

Town of Danville
Selectboard Minutes
March 7, 2024
Danville Town Hall (6:00 pm)

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

Others Present: Audrey DeProspero, Michelle Leclerc and Clayton Cargill

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

1. **Reorganization (Chair, Vice Chair and Clerk)**

Selectboard discussed positions.

Chair

Peter Griffin nominated Janice Ouellette as Chair, seconded by Glenn Herrin.

Clerk was asked to cast one vote for Janice Ouellette as Chair.

Vice Chair

Glenn Herrin nominated Eric Bach for Vice Chair, seconded by Alison Low.

Clerk was asked to cast one ballot for Eric Bach as Vice Chair.

Clerk

Eric Bach nominated Audrey DeProspero for Clerk, seconded by Peter Griffin.

Clerk was asked to cast one vote for Audrey DeProspero as Clerk.

2. **Additions to the agenda:** MERP Building Assessment and Train Station.

3. *Motion by Glenn Herrin, 2nd by Eric Bach to approve **minutes of Regular meeting of February 15, 2024**, with change to page 2, paragraph 4; add: 'though those systems were significantly larger'. Vote 5-0-0. All in favor.*

*Motion by Alison Low, 2nd by Glenn Herrin to approve **minutes of Pre Town-Public Informational meeting of February 26, 2024**, as written. Vote 5-0-0. All in favor.*

*Motion by Alison Low, 2nd by Glenn Herrin to approve **minutes of Pre Town-Public Informational meeting of March 4, 2024**, with change to heading location: delete 'Town Hall' and replace with 'North Danville Community/School building'. Vote 5-0-0. All in favor.*

4. **Visitors**

- **Lee Beattie – North Danville Community Building – North Danville Water Damage Update –**
 - Bids received. Isaac Poe to do interior of building. Original person with lower bid had to back out as he did not have the time to do the job. Flooring quote received from Delair's and includes linoleum, bottom portion of bathroom, kitchen floor and carpet. It is a bit higher than the Mayo's quote but it includes more.
 - The Ladies Aid donated \$1,000 for gym floor, \$2,100 raised from pork dinner, and corn hole tournament being held to raise money for gym floor. The hope is to get the gym floor done by Spring because in July it will be their 75th Fourth of July.
 - Handicap ramp comes down on to grass, a metal grate has been purchased, placed at the bottom to smooth it out and stay mat will also be placed in the area for easier transition.
 - Radiator leaking in Community Room. Lloyd Rowell has agreed to look at it as he thinks it can be repaired. He thinks the sealant probably cracked when they moved the radiator to fix the floor. He is willing to look at it in April. Fred's person suggested to replace the radiator as they could not fix it.

- Cornhole Tournament on the 6th, Easter Egg Hunt on 23rd, crochet classes in Library, and they are thinking of cornhole as they do cribbage. They now have event insurance.
- Sally Fishburn wrote commitment letter for windows and they will be done by end of 2024.

Motion by Alison Low, 2nd by Glenn Herrin to accept proposals from Delair's for \$9,035.64 and Isaac Poe for \$4,280. Vote 5-0-0. Motion carries.

Lee Beattie noted they have raised just under \$5,000 for floor and thanked the Town for their support and Keith Gadapee for keeping the parking area open.

Eric Bach suggested Lee Beattie contact the Chamber of Commerce and request amount of dollars for difference, as the Chamber has some funds left over.

5. **Town Clerk** (Michelle Leclerc)

- Goodfellas 1st Class Restaurant and Bar Liquor License.

Motion by Eric Bach, 2nd by Peter Griffin to approve Liquor License 1st Class Restaurant and Bar License for Goodfellas. Vote 5-0-0. Motion carries.

- Line of Credit requires Selectboard signatures.
- Town Meeting number of attendees 306; ballot Presidential Primary both Democratic and Republican 306; General Fund 501; Highway 500; and School 499.
- Salary inquiry, budget lists \$71,000 – is that correct.

Selectboard noted yes.

- Hours and assisting Cabot with finalizing FEMA discussed.

Consensus was favorable

- Vacation and personal time discussed. Had three weeks in Cabot and has a planned vacation in March (21-27).

Selectboard did not have a problem with three weeks' vacation.

Michelle Leclerc noted she wanted to be transparent and open with days she would be taking.

Janice Ouellette discussed early hours and having office open longer.

Michelle Leclerc likes coming in early but likes leaving at 4. It's a better family fit.

Eric Bach noted it is a salary position however if days turn into longer days, he doesn't want her to overdo the hours and never leave.

