

Town of Danville
Unapproved Selectboard Minutes
April 18, 2024
Danville Town Hall (6:00 pm)

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

Board Members Absent: Peter Griffin

Others Present: Audrey DeProspero, Michelle Leclerc, Keith Gadapee, Michael Hogue, Judith A. S. Corso, Kevin DeFusse (Blaktop), Tim Cramer (Blaktop), Norman Paten (Pike Inc), EJ Blondin (JHI), Rob Balivet, and Walter McNeil

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

1. **Additions to the agenda:** Informational Items: 5K and grant webinar.
2. **Approve minutes:** *Motion by Eric Bach, 2nd by Glenn Herrin to approve minutes of Regular meeting of April 4, 2024. Vote 4-0-0. Motion carries.*
3. **Visitors**
 - **Judith A. Salamandra Corso – Planning Commission Appointment** – interested in joining the Planning Commission. She was referred by Rob Balivet. Judith Corso is a retired attorney who did work in real estate and property law. There is a vacant seat with a term of 3 years (2023, 2024, 2025) vacated by Michael Hogue on 12/14/23.

Motion by Eric Bach, 2nd by Glenn Herrin to appoint Judith Corso to the vacant position on the Planning Commission which expires in 2025. Vote 4-0-0. Motion carries.

- **Tobias Balivet – Ordinances** – review of Parking Ordinance, Dog Control Ordinance and Open Burn Ordinance completed. Minor typos and clarifications discussed.

Consensus to review suggested changes and subject to be put on the May 2 agenda.

- **Walter McNeil – NEKWMD** – district met for the first time this year in person and will do so again, in October. Election of annual officers done and Walter McNeil is Vice Chair of district. District has \$16,000 deficit. Cardboard is running at \$115 a ton and paper \$100. 11,000 lbs. of Styrofoam was shipped and district received \$3,600. Styrofoam is 31 cents a pound. The box truck that was in an accident is being fixed and they are being compensated for time lost.
- **Paving Bid Opening** – 3 bids received.
 - Blaktop, Inc.: Parker Road (\$92.18 ton) total \$96,789
Bruce Badger (\$86.74) total \$225,524 and reclaim (\$1.77) \$20,335.34
Total \$342,648.34
 - J. Hutchins, Inc.: Parker Road (\$86.90 ton) total \$91,245
Bruce Badger (\$86.90) total \$225,940 and reclaim (\$1.75) \$20,105.75
Total \$337,290.75
 - Pike Industries, Inc.: Parker Road (\$86.32 ton) total \$90,636.
Bruce Badger (\$86.32) total \$224,432 and reclaim 11,489 sq yards (\$2.00) \$22,978.00.
Total \$338,046.00.

Keith Gadapee noted one project is grant proposed and not sure if grant will be received.

Options discussed if grant funding not received.

Motion by Alison Low, 2nd by Glenn Herrin to accept overall low bid of J. Hutchins, Inc. to pave Parker Road and pending grant funding of Bruce Badger reclamation. Vote 4-0-0. Motion carries.

- **Michael Hogue, Train Station Coordinator – V2V status, PSB Checking, Fund Transfer** – status of V2V discussed, working on 501c3, and opening checking at Passumpsic as soon as EIN number established. Seeking \$3,000 to pay attorney fees which were approved earlier. Funds and building tax credits discussed. Transferring funds to cover attorney fees discussed with Town Clerk. Michelle Leclerc and Diane Banister to handle books until construction is done. Micheal Hogue concerned with authority being needed to move funds. Consensus was for Michael Hogue to work with Michelle Leclerc. Pause Place received one bid and they will seek a second. Better Communities grant to do Pause Place. Parking issue discussed: 5 or 6 spots available but inadequate. Parking Committee established has identified possibilities for 75-100 parking spots: recycle center, area along field, behind fields, and Danville Health Center parking lot on Saturday and Sundays. This should get them through this year and then they would not need to use school. Suggested was short term improvement on lot at Town Hall to assist with extra parking. He thinks by end of May the crowds should start arriving.

Keith Gadapee discussed upcoming expenses: entrance gate and culverts.

Janice Ouellette noted payment possibly being able to come from Field Fund of Marion Sevigny.

Eric Bach suggested using the Recreation Fund.

Michael Hogue discussed signage expense.

Greg Prior wondered if there was a concern for the security at the Highway Department with the extra implementation of parking in area.

Keith Gadapee noted there was a gate currently there but they may need a back gate as well.

