

Town of Danville
Selectboard Minutes
February 6, 2025
Danville Town Hall (6:00 pm)

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

Board Members Using Teams: Peter Griffin and Alison Low

Others Present: Michelle Leclerc Alice Kitchel, Clayton Cargill and Greg Prior

Others Using Teams: Audrey DeProspero and Laural Ruggles

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

1. Additions to the agenda: None

2. Approve minutes:

*Motion by Alison Low, 2nd by Glenn Herrin to recognize the **Special** January 16, 2025 minutes as accurately reflecting on the agenda of the meeting. Vote 5-0-0. Motion carries.*

*Motion by Alison Low, 2nd by Glenn Herrin to recognize the **Regular** January 16, 2025 minutes as accurately reflecting on the agenda of the meeting. Vote 5-0-0. Motion carries.*

*Motion by Alison Low, 2nd by Glenn Herrin to recognize the **Special** January 20, 2025 minutes as accurately reflecting on the agenda of the meeting. Vote 5-0-0. Motion carries.*

*Motion by Alison Low, 2nd by Glenn Herrin to recognize the **Special** January 22, 2025 minutes as accurately reflecting on the agenda of the meeting. Vote 5-0-0. Motion carries.*

3. Visitors:

- **Alice Kitchel, Town Meeting Coordinator** – discussed what has been done, ideas, goals, enhancing Town Meeting and keeping community connections. Advertising has started on (FPF) Front Porch Forum and will be done regularly. Specific information will start to be advertised such as informational sessions for those who are new to town, babysitting (when and location) and tables (this is ongoing). Volunteers are needed to set up and break down, concerns and questions of how to work out timing of midday meal and how to use time constructively before town portion of the meeting as schedule gets done earlier than noon lunch was discussed.

Eric Bach suggested starting some of the town portion of the meeting and then break for lunch.

Clayton Cargill discussed the school portion of the meeting and stretching it out until noon (lunch hour).

Discussed was asking library to have lunch ready by 11:30 instead of noon.

Alison Low was concerned with losing persons if Town breaks partially between session. Noted was people go to lunch and do not return for rest of meeting.

Alice Kitchel will discuss 11:30 lunch with Library. She will advertise for Town Meeting at other places besides FPF such as posters for bulletin boards throughout town.

Tom Ziobrowski discussed QR code on last year's survey.

Glenn Herrin suggested putting on Town website.

Clayton Cargill noted the Town Report would not be available for the Informational meeting on Saturday.

Glenn Herrin noted printed copies would be available.

- **Greg Burt, State Representative** – postponed until February 20th.

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

- 4 Sewer Applications

Two applications for Windswept, which is Steve Larrabee; he has two on Windswept and one on his own which is on Walden Hill. He is asking for three allocations.

Motion by Eric Bach, 2nd by Glenn Herrin to approve Steve Larrabee's applications: two applications on Windswept and one on Walden Hill Road for Steve Larrabee. Vote 5-0-0. Motion carries.

Confirmation needed saying Selectboard agrees to take off Walter McNeil from sewer billing. Walter has completed an application to hold allocation in case he ever hooks up sewer again.

Motion by Eric Bach, 2nd by Glenn Herrin to approve change over from connection to allocation of Peacham Road for Walter McNeil, agreement is to take him off billing, the allocation replaces hook up that he already has that does not exist and would hold his allocation if he needs in the future. Vote 5-0-0. Motion carries.

- Sullivan, Powers & Co., P.C. – Audit Scope & Objectives

Motion by Eric Bach, 2nd by Glenn Herrin to accept and sign the 5-year contract for auditing services with Sullivan, Powers & Co., PC. Vote 5-0-0. Motion carries.

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

- (a) **Info Meeting Presentation** – Selectboard ran through the budget presentation for February 8 and March 3. Review of slides done for open positions, General Fund (increase reasons), Highway Fund (increase reasons), discussion on who will speak on which slides, changes to slides, Train Station, Reserve funding, Special Article on tennis courts and law enforcement coverage and replenish Capital Fund, Charter, Community Appropriations and historical perspective discussed.
- (b) **Planning Commission Appointment, Greg Prior** – Janice Ouellette discussed letter received from Allison Despathy, Chair of Planning Commission, 'I'm writing in regards to Greg Prior's request to become a member of Danville Planning Commission. At our PC meeting this January, Greg showed up and expressed his interest in joining the Planning Commission. All members present were happy to hear this news and supported Greg becoming a member.'

Motion by Glenn Herrin, 2nd by Eric Bach to appoint Greg Prior to the Planning Commission for a term of two years which fills Rob Balivet's vacant seat of a three-year term. Vote 5-0-0. Motion carries.

- (c) **MPM (Municipal Project Management)** – Janice Ouellette discussed municipal project manager for the sidewalk and shared pathway infrastructure. The committee met this afternoon and reviewed the proposal received from Dubois & King and were unanimously in favor of accepting the proposal. Proposal for services discussed: it comes in at around 10% of funding, typically it is 10-13% of the total project costs, so it is in line. Ken Robie comes recommended by VTrans as he used to work there.

Motion by Glenn Herrin, 2nd by Eric Bach to accept Dubois & King proposal for municipal project management services for Danville sidewalk and shared pathway infrastructure project. Vote 5-0-0. Motion carries.

- (d) **Municipal Planning Grant (Parking Lot)** – Alison Low discussed trying to fold this into scope of a Better Connections Grant and finding out they didn't fit with the mission of that program. She would like to go for it a second time. We didn't get last time but we didn't have bad score. It wasn't deemed ineligible, they just wanted to see more creative public engagement for site plans for parking lot.

