

Town of Danville
Unapproved Selectboard Minutes
June 6, 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, Dani Cochran, Marvin Pritchard, Michael Hogue, Scott Beck, Gary Farrow, Clayton Cargill, Evangelyn Morse, Laural Ruggles, Tim Ruggles and Lee Beattie

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

1. Additions to the agenda:

- Change to order of agenda
- Marvin Pritchard, Fields Committee Update
- AEDs
- Informational Item – VT 250th Community Planning Grant

2. Approve minutes: *Motion by Alison Low, 2nd by Glenn Herrin to approve minutes of Regular meeting of May 16, 2024. Vote 4-0-0. Motion carries.*

Approve minutes: *Motion by Glenn Herrin, 2nd by Eric Bach to approve minutes of Special meeting of May 23, 2024. Vote 3-0-1. Abstain: Alison Low. Motion carries.*

Approve minutes: *Motion by Eric Bach, 2nd by Alison Low to approve minutes of Special meeting of May 29, 2024. Vote 4-0-0. Motion carries.*

3. Visitors

- **Dani Cochran – Fire Department Purchases (debit card)** – discussion was about Fire Department getting debit card linked to Town account so that they could maintain items in need of repair such as air compressor. The card would help with timely needed items and have a spending limit. The card would be held and used only by Dani Cochran.

Janice Ouellette inquired about the spending limit.

Dani Cochran was not sure of the limit.

Eric Bach discussed Town having credit cards for Town Clerk's office and Highway and wondered if the Fire Department could just be added to that account.

Glenn Herrin thought having a credit card made sense.

Alison Low thought a credit card would work better than debit card.

Glenn Herrin thought a \$1,500 limit would be a good start.

Michelle Leclerc will check into adding a credit card to Town account for Dani Cochran.

Eric Bach noted the Purchase Policy would also need to be given to Dani Cochran.

Motion by Alison Low, 2nd by Glenn Herrin to approve credit card for Fire Department and to authorize Dani Cochran to make purchases up to \$1,500. Vote 4-0-0. Motion carries.

- **Evangelyn Morse, Conservation Commission – Rodgers Lot Kiosk Information** – discussed were items to be placed in the kiosk: map, prevent tick bites sign, Rodgers Lot info, invasive plant sign, welcome sign and emergency address. Kiosk is built just needs

roof. It will have a plexiglass overlay so information will be easily changeable. Question to Selectboard was if they thought any other items were needed for the kiosk.

Eric Bach suggested to put actual location number of 1326 at edge of road so emergency responders and others can find location.

Consensus was favorable for items displayed by Conservation.

- **Maddie Muller – Paint Repair Massey Fence** – postponed until June 20th.
- **James Mangan – Vendor contract for mowing and cemetery sexton** – presented Selectboard with Agreement to Provide Maintenance and Burial Services for 2024.

Selectboard reviewed agreement.

Motion by Eric Bach, 2nd by Glenn Herrin to approve Chair to sign the Maintenance and Burial Services for 2024 Agreement with clean copy. Vote 4-0-0. Motion carries.

- **Clayton Cargill – Bulky Waste Collection** – discussed conversation with Paul Tomasi regarding Town taking bulky waste on a weekly basis at Recycle Center. Clayton Cargill is seeking for NEKWM to complete the 60-90 day process to change the Town's designation. He is asking for the Selectboard to tell NEKWM that it is okay. The fee schedule can be worked out later and Clayton Cargill does not foresee any issues, however he is not sure if this can be done by fall as the Town has already posted the September Bulky Day and NEKWM has already booked the contractor. Clayton Cargill would like to attend the fall bulky day to mingle with folks and discuss the bulky change. He will get shift coverage at Recycle Center so that he can attend. Clayton Cargill thinks it is better to wait until 2025 to start the new process so residents who are currently preparing for fall bulky day will not be confused. He noted Paul Tomasi had a concern for illegal dumping but Clayton himself noted that the Town already has a ton of illegal dumping. Clayton Cargill would like the Town to change the designation with the Waste District.

Consensus was to go with designation change.

- **Gary Farrow – Croquet on Green** – intention is to play croquet on the Green on Thursday evenings from 6pm until 8pm. Insurance needs to be secured prior to starting however the Chamber is not in a position to extend that help to private parties so other insurance coverage is being sought.

Motion by Glenn Herrin, 2nd by Eric Bach to allow croquet to be played on the Danville Green on Thursday evenings from 6pm until 8pm from June through September contingent upon Gary Farrow providing proof of insurance. Vote 4-0-0. Motion carries.