Glenn Herrin noted as elected official, she is her own person/office; Personnel Policy to some extent governs her work. Generally speaking, Full Time salary employee, she sets her own hours. It is recording what they are expecting. It lists the hours of Town Hall when it is open.

Eric Bach noted Michelle's salary covers her regular hours plus three hours per week of overtime (35 hour work week).

6. **Highway Foreman** (Keith Gadapee) - absent

7. **Issues and Information** (All)

(a) **Appointments – Town Officers 2024**

Eric Bach discussed Jonathan Austin-Shortt leaving in April. There is no interest from current persons to accept position.

Selectboard discussed possibly leaving it up to Fire Department current employees to choose Fire Chief. Discussed were persons from out of town however current policy for Fire Department speaks of residency. Noted was residency policy could be amended.

Glenn Herrin suggested to leave filling the position up to the Fire Department persons.

Discussed was Fire Chief position and \$40,000 budget.

Town Officers Appointed by Selectboard 2024 changes:

- Surveyor of Wood and Lumber delete
- Add Humane Officer - Candace Dane (not currently on list)
- Emergency Management Director (EMD) change Selectboard Chair to Eric Bach
- Town Service Officer delete
- Grand Juror to be deleted after year 2024

Noted was:

- James Mann was interested in Sexton of Town Cemeteries. He already does Town mowing and is sexton at other towns. He has a yearly Sexton charge of \$2,500, he has a list of fees and will give to Eric Bach.
- Tim Sanborn was interested in Conservation Commission and will reach out to Vange Morse.

Motion by Alison Low, 2nd by Glenn Herrin to approve with changes the roster of Town Officers Appointed by the Selectboard 2024. Vote 5-0-0. All in favor.

(b) Organizing Selectboard point persons –

- Grants – Janice Ouellette & Alison Low
- Building and Grounds – Alison Low & Janice Ouellette
- Community Engagement and Outreach – Janice Ouellette & Alison Low
- Fire Department – Glenn Herrin & Eric Bach
- Highway Department – Peter Griffin & Glenn Herrin
- Personnel – Janice Ouellette
- Planning Commission/DRB/Zoning – Glenn Herrin
- Policies and Ordinances – individual
- Recycling – Eric Bach
- Water and Waste Water – Alison Low & Glenn Herrin
- Capital Plan – Glenn Herrin & Peter Griffin
- Life Cycle Management Highway/Roads – Glenn Herrin. He would like to create policy and spreadsheet on how we fund existing capital fund and new capital fund.
- General Budget – Alison Low – suggested quarterly review where we stand on budget. Having an agenda item as Budget Review four times a year.

Glenn Herrin suggested April, July, October, December and January.

Alison Low wondered if fiscal year was better than calendar year.

Michelle Leclerc noted she liked calendar year. State and School are on fiscal year and does not affect Town much.

- (c) 2024 Rules of Procedure –** Glenn Herrin discussed changes. Two corrections needed. Audrey DeProspero to make corrections.

Consensus to sign Rules of Procedure once corrections made.

- (d) Fire Chief Jonathan Austin-Shortt – Resignation –** discussed under Issues and Information (a) Appointments of Town Officers 2024.

(e) Goal Setting –

Glenn Herrin to map out the following items: Capital Plan, Highway Equipment and Road Resurfacing (how many miles dirt, paved, cost, tear up and resurface, levels we want to do, what can we do, what should we do).

Eric Bach discussed documentation in Town Plan for building could help with doing items like this.

Glenn Herrin noted data would help people do things better.

Janice Ouellette discussed her goal of working on Personnel Policy. She will work together with Alison Low on a road map for grants and plotting out strategy for moving projects forward.

Alison Low discussed parking lot is a central and visible missing infrastructure and she would like to find a way to move forward with this. She thought having a plan with renderings to get public behind it.

Alison Low's goal is working with Train Station to establish the 501c3 and getting a clear plan for funding for wastewater.

Eric Bach agrees with parking and Train Station goals. He would like to figure out how parking can be better as there is a huge parking problem. He'd like to find a way to find more people to keep this going forward and active to help with Village and connect Village however the reality of funding, is a concern. He spoke of Fire Chief exploration and roles under it and presenting at next Town Meeting. He discussed decay of the Green because it doesn't get a lot of attention. The bandstand is deteriorating, the area is weedy and trees need attention. The granite posts with artwork needs attention, some are fixable, some are not. The Village Improvement Society has concern with plantings and the bark mulch doesn't look good when it fades. Hill Street Park needs a little attention as the parking area is weedy and grassy. Entrances to Town need improvement, fences need painting and letters on signs need to be addressed. Basically, cosmetic curb appeal items.