Janice Ouellette discussed naming of the parking lot: The Wendy Somers Municipal Parking Lot.

Discussed was doing a fund drive of sort for landscaping services to donate in memory of persons.

Laural Ruggles inquired about the timing of when the grant is due.

Alison Low noted March.

Laural Ruggles noted the Energy Committee would be interested in working on that with town.

Alison Low noted more input on engagement would strengthen the application.
Laural Ruggle discussed input from community regarding solar canopy.

Alison Low discussed the ability to accommodate transit like what is in West Danville. She noted the grant is a maximum of \$30,000 to \$35,000 with 10% match.

Motion by Eric Bach, 2nd by Glenn Herrin to apply to Municipal Planning Grant with up to \$3,500 match. Vote 5-0-0. Motion carries.

- (e) **AARP Challenge Grant** – Alison Low and Laural Ruggles attended webinar on this. There is interest in town to explore traffic calming suggestions. This would help with the possibility of making sidewalk project more acceptable by promoting public safety.

Laural Ruggles noted webinar was sponsored by AARP but is a national grant and highly competitive. There are three different types of grants. She spoke of the traffic calming grant which is up to \$25,000. Noted was the average grant is \$12,000. The timeline to apply is March, to hear back in May, start in June, and finish by December. A small project would be best for finishing. If town doesn't want to apply V2V would apply.

Alison Low thought it was a great opportunity. They could implement this alongside the sidewalk infrastructure grant for public safety with outreach approach.

Laural Ruggles noted community involvement with what they want to see in. Discussed was for V2V and Town to collaborate on it.

- (f) **Recap RCAP Meeting/Fitzgerald Associates (Stormwater Master Plan)** – Janice Ouellette discussed RCAP meeting yesterday. Nonprofit from MA, services are free, and they can start sometime during summer. She discussed Fitzgerald Associates regarding Stormwater Master Plan which is grant funded in conjunction with environmental conservation. Team consists of Glenn Herrin, Keith Gadapee, Michelle Lerclerc and herself. In 2025 there will be a field assessment and project priorities. They will identify 18 stormwater projects in town. Hill Street and parking lot drainage issue was discussed noting town own land gets high priority. In 2026 second part will be report on three of the top priority projects they select.
- (g) **Personnel Policy Clarification (Vacation/Holiday Pay Intermediate Employees)** – Janice Ouellette noted there was some confusion with Holiday Leave for Intermediate employees. There is 40 hours for highway and 35 hours for people in Town Hall. Discussed was to clarify people who work in Town Hall and prorate at 35 hours and people in Highway pro rate at 40.

Eric Bach thought it should be based on normal schedule hours.

Janice Ouellette discussed FTE based on FT week then department, write in Personnel Policy then vote. Discussed was vacation after one year, question is are we going to credit for years they have served. This would be one time, there is only one person, and anyone hired from here on will start at square one.

Eric Bach didn't think that was a bad idea as it is only one employee.

Motion by Eric Bach, 2nd by Glenn Herrin to credit our existing intermediate employee with years of service when it comes to determining prorated services. Vote 5-0-0. Motion carries.

- (h) **WWTF (Waste Water Treatment Facility)** – Janice Ouellette noted Andrea Day completed application for WWTF, this is submitted annually for project that may be seeking funds. If town is not on list they cannot apply.

Consensus was yes for Andrea Day to submit application.

Alison Low wondered what the likelihood was for being funded. She noted she looked at overall scores and under Project readiness, we didn't score anything, so she wondered what it meant for town along with how we stood up against potential applicants. She noted it was always oversubscribed, and we are not the most competitive in the bunch.

Janice Ouellette inquired if they should reach out.

Alison Low noted yes.

Janice Ouellette noted when we reply on application, we can ask questions and if it is possible to be short-funded.

- (i) **Executive Session – appointment of public officer** 1 V.S.A. § 313 (a) (3) the appointment or employment or evaluation of a public officer or employee, provided that the public body shall make a final decision to hire or appoint a public officer or employee in an open meeting and shall explain the reason for its final decision during the open meeting.

Motion by Eric Bach, 2nd by Glenn Herrin to go into Executive Session under 1 V.S.A. § 313 (a) (3) the appointment or employment or evaluation of a public officer or employee, provided that the public body shall make a final decision to hire or appoint a public officer or employee in an open meeting and shall explain the reason for its final decision during the open meeting – appointment of public officer(s).

Vote 5-0-0. Motion carries.

Selectboard went into Executive Session at 7:46 pm.

Selectboard came out of Executive Session at 8:00 pm.

- (j) **Town Services Committee Discussion** – Selectboard discussed Town Services Committee applicants and Charter.

Alison Low noted they received more requests to be on the committee than expected.

Motion by Eric Bach, 2nd by Alison Low to appoint Michelle Leclerc (TC), Keith Gadapee (Highway), Glenn Herrin ex-officio, Tim Ide, Alison Despathy (PC), Brian Henderson (DRB), Mark Tucker and Stacy Andre as members of the Town Services Committee. Vote 5-0-0. Motion carries.

Motion by Glenn Herrin, 2nd by Eric Bach to adopt Town Services Committee Charter as discussed. Vote 5-0-0. Motion carries.

6. Financials: Orders reviewed and signed.

7. Adjourn – *Motion by Eric Bach to adjourn at 8:05 pm.*

Minutes taken by Audrey DeProspero submitted February 10, 2025 at 3:00 pm.