

Town of Danville  
Selectboard Minutes  
March 21, 2024  
Danville Town Hall (6:00 pm)

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

**Board Members Absent:** Peter Griffin

**Others Present:** Audrey DeProspero, Andy McReynolds, Walter McNeil, and Chelsea Hewitt

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

1. **Additions to the agenda:** Eclipse (discuss under Visitor – Chelsea Hewitt)
2. **Approve minutes:** *Motion by Alison Low, 2<sup>nd</sup> by Eric Bach to approve minutes of Regular meeting of February 1, 2024. Vote 5-0-0. Motion carries.*

**3. Visitors**

- **Andy McReynolds, Danville Senior – Class Project Pope Cemetery Update** – Andy McReynolds is rebuilding fence at Pope Cemetery. He is putting in split rail fence. Costs for his project has been covered by his fundraising activities. Materials needed have been purchased at Larrabee's. An additional 50 feet of fence is needed to complete the project. Kingdom Aggregate donated drain stone for the area. Any extra money raised will go back to Town for cemeteries.
- **Walter McNeil, Jr., NEKWMD – Update** – Waste District board meeting was a week ago Tuesday. The district is running a small deficit of about \$1,000. They bailed 5 tons of Styrofoam; it is going for \$600 a ton. The machine that bails Styrofoam has been paid for by grants. The organics grant that started 4 or 5 years ago had 4 entities approved, and has been issued and going well. The district's box truck was damaged while being towed on a flatbed. The box truck should be operational soon. Next month's meeting is first in house meeting of year and is annual meeting to vote positions. Walter McNeil noted he wants to continue as Danville's District Representative. The district's health insurance was not taken by everyone because spouses had health insurance. Cardboard is up to \$115 ton (highest in several years) and paper is up also.

**Chelsea Hewitt, Chamber of Commerce – 93<sup>rd</sup> Annual Danville Fair** – Requests use of: both sides of Green and bandstand Wednesday, July 31<sup>st</sup> after Farmers Market through Saturday, August 3 with clean up completed Sunday; access to water and electricity for lights, bands, and food vendors; access and use of roads Friday, August 2 at noon and Saturday, August 3; and utilization of Town Hall's parking lot for event parking. Permission to put up a sign on the Green along Route 2 starting in July until August 4<sup>th</sup>; and permission to place no parking signs down one side of Brainerd Street to Mountain View Drive, down one side of Danville/Peacham Road just past school driveway, down one side of Walden Hill Road and around Green along with handicap parking signs near Masonic Hall and Town Hall during event. Green and road closure on Saturday, August 3<sup>rd</sup>; closure of the Danville/Peacham Road starting Friday, August 2<sup>nd</sup> at noon, continuing into Saturday, August 3<sup>rd</sup> to midnight (this is specific for the intersection of the Post Office to Route 2). Street lights close Peacham Road at noon on Friday and open back up on midnight Saturday; State has been contacted regarding the traffic light and will make adjustment to the controller based on the State criteria to keep traffic flowing on Route 2 with green light, but also allowing access from Hill Street. Parade start 10:30 with line-up prior. Parade route: start on Hill Street and Grand View Avenue, onto Route 2 then onto Park Street and disband past Post Office. No open containers (Red Barn to serve alcohol during event). Beer garden on Green with tent and fenced in spot. Security provided to monitor crowd and grounds and Sheriff's Department will be present to ensure traffic control during parade.

*Motion by Alison Low, 2<sup>nd</sup> by Glenn Herrin to approve use of Green for the 93<sup>rd</sup> annual Danville Fair on Saturday, August 3<sup>rd</sup> with details as described above. Vote 4-0-0. Motion carries.*

- **Eclipse**

Chelsea Hewitt inquired if there were any contingency plans for Danville during the Eclipse.

Glenn Herrin attended state's call today. AOT model for traffic is heavy but not congested in area of Chittogen and West Lebanon where 89 and 91 come together.

Chelsea inquired about use of parking lot at school if too many persons were on Route 2.

Glenn Herrin did not think that was necessary. Glenn Herrin noted cell carriers have assured state that they have bumped up services. The big unknown is what weather is going to be like. There are no major events in Danville. 100 glasses from the state have been received. Glenn Herrin spoke of having no road closures on April 8 and not wanting to leave something blocked off unexpectedly that day. The State is working with VT Fuel Association to make sure gas stations don't run out.

#### 4. **Issues and Information (All)**

(a) **Recap of Selectboard Organization and Goals** – Selectboard reviewed.

*Consensus was list looked good.*

Alison Low discussed pop-up planning event on May 11<sup>th</sup> - gateway signs to Green, Hill Street Park and back here.

