

Town of Danville
Unapproved Selectboard Minutes
January 20, 2025
Danville Town Hall (6:00 pm)

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

Others Present: Audrey DeProspero, Michelle Leclerc, Walter McNeil, Nick Heltzel, Greg Burt and Chelsea Hewitt

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

1. **Additions to the agenda:** Janice Ouellette noted she had an informational item that she would like to add right after approving the minutes. Peter Griffin noted he had one informational item, but it could wait until end.

2. **Approve minutes:**

*Motion by Glenn Herrin, 2nd by Eric Bach to recognize the **Regular** February 6, 2025 minutes as accurately reflecting on the agenda of the meeting. Vote 5-0-0. Motion carries.*

*Motion by Eric Bach, 2nd by Glenn Herrin to recognize the **Special** February 8, 2025 minutes as accurately reflecting on the agenda of the meeting. Vote 5-0-0. Motion carries.*

Informational:

Janice Ouellette thanked Peter Griffin for his service and noted tonight was Peter Griffin's last meeting.

Peter Griffin noted it was a pleasure serving on the Selectboard for four years.

3. **Visitors:**

- **Walter McNeil, Jr., NEKWMD – Update** – District met a week ago Tuesday. Financials are done for January and there is a \$57,000 deficit because of recyclables not shipping out, an extra pay week, and the wait of \$37,000 grant reimbursement. The truck lease is doing quite well, the drivers are happy with the truck. There will be an in-person district meeting in April along with their annual meeting where they will elect officers. A committee of five has been formed to look for a new Director.
- **Greg Burt, State Representative** – Introduced himself. Noted was if the Selectboard needed anything they could reach out to him. His email is available online and all are welcome to use it.
- **Nick Heltzel, Market Manager, Caledonia Farmers Market Association – Time Change** – oversees Danville market and is requesting use of the Green from June 11 until October 1 with a new time (change) of 3pm until 6pm. The reason for the change is they are seeking to get evening commuters and those who use the rail trail to the market.

In the past they have set up from 9-1, this past fall the board and Danville vendors got together twice to brainstorm changes to make the market more viable. The association voted to change the time from 9am-1pm to 3pm-6pm. They are hopeful that the new time slot will allow more people to be able to attend on their way home from work or while enjoying the rail trail.

Motion by Alison Low, 2nd by Eric Bach to approve the use of the Green for Farmers Market from June 11 until October 1 from 3pm until 6pm. Vote 5-0-0. Motion carries.

Eric Bach requested Nick Heltzel to work with the Chamber of Commerce (Chelsea Hewitt) regarding timing/use during Danville Fair.

Nick Heltzel noted he would.

- **Chelsea Hewitt – Movie Nights (Green), Danville Fair (Green), and Egg Hunt (Hill Street Park) –** Green use requested from 2pm on for Movie Nights on the Green: July 19 – The Princess Bride, August 23 – Wild Robot, September 20 – Coco, and October 18 – Hocus Pocus and family fun night with bounce house and games. Use of power is needed, and Chelsea Hewitt will remove trash.

Motion by Alison Low, 2nd by Glenn Herrin to approve movie nights on the Green on July 19, August 23, September 20 and October 18 with power usage, and trash removal by Chelsea Hewitt. Vote 4-0-1. Eric Bach abstained. Motion carries.

Chamber of Commerce request – Use of Green for Danville Fair on August 2, with set up July 30, 31 & August 1 and take down August 3.

Motion by Alison Low, 2nd by Glenn Herrin to approve use of Green for Danville Fair from July 30 until August 3. Vote 4-0-1. Eric Bach abstained. Motion carries.

Chelsea Hewitt inquired about use of parking lot next to Town Hall for all day parking for Fair on Saturday, August 2.

Motion by Alison Low, 2nd by Glenn Herrin to approve use of lot at Town Hall for Saturday, August 2 for all day parking for Danville Fair. Vote 4-0-1. Eric Bach abstained. Motion carries.

Chelsea Hewitt requested use of Hill Street Park for egg hunt and for dog pictures with the Easter bunny. Event is 1pm - 3pm. Potentially trying to use school but is requesting use of Hill Street Park as back up on Saturday, April 19 from 10am until 4pm which will include set up and take down.

