

Town of Danville  
Unapproved Selectboard Minutes  
February 15, 2024  
Danville Town Hall (6:00 pm)

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

**Others Present:** Michelle Leclerc, Michael Hogue, Rodger Sheldon, Walter McNeil, Laural Ruggles, Greg Prior and Keith Gadapee

**Others Present Using Teams:** Audrey DeProspero and Kate Whitehead

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

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

2. **Approve minutes:**

*Motion by Glenn Herrin, 2<sup>nd</sup> by Alison Low to approve **minutes of Regular meeting of February 1, 2024.** Vote 5-0-0. Motion carries.*

3. **Visitors**

- **Ginni Lavelly, Danville Girls on the Run and Heart & Sole Teams** – not present.

- **Walter McNeil, Jr., NEKWMD – Update:**

- A number of people using the Waste District to recycle is not by people who are part of the district. An informal survey was done and it was found that it was Burke and St. J people. Walter McNeil has no issue with other persons not belonging to the district using the district to recycle as it just shows that people want to recycle however there are other folks that it bothers because the out of towners do not pay for services.
- The cost of cardboard and paper has increased but plastic has not.
- The district has paid for the foam recycle machine with the \$35,000 grant they received. They have not sent in foam but have collected 5 tons. The price for foam is about \$500 a ton.
- January financials showed the district in the black by several thousand dollars.

- **Rodger Sheldon, H2O – CPI & Equipment update:**

- Facility updates: 60% design will be available in the spring time from Dufresne Group. Biggest portion will be sludge removal. Volume, design and where Town is heading discussed. Rodger Sheldon suggested Stan Welch from Dufresne Group come to Selectboard meeting to discuss details. Everything running currently. There was talk about a larger blower but it may be in the upgrade so Rodger Sheldon thinks it is best to keep everything the same. Lagoon design and baffling will change so Rodger Sheldon thought for now to hold off on making any upgrades.
- Weir in Water Andric was found. The weir was just buried. Garren Calkins removed the excess silt and the weir has been found.
- A new flow meter and sampler will be coming. The flow meter will be used as an influent flow meter. There is no cost to the Town due to Audrey DeProspero filling out paperwork.
- Pump rebuild will be spare if Town wants to move forward with it.
- Met with mechanic and engineer regarding upgrades to facility.

Alison Low inquired what happens after 60% design received from state.

Rodger Sheldon noted the Town would get copy of the design from the state and be able to review recommendations, decide on implementation, and how to pay for them.

Alison Low inquired about the timeframe.

Rodger Sheldon noted about two years (summer of 2026) as Town would want to tie sludge removal in with upgrades.

- PFA concerns, bio solids, not using land application any longer, liquid shipping and companies who come in and dry on site discussed.

Alison Low and Rodger Sheldon discussed desludging costs. Noted was upwards of million dollars.

- March 1 end of contract year. This is the 4<sup>th</sup> of 5-year deal. CPI 2% in January. Detail sheet and copy of Boston CPI given to Selectboard which outlined increase (back page is CPI chart and highlighted numbers are figures of how to come up with 2% increase).

*Motion by Alison Low, 2<sup>nd</sup> by Glenn Herrin for Eric Bach to sign new annual adjustment with H2O with a net charge of \$1,420.49 for a total fee of \$72,445.00. Vote 5-0-0. Motion carries.*

- **Michael Hogue, Train Station Committee - 501 (c) (3) & Hiring Legal Counsel & Municipal Technical Assistance Program**

Michael Hogue noted the Train Station Committee is at 65% of their goal.

Michael Hogue visited Toby Balivet today about the lease that he was given by VTrans. Michael Hogue noted that Toby Balivet told him that it was okay to sign the lease.

*Motion by Alison Low, 2<sup>nd</sup> by Janice Ouellette to approve Eric Bach signing the lease between VTrans and the Town when it comes back for the area at Train Station. Vote 5-0-0. Motion carries.*

Michael Hogue discussed inability of Town to apply for tax credits without 501(c)(3).

Laural Ruggles discussed Grass Roots Seed Grant. Grant only funds smaller organizations. Grant is only \$1,000. Laural Ruggles discussed what is funded by the grant. She noted it was for not-for-profit organizations. There are two grants, a Seed Grant and a Grow Grant. The Grown Grant is up to \$4,000 but that is in the fall. The Seed Grant has a rolling application and they will find out in four weeks.