- **Michael Hogue – Overview** – noted Keith Gadapee has been working on parking.

Keith Gadapee discussed tentative new access near ball fields and protecting fields which comes with expense (gates, culverts and rocks). Proposal is for Town to consider spending money for items and allow Road Crew to get this area ready. The gates will help keep motorized vehicles off fields but not pedal bikes.

Laural Ruggles discussed signage. There are 8 parking spots at the Train Station. Bid done for entire trail signage and bid has been awarded. There are 3 trail head signs for Train Station, West Danville Park N' Ride and across from Martys, however VTrans does not want Park N' Ride designated as a trail head.

Activities field conflicts discussed. Noted was during big events Keith Gadapee and Clayton Cargill allow people to park at Highway Garage and Recycle Center.

Consensus is to continue with project.

Micheal Hogue discussed electricians all graduated but did not finish work. Jeremy not available for three months but did find someone to finish: Master Electrician Zach Simpson who will be working at night to complete work. Insulation could not be done because wiring was not in however, they are currently in negotiations with insulation contractor. Construction signs are going up and to be placed to entrance of Pause Place. \$142,000 of line of credit has been used. Contractor and grant list discussed. They have source and use model working and 501c3 documents have been filed with attorneys.

Laural Ruggles discussed Village to Village Connections, Inc. spear heading all legal items. FB group started and pictures have been posted which are getting lots of likes.

Michael Hogue discussed conference on the 20th for board discussion for lesson learned for Train Station.

- **Lee Beattie – Assistance for North Danville Community Club 4th of July** – inquired if Selectboard were interested in helping with Fourth of July, start is 9:30 am with traffic.

Selectboard noted they would assist as they did last year.

Updates:

- Building painted, however when they power washed the backside, they found window sills rotted which now need to be fixed, so Lee Beattie is getting quotes to fix. The painters will come back and paint them when they are fixed;
- Interior painted: cafeteria, wall near gym, boys' room, ceiling bathrooms and lines on gym floor – payment through insurance (water damage claim);
- Gym floor fixed and finished – payment was from raised money (\$6,000);
- Plumbing being done (installation of vanity, toilets, handicap sink) – payment through insurance (water damage claim);
- Flooring in bathroom done;
- Front doors – have three quotes. Money coming from PVT (Jenna from PVT reviewing quotes, not sure if they can cover the overage) \$6,832.92 left in grant.
- Playground picked out. Money raised is over \$15,000. Burlington company coming to North Danville to look at site to see what type and size of equipment can fit there. Once figured out they will plan for applying for a grant;
- Walls in gym need painting so Lee Beattie is getting quotes; and
- Chamber is covering insurance for the 4th of July.

- **Marvin Pritchard, Field Committee Volunteer** – Update discussed on storage shed at Town complex and in-kind work by Highway Department.

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

- Account moves: ARPA interest and Australian Ballot – there is \$5,727 left over in ARPA interest and \$5,094.82 left over in Australian Ballot.

Consensus is to move the \$5,094.82 amount from Australian Ballot to Elections and to further think on where to move the ARPA interest.

- Assistant Town Clerk Credit Card Increase – increase to Sharon Daniell's credit card limit from \$1,500 to \$2,000 because credit card is used to order envelopes, Tillson charges and stamps (noted was stamps are going up). This month's credit card was over because of these charges.

Motion by Eric Bach, 2nd by Alison Low to increase the credit card limit of the Assistant Town Clerk Sharon Daniell to \$2,000. Vote 4-0-0. Motion carries.

- Financial Control Checklist Signatures – document has to be signed off on by Selectboard. The item is a series of questions about financials.

Consensus is to sign the document.

- Floor in Town Clerk Office – sagging and items on wheels are free rolling. Seeking suggestions on what to do and whom to contact.

Discussed was home inspector, general contractor, structural engineer (Bob Neeld who worked on Train Station), state agency who deals with historical structures and ACCD for consulting list.

Greg Prior spoke of 1-10 year plans.

- Vendor Contract for Mowing and Cemetery Sexton – See Visitor section.
- Handyman – Town Clerk has screen door that she would like installed and wondered whom to contact. Does she contact Keith Gadapee or Clayton Cargill.

Discussed was Janice Ouellette and Alison Low reaching out to two different individuals who may be interested in a handyman role at Town Hall.

- Heat pumps discussed for cooling usage and Glenn Herrin noted he would look into.

5. Highway Foreman (Keith Gadapee)

FEMA discussed. Still waiting on money to come in. Working on mitigation and still waiting on Federal Highway.