Motion by Alison Low, 2nd by Glenn Herrin to approve use of Hill Street Park on Saturday, April 19 from 10am until 4pm for egg hunt and dog pictures with Easter Bunny. Vote 4-0-1. Eric Bach abstained. Motion carries.

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

- 2 Sewer Applications

Pierre Gingue, Sugar Ridge Road – application is for new allocation for lot in front of his current location. He has 2 lots, one has a house, and the other lot does not, he is just seeking to lock in allocation for the lot in front for a single-family residence.

Motion by Alison Low, 2nd by Eric Bach to approve Pierre Gingue's allocation application to connect to sewer. Vote 5-0-0. Motion carries.

John and Debra Grabowski, 92 Windswept Drive are going to build a single-family home this summer.

Motion by Eric Bach, 2nd by Alison Low to approve John and Debra Grabowski's application for 92 Windswept Drive. Vote 5-0-0. Motion carries.

- Working on audits for Sullivan & Powers, there are 38 items and FEMA 2023, it is a State of VT audit, all money has been received, 75% in 2024 and 15% in 2025.
- Sharon Daniell is learning to do payroll.

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

- (a) **Form PVR-4155 Certificate – No Appeal or Suit Pending (Listers) –** Audrey DeProspero presented form on behalf of Listers that certifies that there are not any appeals pending from action of the Listers nor suits pending to recover taxes paid under protest relating to the April 1, 2024 grand list of Danville. The three Listers have already signed and Selectboard are now required to sign.

Motion by Eric Bach, 2nd by Alison Low to approve signing form PVR-4155 Certificate – No Appeal or Suit Pending. Vote 5-0-0. Motion carries.

- (b) **Town Services Committee** – Glenn Herrin noted the committee had their initial meeting on Tuesday night, however, Tim Ide was not able to make it. Time and date for future meetings are 5:30 pm the second Tuesday of the month. March 11 will be their next meeting, however there may be a possible conflict with Dog Park and Train meetings as both meet the second Tuesday of the month, one at 4pm and the other at 6pm. Stacy Andre is Chair and the committee is working on a survey for Town Meeting.
- (c) **MPM (Municipal Project Management) Services Agreement** – Janice Ouellette noted the MPM was approved and accepted now she is seeking approval for her to sign the agreement.

Motion by Alison Low, 2nd by Eric Bach to approve Janice Ouellette to sign agreement with Dubois & King for Municipal Project Management services. Vote 5-0-0. Motion carries.

- (d) **Vermont Insulation Solutions** – Alison Low discussed meeting with Mitch Shatney at the North Danville School. He has submitted a scope of work for poly dams to protect the existing cellulose, removing old insulation, and installing R25 and R50.

Janice Ouellette inquired if they needed to go out to bid.

Alison Low noted no they were accepting bid, and he can do work and will also handle Efficiency Vermont rebates.

Janice Ouellette noted according to Purchasing Policy they have to ask for bids.

Alison Low noted there were other providers on the list that she could contact.

Selectboard suggested to solicit two more qualified vendors.

Janice Ouellette inquired where money was coming from in the budget.

Glenn Herrin discussed North Danville's building maintenance budget line.

Alison Low noted she would reach out to other vendors and to Mitch Shatney also.

Janice Ouellette noted that they must solicit bids if the Town is paying for it but if they have the funds themselves, then they can do without going out and getting 3 bids.

- (e) **T-Mobile Grant Application (Dog Park)** – Alison Low noted she was finally getting ready to do grant application. The grant is due every quarter, it is a national grant, not sure how competitive of a grant it is, it is aimed at revitalization Main Street progress, and they are a designated down town, parks are eligible activity, municipalities are eligible, grant is up to \$50,000, and the thumbnail estimate is up to \$50,000 but cost estimate is still being worked. She noted they would apply for \$45,000 with \$5,000 match that Dog Park will raise. Five letters of support are needed and they have identified support.

Motion by Eric Bach, 2nd by Glenn Herrin to approve Dog Park (Alison Low rep) to move forward with application of T-Mobile Grant up to \$45,000 with \$5,000 match coming from Dog Park Committee funds. Vote 4-0-1. Alison Low abstained. Motion carries.

