

Town of Danville  
Selectboard Minutes  
July 2, 2025  
Danville Town Hall (6:00 pm)

**Board Members Present:** Janice Ouellette, Glenn Herrin, Eric Bach, Alison Low and Matt Choate

**Others Present:** Audrey DeProspero, Michelle Leclerc, Keith Gadapee, Curt Edgar, Clayton Cargill, Sue Murray and Shawna Foran.

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

**1. Additions to the agenda:**

- Curt Edgar – Greenbanks Hollow Grant

**2. Approve minutes:**

*Motion by Matt Choate, 2<sup>nd</sup> by Glenn Herrin to recognize the **Regular** June 19, 2025 minutes as accurately reflecting the agenda of the meeting. Vote 5-0-0. Motion carries.*

**3. Municipal Minute: Legislation – Open Meeting Law Change –** Janice Ouellette discussed both 2024 and 2025 legislative sessions passed legislature that affects the Open Meeting Law. In 2024 Act 133 was enacted making sure everyone could attend meetings by holding hybrid meetings and in 2025 Act 151 enacted officers (Chair, Town Manager, and Mayors) to take part in training procedures. Janice Ouellette took the 40-minute training session. Link to be sent to Selectboard members. The OML has expanded the agenda containment to specific matters that are to be discussed to give people better decision making to attend. There is also a portion on Executive Session.

**4. Visitors:** Janice Ouellette noted the new practice is for all visitors to introduce themselves.

- Clayton Cargill – Additional Recycling Attendant

Janice Ouellette noted she read an FPF post which complimented the Danville Recycle Center for being helpful and friendly.

First issue - staffing: looking at bulky waste, questions came up that there may be a need for staffing and it is obvious that Clayton Cargill has never asked for assistance, but it is evident from his reports that an additional person is needed. Selectboard members and Michelle Leclerc will do an analysis of cash in and see if hiring someone is possible, if it is not, then brainstorming is needed.

Longterm: great thing for TSC. Mark Tucker is in charge of Recycling and looking at staffing and developing a budget as there is no line item currently to purchase items.

Clayton Cargill noted there is no crisis, just something to look into. He can make his children do it, he does have people volunteer but finds they have more questions and that takes up much of his time.

Janice Ouellette discussed public educating could be a task assignment.

Keith Gadapee offered training on front end loader or backhoe to get items into the bulky bin.

Clayton Cargill noted bin is 6.5 feet high.

Matt Choate and Janice Ouellette discussed no fee to recycle.

Matt Choate noted the Town supports recycling in the budget.

Shawna Foran of Otis Drive spoke of training volunteers so they are prepared rather than asking questions.

Clayton Cargill noted he could, but he did have a volunteer list and they needed to look at what level they could be trained.

Shawna Foran suggested hosting community service persons.

Eric Bach noted they were not consistent persons and you might get different people each time.

Glenn Herrin and Alison Low to meet with Clayton Cargill and Michelle Leclerc on short term basis to discuss hiring.

Keith Gadapee discussed Clayton's recycling attendant position noting being committed to every Saturday is a huge thing as Saturdays are valuable.

Janice Ouellette discussed request to pay Nolan Cargill for work done assisting in illegal tire dumping: Selectboard reached out to Clayton instead of Highway Crew and Clayton enlisted his eldest son Nolan. Clayton told him, he would be paid either by the Town or himself.

Clayton Cargill discussed his two boys and how he pays them out of his wages.

Janice Ouellette noted Town can pay Nolan, or Clayton can bill the Town the appropriate quantity and mileage for personal vehicle used.

Glenn Herrin discussed Town paying Nolan then Nolan becomes a Town employee and nepotism comes into play.

Clayton Cargill discussed Keith Gadapee finding more tires and notifying him of them and he wondered how the Selectboard wanted him to handle: does Selectboard want Clayton to pick up, have pick up by Highway Crew, or ignore them.

