

Town of Danville
Selectboard Minutes
January 20, 2022
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: Keith Gadapee, Craig Morris, Virginia Incerpi, Bill Bailey, and Greg Prior

Others Present: Audrey DeProspero, Wendy Somers, Michael Hogue and Shara McCaffrey

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

1. **Additions to the agenda:**

- Shara McCaffrey, Pope Memorial Library Director – Appropriation request

2. *Motion by Eric Bach, 2nd by Kellie Merrell to approve **minutes** of the **Regular meeting of January 6** as written. Vote 5-0-0. All in favor.*

*Motion by Eric Bach, 2nd by Kellie Merrell to approve **minutes** of the **Special meeting of January 13** as written. Vote 5-0-0. All in favor.*

3. **Visitor:**

- Walter McNeil – NEKWMD – not attending because there was no Board of Supervisor's meeting in January.
- Michael Hogue – Continuation of grant process - Drafted two documents: Grant Management for the Town of Danville and Grant Writing for the Town of Danville. The Grant Management is a master plan for administration. The contract is for two years and the contractor is Catherine (Kate) Whitehead. The agreement is to be used with the Robert Sincerbeaux Fund Grant through Preservation Trust of Vermont, VHCB (Vermont Housing and Conservation Board), DHP (Vermont Division for Historic Preservation) and MPG (Vermont Municipal Planning Grant) grants along with the REDI (Rural Economic Development Initiative) grant to pay for grant management. The total grants are approximately \$120,000 (\$75,000, \$20,000, \$22,500, and \$500). The Committee has also applied for \$45,000 from the Preservation Trust and a \$97,250 VOREC grant, pending determination. The Grant Writing is for lesser term with same contractor for the VOREC (Vermont Outdoor Recreation Economic Collaborative) grant.

Kellie Merrell inquired if Kate Whitehead would be available to help with the Fire Department grants or would she be overwhelmed by the Train Station's grants.

Michael Hogue noted he would have to get back to the Selectboard with that information.

Kristin Franson discussed exploring options of Kate to do other grants and wondered if the not to exceed \$15,000 was an adequate number.

Eric Bach noted there were provisions in grants for payment of a grant writer which would be useful.

Michael Hogue discussed VOREC grant noting they were not at grant limit but the rest of the grants were already at their limit.

Motion by Kristin Franson, 2nd by Eric Bach to approve the Grant Writing Agreement for the Town of Danville with Catherine (Kate) Whitehead not to exceed \$3,000 for the VOREC grant. Vote 5-0-0. Motion carries.

Motion by Kristin Franson, 2nd by Eric Bach to approve the Grant Management agreement for the Town of Danville with Catherine (Kate) Whitehead not to exceed \$15,000 for the multi grant application. Vote 5-0-0. Motion carries.

- Shara McCaffrey – new Pope Memorial Library Director – requesting appropriation of \$28,000, same as last year for the Pope Memorial Library. Due to transition of positions, the due date for appropriation submission to the Town was missed and the request now needs to go before the Selectboard for approval to be put on the ballot.

Motion by Peter Griffin, 2nd by Kristin Franson to approve the addition of the Pope Memorial Library appropriation of \$28,000 to the 2022 ballot. Vote 5-0-0. Motion carries.

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

- Liquor Licenses:
 - Creamery Restaurant – First-Class restaurant license and Third-Class license.

Motion by Eric Bach, 2nd by Kellie Merrell to approve the First-Class and Third-Class licenses for the Creamery Restaurant. Vote 5-0-0. Motion carries.

- Hastings Store – Second Class liquor license.

Motion by Kristin Franson, 2nd by Kellie Merrell to approve the Second-Class liquor license for Hastings Store. Vote 5-0-0. Motion carries.

- Appropriation for 2022 with one exception - Pope Memorial Library submitted letter after to be put on Ballot for 2022.

Motion by Eric Bach, 2nd by Kellie Merrell to accept appropriations (including Pope Memorial Library) and to put them on the Town Meeting Ballot of 2022 in the amount of \$47,902.00, same as last year. Vote 5-0-0. Motion carries.

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

- Builders Risk Insurance – the start of the new Recycle Center was being erected last week. It is starting to take shape. VLCT had suggested getting Builder's liability to protect the Town in case something happens while the building is being built. Keith Gadapee does not think Builder's liability is required or necessary as the building is not a freestanding building, it is hooked to another building.

Eric Bach did not favor purchasing the policy, he agreed with Keith Gadapee.

Kellie Merrell agreed not to pursue the additional insurance.

Consensus was not to purchase the additional Builders Risk Insurance policy.

- Hill Street Project - estimate and plan received. Project reviewed with Tim Ruggles. Keith Gadapee suggested a Special Article with a not to exceed dollar figure be put on the ballot. He thought if the Town was prioritizing shovel ready projects this project would come before the parking lot project because of where the storm water would be directed. The Hill Street project would include an 8' multi use sidewalk instead of 5' and would be on the Congregation Church side and consist of storm drains. Lighting is not included but could be done.

Kristin Franson agreed with the Hill Street project.

Eric Bach spoke of holes increasing in size on the road and thought the project should be done.

Keith Gadapee noted an easement would be required with the parking lot because of stormwater.

Ken Linsley noted a \$500,000 project should go to voters. He also noted there would be ARPA money for stormwater but the Town did not know if they would get any money from Feds.

Eric Bach wondered if the Selectboard could put the project on this year's article on Town Warning and if there was enough time to do so.

Kellie Merrell wondered if it would be less expensive to send the stormwater to the pond across from Martys.

Keith Gadapee noted the Hill Street water would never be considered to go into the Route 2 system because of the grade purposes.