- (f) **Bids for Bandstand** – Eric Bach noted last year at Village Charrette the bandstand was identified and they reached out to Mike Walsh who indicated it was not a major overhaul, just cosmetics. Eric Bach thinks it is a good time to reach out for bids.

Alison Low wondered if the list had everything that needed to be done on it.

Eric Bach noted yes, most are obvious: ceiling, posts, gutter, stairs, ramp, hook in center and light upgrade.

Janice Ouellette inquired if he was going to put invitation to bid in the paper.

Eric Bach noted he would rather reach out to local persons who are in the community.

Janice Ouellette suggested looking in the North Star and send out letter of what is needed to be done and when it has to be done by.

Consensus was for Eric Bach to work with Audrey DeProspero on bandstand bids.

- (g) **Calex Contract** – Janice Ouellette noted the Calex Contract needs a motion from the Selectboard allowing her to sign.

Motion by Eric Bach, 2nd by Glenn Herrin to authorize Janice Ouellette to sign the agreement for \$99,270. Vote 5-0-0. Motion carries.

- (h) **Personnel Policy** – Janice Ouellette discussed edits under the Conflict of Interest section to reference COI Policy and the Municipal Code of Ethics.

Motion by Eric Bach, 2nd by Alison Low to approve changes discussed. Vote 5-0-0. Motion carries.

- (i) **Purchasing Policy** – Janice Ouellette noted she made most of the changes suggested by Bonnie Waninger but left the exceptions the way it was. She discussed section of exceptions (in case of emergencies feds allow to waive for local funds only). It is a larger purchasing policy but they have to go with what feds want if they want to accept federal funds.

Alison Low noted the policy has been combed over pretty carefully.

Peter Griffin inquired if FEMA cared about the policy they had in place.

Michelle Leclerc noted she wouldn't know until the audit but she had submitted what they had.

Motion by Glenn Herrin, 2nd by Eric Bach to accept modified Purchasing Policy. Vote 5-0-0. Motion carries.

- (j) **Code of Ethics & Enforcement Ordinance** – Janice Ouellette noted ordinance was required with new commission. The Town has to have ordinance or rule and follow it. She discussed following model policy noting changes were to who was going to do investigation, Ethics Liaison Michelle Leclerc. She spoke of person who investigates can be same, body with members, but having an alternate, and needing to appoint a Designated Complaint Recipient then post to website.

Alison Low wondered if that person could be Michelle Leclerc and then could they appoint an alternate one.

Janice Ouellette noted she put Selectboard Chair as alternate. Janice Ouellette noted if Michelle Leclerc was good with being Complaint Recipient then she was good with it also.

Alison Low wondered if they needed to vote on final tonight or next meeting and do they name position or person.

Janice Ouellette noted they should adopt and name a designated recipient and acting chair as Alternate.

Eric Bach suggested Designated Complaint Recipient should be added to their Appointment list.

Motion by Glenn Herrin, 2nd by Alison Low to adopt Code of Ethics & Enforcement Ordinance Vote 5-0-0. Motion carries.

Janice Ouellette noted it would be adopted tonight, and effective 60 days afterwards.

- (k) **Conflict of Interest** – Janice Ouellette discussed changes made noting the one they had is null and void and they would still need to have a policy that lays out what is to happen. She discussed noncompliance with federal rules.

Motion by Alison Low, 2nd by Eric Bach to adopt Conflict of Interest. Vote 5-0-0. Motion carries.

Janice Ouellette noted old policy was very long and had stuff not necessary. She spoke of policy needing to be on website and training by September 30 for employees, new Selectboard within 120 days and bodies such as DRB needing to take training. She also spoke of Whistle Blower Protection needing to be posted in work places: Town Hall and Highway Department.

Informational Items:

Peter Griffin noted he was sorry he was not able to attend budget meetings but wanted all to know he is fully in support of Highway and Town budgets. He has been on Selectboard for four years and noted it is easy work because people work together and work hard.

6. Financials: Orders reviewed and signed.

7. Adjourn – *Motion by Audrey DeProspero to adjourn at 7:17 pm.*

Minutes taken by Audrey DeProspero submitted February 21, 2025 at 12:40 pm.

DRAFT