- **Greg Prior – Various Town Questions** – emailed various questions which were answered by Michelle Leclerc and Audrey DeProspero.

Greg Prior is concerned with park maintenance and wondered if the Danville Village Improvement Society would take this over as they have worked on the parks for various years.

Discussed was putting Parks out for bid to have thinning of flowers, moving flowers from Hill Street to Green, edging, clean up, and plantings for both Hill Street and Danville Green Park.

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

- **Sugar Ridge Incident Insurance Claim** – Fire Department put in claim and received \$26,863.34. Sheriff, Calkins Fuel, and Marty's were paid with funds. Fire Chief included money for other Fire Departments that assisted however the departments are all part of the Mutual Aid District so she sought permission from Selectboard to distribute the funds.

Eric Bach noted this was the first claim ever done and the others were part of the claim.

Consensus to pay the other departments that assisted.

- **Joe's Pond Association Payroll Reimbursement – Aquatic Grant** – Town pays payroll and the Association gets the grant. It is usually billed in November but wasn't not done. Investigation done. \$750 appropriation but not found in Town Report. Joe's Pond missed the grant this year but agreed to pay their portion that they would have had gotten for grant if applied.

Alison Low noted they didn't know how much of a grant would come in so, they guessed when they put it in the budget. They budgeted for match although they anticipated a grant so they should approve the \$750. It is also not an appropriation, as it is not on the appropriation list and they did not follow the appropriation policy, the wrong terminology was used in their request.

Distribution appropriations discussed.

Consensus for Michelle Leclerc to pay the \$750 request.

- Budget discussed.
Alison Low requested Millbrook invoice payment be put on hold. Information has been requested from Kate Whitehead to provide grant accounting.

Janice Ouellette noted they need a worksheet on how much spent and where coming from.

Consensus to hold Millbrook check.

- Quarterly Budget Review - discussion on where budget stands.
- Phone System discussed. Noted were spare parts available but becoming obsolete.

Suggested was for Michelle Leclerc to look into new phone system.

Glenn Herrin spoke of unfunded requirements and creating list so if there is extra money, determination could be made on importance for expenditure.

- Town Clerk Office, Spring Training April 30 – Michelle Leclerc to be out but to keep continuity with having Town Clerk office open, Diane Banister will be present.
- Route 2 Project Deed, VTrans ROW, Quit Claim Deed – quit claim deed for a ROW for VTrans to be able to enter land to maintain a culvert. If town agrees, they will receive \$1,100.

Motion by Eric Bach, 2nd by Glenn Herrin to have Janice Ouellette sign the Quit Claim Deed. Vote 4-0-0. Motion carries.

- Liquor License – Steve Cobb 3rd Class.

Motion by Alison Low, 2nd by Eric Bach to approve 3rd Class Liquor License for Steve Cobb (Danville Inn). Vote 4-0-0. Motion carries.

- Liquor License – Rustic Haven outside consumption.

Motion by Eric Bach, 2nd by Alison Low to approve the Outside Consumption Liquor License for Rustic Haven (Goodfellas). Vote 4-0-0. Motion carries.

- Liquor License – Creamery Restaurant 3rd Class.

Motion by Alison Low, 2nd by Eric Bach to approve the 3rd Class Liquor License for Creamery Restaurant. Vote 4-0-0. Motion carries.

- Liquor License – Creamery Restaurant 1st Class.

Motion by Alison Low, 2nd by Eric Bach to approve the 1st Class Liquor License for Creamery Restaurant. Vote 4-0-0. Motion carries.

- 5 long term CDs are at a low rate and the bank has suggested to change them to 6-month CDs at 4.75%. There will be a penalty for early withdrawal however they will have a higher interest rate.

Motion by Eric Bach, 2nd by Alison Low to close out CDs early (3071002085 Town Hall Green Fund, 3074002105 Memorial Day Fund, 3075002104 Town Hall Green Fund, 3250002775 Tree Fund, and 3250004761 Wastewater Equipment Fund) and open new at 4.57% for 6 months CDs with Passumpsic. Vote 4-0-0. Motion carries.

- MVP wants a signed contract for January to December 2024.

Consensus is to sign.

5. **Highway Foreman** (Keith Gadapee)
 - Paving Bid Opening (Visitor Section)

- Winter Sand - seeks not to go out for bid. Requesting approval to stay with Gingue as it is the closest pit and they have been awarded the bid for at least 5 years. Gingue Construction will provide Town with winter sand ½" minus run thru Gingue crusher, stock piled at the Olcott Pit, \$4.55 per yard for 5,000 yards and balance paid as sand is picked up.

