

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

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

Others Present: Audrey DeProspero, Michelle Leclerc, Dani Cochran, Roland Heath Jr., Randall McGrath, Scott Beck, and Chelsea Hewitt

Others Present Using Teams: Tyler Mumley

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

1. Additions to the agenda:

- Highway Resignation
- Trees on Park Update
- Appointment of Fire Chief
- Calex Maintenance

2. Approve minutes: *Motion by Eric Bach, 2nd by Glenn Herrin to recognize the **Regular** August 1, 2024 minutes as accurately reflecting the agenda. Vote 5-0-0. Motion carries.*

3. Visitors

- **Randall McGrath, 63 Partridge Lane – Discontinuance of ROW TH35/Partridge Lane** – road is a Class 3 and Class 4 road, somewhere between 1931-1941 the current section wasn't there but is now there, it was a straight road but Mr. Carson allowed Town to cut through. The driving force for this request is Randall McGrath's failed septic. He is requesting use of the ROW or to create an access. Randall McGrath discussed property lines and suggested the Town relinquished section not used to property owners which would establish a physical mark so he can measure off of that for his boundaries. A tree service is needed to remove trees but the route is currently obscured. Randall McGrath's yard is saturated from all the rain lending problems to his septic which is being pumped regularly. He would like an easier access to his septic.

Janice Ouellette suggested the Selectboard have a site visit with Keith Gadapee.

Alison Low noted that would be very helpful.

Selectboard discussed holding site visit Tuesday, August 20th at 8 am.

Randall McGrath noted his neighbor has been using the area for years, and access to the ROW would help him access his septic. He inquired if the ROW was for public usage.

Noted was yes.

Glenn Herrin noted the Town is hesitant to throw up roads because it relinquishes ROW forever. Suggested was the ability to apply to DRB for Waiver because of unimproved road and he could possibly get permit.

- **Chelsea Hewitt – Amendment to October 12th Movie Night** – already approved Movie Night but wants to make it a family fun fall night with bounce house and NEK Catering food truck. Trash removal will be taken care of, additional electric for bounce house needed and access to Green is needed at 2 pm.

Motion by Peter Griffin, 2nd by Glenn Herrin to approve the amendment to Movie Night on Saturday, October 12th for bounce house, use of electric, NEK Catering food truck and 2pm start. Vote 5-0-0. Motion carries.

4. Town Clerk (Michelle Leclerc)

- Marty's 1st Stop – Capacity to Serve Letter for State WW Permit - in order for Marty's 1st Stop to get State WW permit, they require a 'capacity to serve' letter from the Town.

If there is ample capacity for the store to connect to the water system and to increase the flow in the existing sewer connection, then the 'capacity to serve' letter could be as simple as a letter that says 'the Town has capacity.'

Tyler Mumley discussed the expansion needs for more water and wastewater due to the property expansion at the rear of the building. They have worked through the DRB process and now working through Act 250. They are increasing sewer design flow out of the building and there will be a new connection to the water main for potable and sprinkler service. They are looking for general review about increasing sewer and water and looking for letter if there is ample capacity for the store to connect to the water system and to increase the flow in the existing sewer connection, then the 'capacity to serve' letter could be as simple as a letter that says 'the Town has capacity'. Their approximate capacity is 1300 for water and sewer capacity per day which is equivalent to three houses and would be used for bathrooms and waste from deli.

Discussion was to check with H2O for capacity then the Town would be able to do the letter. Capacity questions discussed along with persons to contact and who has already been contacted.

Tyler Mumley discussed writing letter for capacity availability and working with state.

Glenn Herrin reiterated there will be two letters, one for water from the Fire District and one for sewer capacity from the Town. Glenn Herrin motioned to authorized Audrey to write letter if there was capacity.

Peter Griffin wanted more information on capacity before saying yes.

Janice Ouellette agreed with Peter.

Alison Low suggested to wait until their next meeting.

5. Highway Foreman (Keith Gadapee) – absent; Audey DeProspero spoke on Keith Gadapee's behalf

- Resignation received from Shane Drinkwater. He has taken the open position at Peacham Highway. His last day is August 29th. Peacham is closer to where he lives and they offered him more money. An exit interview is required.

Peter Griffin and Glenn Herrin agreed to an exit interview on Thursday, August 29th at 10 am.

6. Issues and Information (All)

- (a) **Wastewater Treatment Plant** – Alison Low discussed weir disappearing again, what can we do to expedite project, scheduling time to speak with Dufresne, concerned for other things, and the need to look at desludging.

Eric Bach noted budget season is coming so this would be good time to start discussions. He wondered when desludging was done.

Alison Low noted about 20 years ago. She spoke of Pfas and how they are handled and removed.

Discussed was inviting Dufresne and H2O to a regular meeting and what are big questions out there and what do we need to be planning for.

Glenn Herrin spoke of 60% report from Dufresne.

Alison Low noted desludging costs discussed earlier and expense. Users on system and not on system both benefit from system due to downtown area.

Discussed was long ago conversation of being close to 80% mark and work needing to be done.

No application has been submitted by Marty's 1st Stop to Town.

Tyler Mumley noted connection application is normally done when closer to construction.

Eric Bach thought they could wait on the application.

Glenn Herrin noted at their next meeting they will have better numbers.

- (b) **Fire Chief Troy Cochran Resignation** – Eric Bach discussed being notified that Troy Cochran was retiring from the Fire Department after 35 years.

Motion by Eric Bach, 2nd by Glenn Herrin to accept Troy Cochran's resignation as Fire Chief. Vote 5-0-0. Motion carries.