Janice Ouellette discussed signing up for VLCT webinar Grant Basics on April 9<sup>th</sup> at 10am. There is no cost. She suggested to invite: Michelle Leclerc, Deb Marrier and Kate Whitehead

(b) **Capital Reserve Fund Guidelines** – Janice Ouellette discussed coming up with guidelines to run the fund.

Alison Low inquired if she was thinking to make funds from capitol reserve to be available for CDs request.

Janice Ouellette noted yes. She discussed request she put in and not being fully knowledgeable about drainage so there will be some additional drainage cost. The activities around plans are allowed expenses.

Alison Low noted it include soft cost such as engineering detail schematic for drainage.

Janice Ouellette inquired if anyone had additives for projects.

Glenn Herrin discussed main fire station and North Danville fire station. He wondered if they wanted to be able to use for highway projects.

Janice Ouellette noted AOT has a lot of grants and avenues to pursue.

Eric Bach noted planned maintenance would not be allowed such as potholes.

Alison Low discussed North Danville building (heat pumps and replacement of steam boiler).

Janice Ouellette was hoping to get some of that done by MERP.

Glenn Herrin spoke of decision making: less than 10K helps us develop stuff and gives flexibility; bigger projects 25K - put out for public conversation to get people to talk about; and 100K we haven't approved, take to Town Meeting.

Alison Low noted major dollar expense not documented in Town Plan and thinks they should take to Town Meeting.

Eric Bach suggested changes such as not having Town Meeting but a public forum or hearing of some sort to bring people in.

Alison Low spoke of major expenditures having to follow Town's procurement policy (sealed bids), advertising expense, VLCT example of outreach tool (public outreach on major dollar expenditure \$100,000).

Selectboard discussed working to draft policy.

- (c) **Congressionally Directed Spending (Earmark) Award** – Janice Ouellette submitted application last year. Funding amount requires 20% match. Award is for one and half million. She is waiting to see if there is webinar/training session. She spoke of 80% rule, and wasn't sure if it applies to this but if local/state funds were needed to take care of gaps in funding then it may cause problems.
- (d) **Vermont Local Roads Leadership Academy** – Janice Ouellette congratulated Keith Gadapee for taking initiative to apply. She noted they were lucky to have Keith Gadapee.
- (e) **VLCT Grant Basics Webinar** – See Recap of Selectboard Organization and Goals.
- (f) **MERP Assessments** – Audrey DeProspero – On Tuesday, March 12<sup>th</sup> the Town Hall had a free MERP (municipal energy resilience program) assessment and on Wednesday, March 13<sup>th</sup> the same was done to the North Danville Community building. The focus was on both building's most energy intensive equipment such as boilers, pumps, and air handlers. In addition to the mechanical review, the light fixtures were examined for wattage amount. The Town Hall took approximately 5 hours and North Danville about 4 hours. The two persons who did the assessment will write up a report and send the details to both NVDA and the Town. An air handling device was used to determine air leakage throughout the buildings but no results were given at the time of doing so. The forthcoming report will also give suggestions on usage for buildings along with energy efficiencies such as heat pumps.
- (g) **Project List** – Eric Bach discussed data from ARPA survey: Sidewalk project, Train Station. Sidewalks thru Town all the way down Hill Street to North Danville School, Hill Street drainage, Fire Station (what we could do to renovate building), Town Hall parking lot and Grader purchase (already done by Town).
- (h) **Train Station Charter** – Glenn Herrin discussed taking Charter from PC to Selectboard. He noted they were having difficulty advertising meetings and posting minutes (complying with OML) and spoke of various options and suggested an alternative option (page 4) instead of continuing committee, Selectboard appoint Michael Hogue as an official public body as Train Station Coordinator. This person is responsible for doing these items and would still need to come to Selectboard for applying for grant.

Eric Bach inquired about 501c3 and if at any point they are going to have Selectboard member not voting but just to gather information and bring back to Selectboard.

Alison Low discussed list of rolls for certain people that need to be represented and bringing proposed bylaws.

Glenn Herrin discussed Charter goes away from the official public body roll and replaces with Michael Hogue as an official body.

*Motion by Alison Low, 2<sup>nd</sup> by Eric Bach to appoint Michael Hogue as Train Station Coordinator with the authority and responsibility to track, lead, and coordinate implementation of renovation, restoration, and/or revitalization of the Danville Train Station until such actions are complete. Vote 4-0-0. Motion carries.*

- (i) **Sewer Plant** – Audrey DeProspero discussed:

**Pump Purchase** – Rodger Sheldon presented a quote to the Selectboard a few weeks back for \$7,625.38 for one of our pump stations. Pump would serve as a backup in case one of the two

active pumps fail. Rodger Sheldon would like to move forward with the purchase of the pump. Selectboard approval is required. Review of finances found \$12,000 in sewer account.

