins has been formed to locate the weir and find out its status.

7. Financials: Orders to review and sign

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

8. Adjourn - Motion by Peter Griffin, 2nd by Glenn Herrin to adjourn at 7:43 pm. All in favor.

Minutes taken by Audrey DeProspero submitted February 2, 2023 at 10:00 am.