The Officers and Members of the Danville Volunteer Fire Department met and unanimously put forth Ms. Dani Cochran to be selected as Chief of the Department. Dani Cochran has served many years as a dedicated member and as administrative assistant the last several months.

Motion by Eric Bach, 2nd by Alison Low to accept Dani Cochran as the new Fire Chief per Fire Department's recommendation for Dani Cochran to be the new Fire Chief. Vote 5-0-0. Motion carries.

- (c) **Sap Bucket Usage Request** – Melanie Pastula is getting married September 28th on the Pastula Family Farm and Dawn Pastula (Mother of Bride) would like to borrow the sap buckets and planks that get used at the Danville Fair for seating.

Eric Bach discussed buckets were to prop up benches and people have borrowed them before. The planks were donated by Chrystal Fox to the Chamber for seating.

Motion by Eric Bach, 2nd by Alison Low to allow Dawn Pastula's family to borrow both buckets and planks for wedding. Vote 5-0-0. Motion carries.

- (d) **Procurement Policy (Input n VLCT Model Policy & How to Adapt to Our Usage** – Janice Ouellette noted Model Policy and Guidance sent to selectboard to help figure out what is wrong with current policy.

Alison Low noted the Model Policy was easier to understand and clarity is terrific.

Eric Bach noted it was set up so they could put in their numbers.

Peter Griffin noted the League's Model Policy is drafted to comply with federal granting.

Janice Ouellette noted current policy doesn't have a purchasing authorization section or a section on federal grant funded purchases. Model policy also has a better section on competitive bidding. Input needed from Michelle Leclerc and Keith Gadapee on spending levels.

Glenn Herrin noted repairs and gravel needs to be addressed and are Keith Gadapee's concerns. Discussed were capital equipment purchases and equipment repairs exempted but needing to meet federal requirements. It is a cleaner document.

Janice Ouellette noted reoccurring purchases may be able to be expanded.

Alison Low noted the driver was about meeting to CDS request and work going forward.

Peter Griffin noted Keith Gadapee's concern is vendors are comfortable with the current process but he thinks they can be crafted together.

- (e) **Debrief from Rural Edge and Doug Morton Meeting** – Alison Low noted she and Janice Ouellette met with individuals from NVDA. Advice from consult call was building relations with stakeholders. Discussed was design work, improve stormwater and ways to make it go forward. She noted residents of Rural Edge will rely on improved sidewalks on Hill Street to the existing sidewalks. Drainage was looked at, there are bigger picture issues like coordinating drainage. She discussed next funding stormwater mitigation program, Project Manager should be brought on board now, LPM (Local Project Manager) is VTrans language, person to put together bigger picture and multiple layers of design discussed along with implementation, design, construction doc, how to fund position, procure with federal procurement process, sample RFPs are available, and specific to other projects.

Janice Ouellette suggested to get procurement policy in place then do RFP.

Eric Bach suggested Special Meeting to hold review of both items, procurement and RFP. Janice Ouellette agrees and suggested to schedule another consult call early October.

Alison Low to start flushing out the RFP and work parallel to procurement doc.

Discussion of possible special meeting to look at RFP and procurement policy.

Janice Ouellette to schedule consult call then meeting to be scheduled.

- (f) **Possible RFP for Project Management for Drainage & Sidewalk/Shared Pathway** – see above.
- (g) **Update on Massey Old Fence – Little Drew Cemetery** – Audrey DeProspero discussed Gerard Lamothe's concern about the Massey fence removal and how he would like the fence to be returned to North Danville and not thrown away. Audrey DeProspero reached out to Joe Hallowell about the old fence and Joe thought he could fabricate 1 steel post per fencing section, repair and weld mounts on each section for post attachment and install at the Little Drew Cemetery on Tampico Road. Little Drew is approximately 250 ft and the 36 fencing panels are 270 ft. All does not have to be done at once, it could be done in sections. The cost would be \$325 per post and one section of railing. If 36 panels were used the total cost would be \$11,700. The panels would stay as is, no painting or sandblasting. If sandblast and powder-coat it would be \$350 additional per fencing section.

Noted was the cost would drain the Cemetery Fund.

Suggested was to ask Gerard Lamothe if he wanted to contribute to the cost.

- (h) **Access Mobility Invoice/Renewal** – Audrey DeProspero noted the invoice is in the Warrant. The preventative maintenance agreement has gone up. Previous year was \$375 and the new would be \$425, an increase of \$50. A motion for approval and Selectboard Chair signature is required on document.

Eric Bach noted Cat5 is expensive. He inquired about the cost for Cat5 and when Cat5 is due.

Suggested was to hold off signing until questions on Cat5 resolved – add to September 5th meeting.

- (i) **Highway Resignation** – see Highway Report
- (j) **Trees on Park Update** - Eric Bach discussed Wes Everts Town Forester found someone to take down dying Oak tree from middle of east green and west green dead larger branches would also be included. These items are not safe and need to come down. Dead sticks need to come down. It is well within spending limit and can come out of the Marion Sevigny fund and be done before Autumn on Green.

Selectboard were all in favor.

- (k) **Appointment of Fire Chief** – see Fire Chief Troy Cochran Resignation.
- (l) **Calex Maintenance** – Audrey DeProspero discussed the trim of the Calex building needing paint, the building itself is in need of being power washed and the greenery around the building is in desperate need of trimming, pruning and removal. The handyman has been contacted to assess the situation and it has been determined that power washing will be done and coordinated with Michael Wright, the greenery can also be cut back however the trim will need attention by another.

7. Financials: Orders to review and sign

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

8. Adjourn – Motion by Eric Bach, 2nd by Peter Griffin to adjourn at 7:34 pm.

Minutes taken by Audrey DeProspero submitted August 20, 2024 at 1:30 pm.