Glenn Herrin discussed state to cover town match for projects such as Cary Pond.

Paving discussed.

Hastings Hill being worked on with the Better Roads Project from last year.

6. Issues and Information (All)

- (a) **Personnel Policy** – Selectboard reviewed and chose to adopt.

Motion by Glenn Herrin, 2nd by Eric Bach to adopt as presented. Vote 4-0-0. Motion carries.

- (b) **Bike Peds Grant** – Janice Ouellette working on grant. VLCT as a result of ARPA money developed Federal Funding Assistance and she signed up for consult call which lasted 2 hours and 15 minutes. She noted that the consensus after discussion was that the town should slow down, take their time to come up with a plan, and not apply for Bike Peds this year. VTrans will hold the contract on the CDS Award for the sidewalk and shared pathway and will likely not receive the contract until at least October of 2024 or January of 2025. The town will not know all the guidelines of that federal project until the contract is received. The drainage issue was discussed at length in the consultation. The suggestion was to do a VTrans acceptable feasibility study to determine the cause of the drainage problem on Hill Street and to identify alternatives fixes, as well as to approach it as a separate project. They stressed the advisability of hiring a short-term project manager in this early phase as it could save money in the long run and be a valuable resource of any studies undertaken and in apply for grants.

Alison Low noted parking lot with MPG was similar. She discussed project scoping and noted they didn't get funded last time but she wants to go back to agency and ask questions.

Janice Ouellette noted she would sign up for another Consult Call and Alison Low will also Attend. By using VLCT and federal funding assistance they will be able to map out items. End result is Bike Peds is off the table this year.

Eric Bach noted a project manager would be helpful.

- (c) **Capital Reserve Fund Policy Signatures** – Janice Ouellette noted the policy was approved at their last meeting and signatures were needed on the document. Document signed by all.

- (d) **Village Charette Follow Up** – Eric Bach discussed same people attended along with different people. Each got dots to place on the list of items. There were four categories: priority, important, less important and not very important. Locations were broken down into various areas: Town Hall & Parking Lot, Green & Village Center, Route 2 Village Entry Ways, Hill Street Park and Hill Street. The hope is at the next Selectboard meeting they make a plan to check items off list. Items on list discussed along with concerns and identifying items as a work day.
- (e) **S55 Changes to Open Meeting Law** – Glenn Herrin discussed all non-advisory boards shall now be recorded as of July 1 and recordings will stay on the website for 30 days. Non-advisory boards are: Planning Commission, DRB, Selectboard and Conservation. Also discussed was addition to website of how to file open meeting complaints.

(f) **Emergency Management:**

- **2024 Local Emergency Management Plan Adoption**

Glenn Herrin discussed some tweaks and updates to contact information were made. The focus is updating warming cooling center with shelter plan which will be available for 2025.

Motion by Glenn Herrin, 2nd by Alison Low to adopt the 2024 Danville LEMP (Local Emergency Management Plan). Vote 4-0-0. Motion carries.

- **Appointing Town Regional Emergency Management Committee Representatives**

Glenn Herrin discussed problem with getting quorums. Two voting members are required by law and request is for Troy Cochran and Glenn Herrin to be appointed so they can proxy for each other. Once quorum made, they can elect Chair and start getting things done.

Motion by Glenn Herrin, 2nd by Alison Low to appoint Emergency Management Designee: Glenn Herrin, Emergency Management Coordinator and Emergency Services Representative: Troy Cochran, Fire Chief as Regional Emergency Management Committee voting members and authorize them to proxy for each other. Vote 4-0-0. Motion carries.

(g) **Garden Bid** – Audrey DeProspero discussed only one bid received from Precision Lawn Care.

Motion by Eric Bach, 2nd by Glenn Herrin to accept bid for Gardening Green at \$720, Mulch at \$100, Hill Street Park Option 1 at \$1,110 for a total \$1,930. Vote 4-0-0. Motion carries.

Informational:

- Historical Society (Patty Conley, Director) notified Town that they received the \$1,000 VT 250th Community Planning Grant award pending a set number of community speed tests from VT Covered. Patty will also be reaching out the Selectboard for reps for certain activities.

7. Financials: Orders to review and sign

Chair Janice Ouellette to review and sign the Financial Orders on behalf of the Selectboard.

8. Adjourn – *Glenn Herrin motioned to adjourn at 9:09 pm.*

Minutes taken by Audrey DeProspero submitted June 7, 2024 at 11:15 am.