

Town of Danville
Selectboard Minutes
November 4, 2021
Danville Town Hall (6:00 pm)

Board Members Present Using Microsoft Teams: Eric Bach, Kellie Merrell, Kristin Franson and Peter Griffin

Board Members Present: Ken Linsley

Others Present Using Microsoft Teams: Clayton Cargill and Virginia Incerpi

Others Present: Audrey DeProspero, Keith Gadapee, Michael Hogue, Barb Fontaine and Gary Fontaine

Meeting was called to order by Chair Ken Linsley at 6:00 pm.

1. **Additions to the agenda:**

- ARPA updates
- Outlets around Town Green
- Bottle Collection (Clayton Cargill) – Visitor
- Various Informational Items

2. *Motion by Kellie Merrell, 2nd by Kristin Franson to approve **minutes** of the **Regular meeting of October 21, 2021** with correction, page 2, first paragraph, change \$20,000 to \$200,000. Vote 5-0-0. All in favor.*

3. **Visitor:**

- Michael Hogue – Grant Writer – requesting this position to be an independent contractor. The person would handle the coordination of grants. Proposal is for the Town to hire Kate Whitehead as an independent contractor who has done previous grants for the Town and has grant experience. Suggested budget is for 40-70 hours, up to 80 hours for about \$2,400. Suggested budget is \$4,700 for grant person and to use monies that have been donated to the Train Station. The person would do grant writing, administration and coordination. This person would be applying for seven grants before the end of the year. The Train Station Committee is applying for a VOREC (Vermont Outdoor Recreation Economic Collaborative) grant which could bring in upwards of \$275,000 to the Town which would be handled by this person. There is a cost share of \$4,650 for administration and coordination which will come out of the VOREC grant.

Ken Linsley noted this person would identify grants the Town would be interested in pursuing.

Peter Griffin inquired if the person would be paid with a 1099.

Michael Hogue noted yes. This person would mostly be working with Train Station grants. Payment would be \$35 for grant writing and \$30 for administration and coordination which would come from the \$4,100 raised and in the Train Station fund.

Motion by Kellie Merrell, 2nd by Peter Griffin to authorize the Train Station Committee to expend funds from the donations received by the Train Station. Vote 5-0-0. All in favor.

- Greg Prior – Operations – absent
- Clayton Cargill – Bottle Collection – Danville School event. Funds raised from the bottle collection are for attendance to Nature Classroom which will lower the cost for camp attendance. The funds are donated to the Parent Teacher Group. Clayton is concerned for any conflict because he works for the Recycle Center where the bottles are returned. He is seeking permission to collect the bottles and to make sure he is following proper procedures.

Peter Griffin does not think it is a conflict of interest and even if it was, Peter was willing to waive such.

Ken Linsley noted the money is being transferred to a group who is doing the sponsoring. It is a community event not an individual event.

Consensus is collection of bottles is acceptable.

4. **Town Clerk** (Wendy Somers)

- Delinquencies at \$146,000, an all-time low.
- Met with MVP to discuss health insurance. Employees are comparing BCBS and MVP. The programs are very similar. Determination is that MVP offers a few more items than BCBS and less expensive. There were no drawbacks sited in the meeting.

Kristin Franson noted both MVP and BCBS had comparable coverages.

5. **Highway Foreman** (Keith Gadapee)

- MMI Grant - Emma Stuhl of the State has not reached out to Keith Gadapee.

Kellie Merrell noted Emma Stuhl had not reached out to her either, however, Kellie Merrell would update Josh Kelly at the State with updated grant information per grant requirements.

Kellie Merrell inquired if the Town could start invoicing the grant so the Town could get reimbursed.

Ken Linsley inquired as to what the grant conditions and instructions for reimbursement were.

Kellie Merrell noted the system had changed since the Town received the grant.

Keith Gadapee suggested to invoice for the concrete contractor, aggregate for backfilling and drain pipes. Keith Gadapee noted he had a spread sheet which is easy to follow for invoicing.

- International Truck Settlement – previously applied for and a \$2,500 check has been received. The money has been put in Vehicle Repairs as unexpected revenue.
- Opening of Truck and Equipment Bid on November 18.
- Shared Road Side Mower – discussion needs to be started with St. Johnsbury regarding replacement of shared road side mower. The Town of Danville has shared this piece of equipment with them for thirteen years. St. Johnsbury's budget is in July and Danville's budget is in January.
- Private Road - Finley Drive in need of repair. Finley washes out frequently. There is no turn around on the end of Finley for the Highway Department so the Town plows the complete road. New owners would like to start a conversation about what can be done with the road. Keith Gadapee needs gravel on that road in order to plow and he seeks Selectboard suggestion for what they would like to be done with the road. Historically the road has always been plowed. There is no history for why this has been done. Half the road is paved and the other half is dirt.