Motion by Glenn Herrin, 2nd by Alison Low to purchase winter sand from Gingue Construction at \$4.55 per yard. Vote 4-0-0. Motion carries.

- Curb cut permit for Beth and Gary Montgomery of Jamieson Road. They are adding a driveway. Paperwork needs Selectboard signature.

Motion by Eric Bach, 2nd by Alison Low to approve the Curb Cut Permit on Jamieson Road for Beth and Gary Montgomery. Vote 4-0-0. Motion carries.

- Letter of Intent due for Grant and Aid Project – suggests not to do as he has two projects already.

Consensus is not to sign Letter of Intent.

Glenn Herrin discussed FEMA grants and culvert work for Cary Pond and Cormier. Post disaster recovery discussed, not getting FEMA grants and changes in FEMA.

Keith Gadapee discussed new mitigation person.

6. Issues and Information (All)

- Exit Interview** – Glenn Herrin and Peter Griffin interviewed Tom Gould who took a new job in Monroe because it is closer to his home.
- Cemetery Costs** – Eric Bach discussed costs, new Sexton, and needing to raise rates. He suggested to move the rate column amounts over, deleting the lower of the two. Resident one lot single would now be \$1,200 not \$600 and Non-Residents would now be \$1,500 not \$1,200. Rate changes discussed.

Consensus to put on next agenda for further discussion and approval.

- Fire Chief Appointment** – Glenn Herrin noted the Volunteer Fire Department met and unanimously appointed Troy Cochran as Fire Chief. Dani Cochran will help with administrative portion of the job. Stipends discussed and noted was since the Chief would not be doing the administrative task, then a portion of the stipend would go to the administrator.

Motion by Glenn Herrin, 2nd by Alison Low to appoint Troy Cochran as Fire Chief. Vote 4-0-0. Motion carries.

- AED Purchase** – Eric Bach noted each AED cost was \$1,069 and came with free training and free pads. He is requesting the Town to purchase 4 AEDs.

Motion by Eric Bach, 2nd by Glenn Herrin to expend up to \$1,100 a piece for 4 AEDs and to purchase them through Calex Ambulance. Vote 4-0-0. Motion carries.

- Stump Dump, Bulky Waste, Green Up** – Glenn Herrin discussed:
 - Stump Dump volunteer attendant sign-up sheet is completed.
 - Bulky Waste Day – May 4 - Selectboard sign up: 8-10 Glenn Herrin, 10-12 Alison Low and 12-3 Janice Ouellette.
 - Bulky Waste Day – September 21 – Selectboard sign up: 8-10 Peter Griffin, 10-12 Eric Bach and 12-3 Janice Ouellette.
 - Green Up Coordinator is Sara Stinson and the Girl Scouts will be setting up at Marty's with Bags and have posted information on FPF and at school and town.

- (f) **North Danville Painting Proposal** – North Danville School Association met Monday and chose a painting person for the inside of the building. Two proposals received: MM Coatings at \$1,500 and Brent Gadapee at \$1,700. Chosen was: MM Coatings LLC \$1,500 with minimum of 20% down required with final payment upon completion.

Motion by Eric Bach, 2nd by Alison Low to approve MM Coating and for Michelle Leclerc to pay 20% deposit and remainder to be paid upon completion. Vote 4-0-0. Motion carries.

- (g) **Personnel Policy** – Janice Ouellette discussed changes: Pager removed and health insurance stipend to be paid twice a year; Overtime change discussed; Page 23, Section 29 wording change.

Consensus is for Personnel Policy to be added to next agenda.

Informational Items:

- Grant Webinar – Janice Ouellette noted the webinar was basic but good. There are two follow ups: May 28 Project Development and August 20 Grant Management. VLCT is creating a model grant policy. Some grants you are required to have certain policies in your Town.
- 5K – Alison Low noted there will be a 5K during the Fair which will benefit the Dog Park. The Dog Park had a site visit last week. Their challenge is to find accessibility from the trail area. Tim Ruggles is working on a site plan and VLCT Risk person was there and was okay with their rules.

7. Financials: Orders to review and sign

Motion by Eric Bach, 2nd by Glenn Herrin to authorize Janice Ouellette to review and sign the Financial Orders on behalf of the Selectboard and to withhold Millbrook invoice payment. Vote 4-0-0. All in favor.

8. Adjourn – Alison Low motioned to adjourn at 8:34 pm.

Minutes taken by Audrey DeProspero submitted April 19, 2023 at 12:40 pm.