Noted was the Town does not pay tax and tax is on the invoice and needs removal.

*Motion by Alison Low, 2<sup>nd</sup> by Glenn Herrin to approve Peak Motor & Pump quote for up to \$7,625.38, no tax. Vote 5-0-0. Motion carries.*

**Alternative/Authorized Representative Appointment** – selectboard signature required on the Water Infrastructure Appointment form. As there is a new Town Clerk, the name placement needed updating for Authorized Representative and Alternate Representative.

*Motion by Eric Bach, 2<sup>nd</sup> by Alison Low to approve and sign paperwork for Authorized Representative as Michelle Leclerc and Alternate Authorized Representative Sharon Daniell. Vote 4-0-0. Motion carries.*

**Engineer Agreement Amendment** – with the floods, came the weir at the sewer plant being covered with silt so additional services were required by Dufresne Engineering. An amendment to original agreement is needed. Additional services are \$6,650. Original agreement was \$52,700 (\$29,300 Fixed Fee, \$23,400 T&E) and adjusted agreement now \$59,350 (Fixed Fee & T&E).

*Motion by Alison Low, 2<sup>nd</sup> by Glenn Herrin to approve and authorize Eric Bach to sign Dufresne Group amendment amount of \$6,650, original agreement was \$52,700, amendment brings agreement to \$59,350. Vote 4-0-0. Motion carries.*

**State Revolving Fund Amendment** – with the engineer amendment comes an amendment to the State paperwork for the above reasons.

*Motion by Eric Bach, 2<sup>nd</sup> by Glenn Herrin to approve updated paperwork. Vote 4-0-0. Motion carries.*

- (j) **Cleaner for Town Hall** – Audrey DeProspero reached out to a few companies and only one followed through with showing up to view Town Hall and submit a quote. Northern Star Cleaning Services quoted \$75 per hour for two persons. They recommend a 3-hour preliminary cleaning and then after the initial cleaning they would like to clean for 2 hours every two weeks.

Discussed was amount in cleaning maintenance budget (\$3,250).

*Motion by Eric Bach, 2<sup>nd</sup> by Glenn Herrin to hire Northern Star Cleaning Service at a rate of \$75 per hour for a 3-hour preliminary clean and after initial, 2 hour every two weeks. Vote 4-0-0. Motion carries.*

- (k) **Vision Insurance** – Audrey DeProspero noted Town Clerk Michelle Leclerc asked her to discuss with Selectboard that the Vermont Group Vision Insurance Contract with MVP needed signature so Michelle Leclerc signed and submitted.

*Consensus is it is okay for Michelle Leclerc to have signed document. Vote 5-0-0. Motion carries.*

- (l) **CD Mature** – Audrey DeProspero noted Michelle Leclerc asked her to discuss with Selectboard a CD (16 Month Special) with a balance of \$26,912.83 coming due. It is the suggestion of the Town Clerk to move the amount and an additional \$5,000 to roll over a total of \$31,912.83 to a 5-month CD at a rate of 4.97%.

*Consensus is okay to go with suggestion of Town Clerk Michelle Leclerc.*

- (m) **Use of Green – NEK Catering** – Audrey DeProspero discussed prior permission given by Selectboard to NEK Catering to use Green on Mondays until February 1, 2024. NEK Catering has submitted an updated certificate of insurance and is asking to use the Green on Monday evenings from 1pm until 7pm until April 29, 2024. She will sell hot food in chafers dishes from her food trailer which will be parked around Green but not impede immediate access to library.

*Motion by Eric Bach, 2<sup>nd</sup> by Glenn Herrin to extend NEK Catering permission to use Green from 1pm to 7pm on Mondays. Vote 4-0-0. Motion carries.*

- (n) **Use of Green – Farmers Market** – Audrey DeProspero discussed Buddy Munding’s request for Farmers Market to once again use the Green from mid-June until Columbus Day from 9am until 1pm with set up and take down occurring one hour before and after.

*Motion by Eric Bach, 2<sup>nd</sup> by Glenn Herrin to approve use of Green by Farmers Market from 9am until 1pm starting mid-June until Columbus Day, with updated insurance certificate. Vote 4-0-0. Motion carries.*

- (o) **Sign on Green – Lacross** – Audrey DeProspero was contacted by Molly Gleason who coaches lacrosse through St. J Rec asking if she could put a lawn sign 23.5 x 18” on the Town Green.

*Consensus is sign is okay.*

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

*Motion by Eric Bach, 2<sup>nd</sup> 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.*

**6. Adjourn** – *Eric Bach motioned to adjourn at 8:03 pm.*

Minutes taken by Audrey DeProspero submitted March 26, 2023 at 1:30 pm.