Michael Hogue discussed economics and recreational impacts. He believes it would be too much of a burden for Selectboard but believes it can be done with 501(c)(3). The Board would be made up of persons from Chamber of Commerce, Selectboard, Train Committee and Historical Society. It would be a combination agreement between 501(c)(3) and Town. Michael Hogue suggested the Selectboard approve to retain legal counsel and get 501(c)(3) in place.

Laural Ruggles noted she did look into free legal advice but they suggested to get lawyer.

Eric Bach was concerned for being landlord and manager of this place but this moves it out of the Selectboard hands.

Alison Low discussed Municipal Technical Assistance Program noting this would be a relatively small ask and she could put it in tomorrow for legal fees.

Michael Hogue discussed getting Train Station done and allowing activities to get done.

Laural Ruggles discussed Village to Village Master Plan.

*Motion by Alison Low, 2<sup>nd</sup> by Janice Ouellette to retain legal counsel to set up 501c3 to support Village to Village Master Plan. Vote 5-0-0. Motion carries.*

*Motion by Alison Low, 2<sup>nd</sup> by Peter Griffin to approve application apply for seed grant to cover cost of legal expenses. Vote 5-0-0. Motion carries.*

*Motion by Janice Ouellette, 2<sup>nd</sup> by Glenn Herrin to support Village to Village Master Plan for 501c3 and go after Municipal Technical Assistance Program and request \$3,000. Vote 5-0-0. Motion carries.*

- **Kate Whitehead, Train Station Committee – Downtown Transportation Fund Grant and matching funds approval**

Kate Whitehead discussed applying for another round of funding through the Downtown Transportation Fund Grant which is through the Agency of Commerce and Community Development for \$100,000 which requires 20% match.

Alison Low and Kate Whitehead discussed private donations also being able to be used for 20% match.

Note was a resolution is required to be signed.

Kate to apply up to 100,000 that has 20% match

*Motion by Alison Low, 2<sup>nd</sup> by Janice Ouellette to approve signing resolution and for Kate Whitehead to apply to Downtown Transportation Fund Grant for up to \$100,000 with a 20% match. Vote 5-0-0. Motion carries.*

- **Laural Ruggles, Train Station Committee – Grass Roots Seed Grant – see above (Michael Hogue, Train Station Committee - 501 (c) (3) & Hiring Legal Counsel & Municipal Technical Assistance Program)**

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

- Loan Agreement – VT State Revolving Fund is for agreement with Dufresne Group.

*Consensus is to sign VT State Revolving Fund Loan Agreement.*

- Tax Anticipation Note \$800,000.00 – three submissions received:

Community National Bank  
Non-Arbitrage Note 4.13% fixed per annum  
Non-Arbitrage Checking Account 4.38% per annum  
LOC (line of credit) 5.13% maximum term 12 months

Passumpsic Bank  
Loan 4.70%  
Checking 5.02%  
Tax Anticipation line of credit 4.91%

Union Bank  
Tax Anticipation Loan with Reinvestment Option 3.15%  
ICS Checking Account 3.40%  
Non-Revolving Line of Credit (LOC) 4.40%

Noted was all banks were easy to work with, if you don't use entire amount it may be best to only take what you need, and you pay interest and you get interest.

*Motion by Alison Low, 2<sup>nd</sup> by Glenn Herrin to approve Union Bank, Option 1, with reinvestment option 3.15% and ICS checking account 3.40%. Vote 5-0-0. Motion carries.*

- \$300,000 Line of Credit documentation for Train Station given to Selectboard to sign.

- Second Class Liquor License for Martys 1<sup>st</sup> Stop

*Motion by Janice Ouellette, 2<sup>nd</sup> by Glenn Herrin to approve the second-class liquor license for Marty's 1<sup>st</sup> Stop. Vote 5-0-0. Motion carries.*

- Special Events Permit for Kingdom Fermentory, Inc. at Three Ponds for Tasting Event on February 23<sup>rd</sup>.