Peter Griffin inquired if there was any other road that the Town does this with.

Keith Gadapee could not think of any for comparison.

Keith Gadapee noted he would put gravel on Finley unless the Selectboard saw it differently.

Ken Linsley suggested a future discussion should be had with landowners to bring it up to a Class 3 road.

Kellie Merrell inquired what it would take to make it a Town Road.

Ken Linsley noted the residents would have to bring it up to Class 3 standards.

Eric Bach noted the Town did not own the road, it is privately owned. He suggested to put gravel on it so that it was plow-able as there is no turn around available for Town trucks.

Kellie Merrell noted persons have had Class 4 roads and have had to bring them up to Class 3; she wondered if they would be setting a precedent and thought they should be consistent with the policy.

Keith Gadapee noted the lower half of the road is a Town road and paved but not on the map as a Town road.

Consensus is to put gravel on the unpaved portion of Finley to make the road plow-able until further discussion.

6. Issues and Information (All)

- (a) **CALEX** – Audrey DeProspero – Agreement decision was held off on from the previous meeting to get opinion of absent Selectboard member Eric Bach.

Eric Bach had no concerns with the agreement. Agreement has standard changes.

Ken Linsley discussed capitation basis moving to different method of capitation plus number of runs.

Eric Bach noted that was how Danville use to do it (per capita plus runs). He also noted the three year agreement was in the budget.

Motion by Eric Bach, 2nd by Kristin Franson to approve and accept the Calex offer and to authorize Ken Linsley to sign on behalf of the Town. Vote 5-0-0. Motion carries.

- (b) **Sewer Ordinance** –

Motion by Peter Griffin, 2nd by Eric Bach to approve the proposed ordinance. Vote 5-0-0. Motion carries.

- (c) **Town Meeting 2022** – Ken Linsley – Emergency Order lifted, so essentially the Town goes back to the way we were pre-pandemic. The Town will meet as a group and schedule all voting from the floor, except for municipal, highway and NEKWMD articles which will be by Australian ballot. This can all change in early January, if the Legislature changes current law.

Peter Griffin inquired if the Secretary of State would no longer mail out ballots like they did last year. He noted if all reverted to two years ago, the Secretary of State sent out ballots to all voters or people who requested them for Town Meeting or General Election.

Ken Linsley noted if we have Town Meeting like we had two years ago, we would be planning for Town Meeting the first Tuesday of March with voting booths and local officials voted from the floor.

- (d) **Outlets on Green** – Eric Bach – during Autumn on the Green, the outlets around the Green were not working so the Chamber hired and paid for an Electrician to get them working.

Ken Linsley discussed getting the outlets functioning would require new boxes with gaskets.

Discussed was putting a brief RFQ out to local electricians for them to recommend better products to replace what is there with newer technology.

Informational Items:

VLCT – Ken Linsley – VLCT has gotten with NEMRC to extract data to see if we lost revenue in budget. The information will be available tomorrow and a webinar will be next week.

Millstone – Audrey DeProspero – Paul Chouinard is looking to work with Phil Beede to move the stones to their new locations as Phil is a stone person and Paul does not want damage to be done to the stones while moving them. The Historical Society has been donated one full Millstone and the Town has been donated one full Millstone while the other two halves may now stay with the Chouinards.

Owl – Audrey DeProspero – Wendy Somers has seen on Clerk Share that the Owl device seems to be working for other Towns during their hybrid meetings. The cost of the device varies depending on where it is purchased. Further information is being looked into to see if it would be a good fit for Danville.

Clock Tower – Audrey DeProspero – Davanza Clocks has been extremely busy but has noted they will be here some time in November to look at Town Hall's clock.

.Gov – Audrey DeProspero – the Town's new email address will be user@danvillevt.gov

Town Forest – Audrey DeProspero – Landowner Chris Kirk who abuts the Rogers lot on the north and east side of the property has some confusion about where the property line is on the eastern side so investigation into property lines is required.

Keith Gadapee noted if a survey is required then logging would need to be put off.

ARPA – Ken Linsley – Compliance and Report Guidelines have been announced. \$300,000 is in the Town's checking account, unique to one account to ARPA. Next year the Town is to receive another \$300,000. All funds to be committed by 12/31/24 and the Town has until 12/31/26 to expend the funds.

Cannabis – Ken Linsley – Cannabis link sent to all Selectboard members from Judy Hulburd of the Cannabis Control Board.

7. **Financials:** Orders to review and sign

Motion by Kellie Merrell, 2nd by Eric Bach to authorize Chair Ken Linsley to review and sign the Financial Orders on behalf of the Selectboard. Vote 5-0-0. All in favor.

8. **Adjourn** – *Motion by Eric Bach, 2nd by Kristin Franson to adjourn at 7:12 p.m. All in favor.*

Minutes taken by Audrey DeProspero submitted November 08, 2021 at 10:12 pm.