Peter Griffin noted he agrees with capital projects, and both Eric Bach and Glenn Herrin.

Glenn Herrin noted the Planning Commission is planning to deliver a new Town Plan Amendment in June, adopt in July.

(f) Long Term Expectations for New Capital Projects Reserves –

Alison Low discussed Ken Linsley's comment on how the decisions will be approved. She thought they needed some guidelines on what constitutes a capital project. She is hesitant to adopt a policy.

Janice Ouellette discussed a broad plan with items.

Alison Low discussed Town Meeting tune up indicated that they don't have to put spending decisions in front of the voters.

Glenn Herrin was fine with not writing anything down as they are all in sync. He spoke of designated project, using money to do planning, some prep work using money, then go to Town Meeting and tell residents what we are doing and spending money on and get yes/no.

Alison Low suggested to compile a list and have it approved by next meeting so they know how much they will spend.

Peter Griffin spoke of consistency having a plan for large projects.

Eric Bach suggested to list how they want to access this money without waiting for a Town Meeting as Special Town Meetings are expensive.

Selectboard discussed residents welcome to attend Selectboard meetings when they make decisions which is on the first and third Thursday of each month and when items are discussed. Persons do not need to wait until Town Meeting to voice their opinions.

- (g) **Quarterly Review Budget Process** – discussed under Organizing Selectboard point persons.
- (h) **MTAP (Municipal Technical Assistance Program)** – Alison Low noted the Town did not rank high on needs. She suggested another option to be applying for Spark grants leveraging recreations assets. The grant is due April 2.

Consensus is okay to apply.

- (i) **Wood Dump Schedule/Directions** – Glenn Herrin discussed wood dump being open the first and third Saturday from May until October. Bulky Waste Day is May 4 and September 21. Peacham has Hazardous Waste Day May 18 and Danville residents can go there. Town Fair is first Saturday in August and he wondered whether to have wood dump closed.

Consensus is to close wood dump during fair.

- (j) **MERP** – Janice Ouellette discussed Municipal Energy Resilience Program which is scheduled for Tuesday, March 12 at North Danville Community Building and Wednesday, March 13 at Town Hall. Vendor to verify time.
- (k) **Train Station** – Glenn Herrin noted the Train Station is part of Planning Commission. Planning Commission thought it was a good idea to move Train Station Committee to sub committee of the Selectboard. Selectboard to charter Train Committee not Planning Commission. Charter will be brought to Selectboard at next meeting.

8. **Financials:** Orders to review and sign

Motion by Eric Bach, 2nd by Glenn Herrin to authorize the Chair to sign Warrants. Vote 5-0-0. All in favor.

9. **Adjourn** - *Motion by Eric Bach, 2nd by Glenn Herrin to adjourn at 8:39 pm. All in favor.*

Minutes taken by Audrey DeProspero submitted March 28, 2023 at 5:00 pm.

TOWN OFFICERS APPOINTED BY THE SELECTBOARD 2024

<u>Position</u>	<u>Incumbent</u>	<u>Term Expires</u>	<u>Duration</u>
Clerk of the Board	Audrey DeProspero	2025	one year
Fire Chief	Jonathan Austin-Shortt	2025	one year
Sexton of Town Cemeteries	Vacant	2025	one year
Surveyor of Wood and Lumber	Selectboard	2025	one year
First Constable	Vacant	2025	one year
Animal Control Officer	Candace Dane	2025	one year
Humane Officer	Candace Dane	2025	one year
Pound Keeper	Candace Dane	2025	one year
Development Review Board years	Brian Henderson	2027	three
	Weston Standish	2027	three year
	Larry Rossi	2027	three year
	Vacant (Alternate)	2027	three year
Solid Waste Management Representative	Walter McNeil, Jr.	2025	one year
E-911 Coordinator	Jeremy McMullen	2025	one year
Planning Commission years	Alison Despathy	2027	three
	Vacant	2027	three year
Conservation Commission years	Vacant	2027	three
	Evangelyn Morse	2027	three
	Barbara Huibregtse	2027	three year
Tree Warden	Wesley Everts	2025	one year
Greenup Coordinator	Sara W. Stinson Girl Scout Troup 51442	2025	one year
Emergency Management Director (EMD)	Eric Bach	2025	one year
Emergency Management Coordinator (EMC)	Glenn Herrin	2025	one year
Grand Juror	William “Sandy” Hausermann	2025	one year

Term expiration is Town Meeting Day not end of year