Kellie Merrell spoke of the 'must haves' of 3 acres of impervious area being needed for ARPA fund usage.

Ken Linsley discussed ARPA funds usage.

Kellie Merrell would rather not put the Hill Street project on the Warning as she felt it was too soon.

Ken Linsley noted it may be possible for the ARPA money to be used as the Town's cost share to grants.

Eric Bach wondered if the Selectboard needed anything on the ballot giving the Selectboard permission to spend the ARPA funds.

Ken Linsley noted he was not aware of such. It was the governing body that receives and expends funds.

No action taken.

6. Issues and Information (All)

- (a) **Hazardous Waste Day** – the August 6th date has been changed due to conflict with Danville Fair Day and is now scheduled for Saturday, July 23rd. The location will be at the Highway Garage. Hope is for the new recycle center to be completed by then. Hours will be 8 am until noon for Hazardous Waste Day and recycling will be 7:30 am until 12:30.
- (b) **Planning for Town's Future Sewer Needs** – Kellie Merrell – noted sewer needs were being discussed for budget purposes. There have been a few new hook ups requests and advice received has been to do some long-term planning of Town's needs. She discussed the anaerobic reactor cell to optimize operations in Town and possibly using ARPA funds for pretreatment. DEC WW recommends the Town to conduct an engineering study to qualify the Town thru the state for revolving funds at a cost of \$20,000. Rural water anaerobic reactor cell engineering study estimated cost could be upwards of \$15-18,000. Funding is available for the engineering study. After it is done, it will open the Town up to other available funds.

Ken Linsley noted there was a reserve fund for sewer operations.

- (c) **Rep for North Danville School Association meeting (2/7 @ 7pm)**

Ken Linsley volunteered to attend the North Danville School Association and Community meeting on Monday, February 7th at 7pm.

- (d) **Town Meeting** – Ken Linsley discussed timeline of Town Meeting: School Board required contact for Informational meeting dates, ten days required for posting (example if date was February 19th it would need to be posted on the 9th); First Informational meeting is scheduled for February 21 and the second is February 28th, both to be virtual; Candidates deadline to sign up is January 24th by 4pm and withdrawal is 26th; no petition is required

this year; consent forms need to be filed by the 24th and can be pick up with the Town Clerk; information to be put on the Town's website Home page; the vacancy list (Moderator, Selectboard, Lister, Delinquent Tax Collector and School Board) needs to be posted on the Town's website; candidates are decided by plurality not majority; Town Report is due to printers by 27th; January 31 is the first day to post the Warning; February 18 is last day to post; Ballots due on the 18th; February 18th Town Reports back from printers; and March 1st is Town Meeting day.

Discussed was holding a Town Meeting Day call in for one hour so that residents may call in to ask questions from 12 until 1pm and to include the School Board.

- (e) **Budget – Municipal and Highway** – Eric Bach - updated numbers, very minimal changes to budget.

Selectboard spoke of comparable town salary information, 5.9% COLA and data presented in comparison graft of salaries.

Kellie Merrell suggested to meet with Road Crew and get a better design for their pay to compensate for longevity.

Peter Griffin discussed keeping taxable increase down.

Eric Bach discussed salary piece of Highway Budget.

Keith Gadapee discussed reducing paving line and building maintenance fund and removing part time person for a level funded budget with a 10% raise for salaries.

Craig Morris inquired why Keith Gadapee wanted to increase the base of the Highway Crew's salary? He wondered if it was to match the State's pay.

Keith Gadapee noted yes, as the state was a competitor for the Town.

Craig Morris inquired if the Town still paid 100% of the Highway Crew's insurance.

Keith Gadapee noted yes, the Town did.

Craig Morris noted State employees had to pay 20% of their insurance which was quite a bit, \$33,960 in total benefits yearly.

Selectboard discussed wages, health insurance coverage, comparisons, Health cost, FICA, retirement and other wages.

Ken Linsley noted paying larger wages increases the taxes (FICA, retirement on it and income tax). Benefits are nontaxable. The Feds do not tax. He did not think they should match wage rates.

Peter Griffin does not disagree with Ken Linsley but wanted to clarify: 8% gets them to \$20 base rate and 16% gets them to \$22 base rate.

Kellie Merrell discussed history of compensation that has been given to Town employees since 2017.

Kristin Franson noted based on cost of living, comparisons to other towns and benefits she would suggest a 6% increase and keeping the benefits they currently receive and next year revisiting length of service to the Town and structuring things differently.

Eric Bach noted with the information Kristin Franson provided, the Town could keep the new person at \$19 and someone longer at \$24 without changing the base rate to \$22.

Ken Linsley would like to keep the tax burden to tax payers the same as last year.

Selectboard discussed surplus at end of year and previously budgeting for no surplus at end of year.

Peter Griffin and Ken Linsley discussed not level funding total budget but level funding tax burden on tax payers.

Motion by Kellie Merrell, 2nd by Kristin Franson to adopt the proposed 2022 General Budget for \$856,772.00 and to adopt the proposed Highway Budget for \$1,850,460.00. Vote 5-0-0. Motion carries.

Ken Linsley discussed change in federal dollars and Kitty Toll's request to see if there was any funding available for the Train Station. Ken Linsley did not think ARPA funds should be committed as they are not sure what ARPA funds could be used for and the Committee was currently working on grants for the Train Station.

Consensus was that all agreed.

Ken Linsley noted that he and Audrey DeProspero would work on final Selectboard Report tomorrow and would take all suggestions by Board members into consideration and finalize.

7. **Adjourn** – *Motion by Eric Bach, 2nd by Kristin Franson to adjourn at 9:50 p.m. All in favor.*

Minutes taken by Audrey DeProspero submitted January 25, 2022 at 2:00 pm.