*Motion by Peter Griffin, 2<sup>nd</sup> by Glenn Herrin to approve the Special Events permit for Kingdom Fermentory, Inc. for tasting event on February 23<sup>rd</sup> at Three Ponds. Vote 5-0-0. Motion carries.*

- Three Ponds Outside Consumption

*Motion by Alison Low, 2<sup>nd</sup> by Janice Ouellette to approve Outside Consumption permit for Three Ponds LLC. Vote 5-0-0. Motion carries.*

- Three Ponds Third Class Liquor License

*Motion by Alison Low, 2<sup>nd</sup> by Glenn Herrin to approve Third Class Bar License renewal for Three Ponds LLC. Vote 5-0-0. Motion carries.*

- Three Ponds First Class Restaurant/Bar License

*Motion by Peter Griffin, 2<sup>nd</sup> by Glenn Herrin to approve First Class Restaurant and Bar License renewal for Three Ponds LLC. Vote 5-0-0. Motion carries.*

## 5. Highway Report (Keith Gadapee)

- Municipal Trade Show is the first week in May in Barre. The Highway Crew goes every year and would like to go again this year.

*Consensus is for Highway Crew to attend Municipal Trade Show in May.*

- Personnel Policy – wording change: Use of pager. Money is spent every month and Keith Gadapee feels the Highway Crew no longer needs pagers. He would like to discontinue so an amendment in the personnel policy is required (page 16). Also, he and Michelle Leclerc have decided the insurance stipend should be paid twice a year (May and November) instead of monthly so the language in the personnel policy needs to be changed on page 20.

*Motion by Alison Low, 2<sup>nd</sup> by Peter Griffin to approve changes to Personnel Policy: eliminate pagers and change insurance stipends from monthly to May and November. Vote 5-0-0. Motion carries.*

## 6. Issues and Information (All)

- (a) **Delegating Authority to Clayton Cargill** – Glenn Herrin discussed giving Clayton Cargill authority for different things that happen at Recycle Center. He wondered if they should change the job description or just delegate authority. He noted Clayton would have some internal policy for approving.

Peter Griffin thought it would be nice to have this information in Clayton's weekly report.

*Motion by Alison Low, 2<sup>nd</sup> by Janice Ouellette to delegate authority to Clayton Cargill to approve, coordinate, and monitor any recycling center fundraising activities for local non-profit organizations. Vote 5-0-0. Motion carries.*

- (b) **Bridge Strikes** – Greg Prior discussed GPS technology working against individuals whereas bridges have been hit. He would hate to see more signage. He wanted the Selectboard to consider monitoring people because when someone hits a bridge, they just want to get out of there in a hurry. He thought surveillance such as a game camera or something legal would be a good thing to catch the person so they can pay for the damage.

Keith Gadapee discussed overweight vehicles being a concern and not having an enforcement. He noted there were signs for emergency vehicles and a weight restricted bridge sign marking the area two miles in advance.

Greg Prior discussed surveillance of license plates.

Keith Gadapee discussed registering all bridges with DMV and person who apply for overweight permit are notified of bridges. He noted there were three bridges in Town: Greenbanks, Penny Lane and Town Highway 78.

Janice Ouellette suggested to coordinate with Fairbanks Museum so they can inform individuals to use Brook Road.

- (c) **NBRC Catalyst Grant Program Letter of Intent** – Alison Low discussed this not being a letter of intent. Alison Low noted she sat through workshops. There are activities eligible for wastewater treatment facilities. She thought at first about maintenance and then it wasn't but if wrapped into engineering funding it could be. There are two funding rounds this year, on application due March 15 and then one due in fall. She thinks the fall application is better as NBRC is source funding for waste water.

Janice Ouellette discussed potentially going back to Destination Downtown Danville for pathway and parking lot.

Keith Gadapee thought it was regulated that users pay and wondered why the Town is paying for and reaching out for other funding.

Alison Low noted they are not able to cover things though user fees. She noted they are not asking the Town to pay but there is concern for money that has been put aside.

Keith Gadapee inquired if the fees have been adjusted.

Alison Low noted they have to look at user fees and how we set aside money and noted there was a concern for desludging cost.

Keith Gadapee discussed private septic owners having to maintain their own systems and has a concern that grant money isn't free money and we are asking Town people to pay for those things.

Alison Low noted they wouldn't have a downtown without the system and all benefit from having a downtown. She spoke of realigning user fees and the probability of a bond. She noted reserve funding may be difficult to count on and they will need to look at grant funding but they are not ready to apply for a grant yet.

- (d) **WWTF Weir** – Alison Low noted the weir was found. Rodger Sheldon of H2O discussed under Visitor Section.

## 7. Financials: Orders to review and sign

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

## 8. Adjourn - *Motion by Alison Low, 2<sup>nd</sup> by Janice Ouellette to adjourn at 7:39 pm. All in favor.*

Minutes taken by Audrey DeProspero submitted February 16, 2023 at 11:00 am.