Keith Gadapee noted he is normally alerted by residents and then he calls Clayton because Clayton is willing to pick them up.

Eric Bach inquired if the tires are in the right-of-way.

Clayton Cargill noted no.

Alison Low wondered how often tire dumping is going to happen.

Clayton Cargill noted he was the better person to do as he knows where to put tires instead of a 6 wheel or 10 wheel driver doing the pick up and putting the tires in the incorrect location.

Eric Bach had concern for picking up tires on everyone's property and not just in the ROW, he wondered how in-depth were they getting.

Janice Ouellette discussed TSC analysis and them looking at Clayton's job description.

- Sue Murray – North Danville Road Washout Area – noted was location: 3 miles down Bruce Badger heading to North Danville, washout happened about nine years ago. Significant washout, dangerous spot, people stop to look at hole. Guardrail was installed.

Keith Gadapee discussed washout never got into ROW, geologist came, named it Danville Slop Failure, it has always been on private land, it is now officially in Town ROW, and not getting any better. Geologist coming next week, Streams Analyst coming on the 15<sup>th</sup>, and they will give assessment of what the risk is going forward. It is not pinned to an event, so getting help is going to be difficult.

Sue Murray wondered if something could be done for the people who walk up to the edge. She wondered if signs would help.

Keith Gadapee noted signs only bring more attention to area.

Sue Murray noted lots of people stop to look at it.

Eric Bach inquired about a fence for the area, just near road, how many feet in every direction, and if its undermined can they even get a fence in there.

Keith Gadapee discussed getting fence close to guardrails and close to trees.

Alison Low suggested a site visit.

Janice Ouellette suggested holding site visit after people visit site to have more knowledge (after the 15<sup>th</sup>), decision was to meet Wednesday, July 16<sup>th</sup> at 7:30am at site location.

Keith Gadapee agreed, noting it is a federal road, and we could get federal money to assist to fix it.

- Curt Edgar – North Danville Road Washout Area – has been on Historical Society for seven years in various positions. There is a wall in Greenbanks that Michael Hogue and he had come before the Selectboard to ask to accept grant for Preservation Trust. The wall is the last standing wall of the mill, it is made of granite, has a window and is free standing 15 feet from the bank. They are worried about it collapsing into Joes Brook. They received a grant to restore the wall from Preservation Trust and have been working with them and keeping them up to date. They originally thought it was owned by the Town but found it on Michael Hogue's deed. Michael Hogue has donated it to the Town. A property line adjustment is needed. The 2022 3-year \$25,000 reimbursement grant was okayed and approved even though property transfer had not been completed. A \$2,000 survey was completed by Truline and payment and reimbursement completed. Initial contractor cost was \$5,000 for travel cost from Brattleboro to here which was not feasible. Others looked at it and wanted to know when they could start. There are questions on the survey that was done, as two owners previous has a ROW though property to brook and this needs to be resolved. Toby Balivet is working on it with Michael Hogue. Preservation Trust Jackson Evans concerned with deadline of September 30, 2025. There is a potential local contractor who may be able to help with wall, but the property line adjustment needs to be resolved before work can begin.

Janice Ouellette inquired if Curt could get an extension on the grant.

Curt Edgar hasn't asked because of the entire timeframe length that it has taken to get this far.

Shawna Faron inquired if the issue was with the ROW.

Curt Edgar noted the ROW and survey.

#### 5. Town Clerk (Michelle Leclerc)

- July Budget Status – any questions on status for last six months - noted was all looked inline.
- Rossi Sewer Application – 25 multi residential units (24 two bedrooms and 1 one bedroom)

The Selectboard discussed the development, sewer capacity and future use, potential efficiency upgrade, and how applications secure capacity. There was concern about developments using capacity in areas where they could use septic systems, but the Sewer ordinance requires review and approval on a first come, first served basis.

*Motion by Glenn Herrin, 2<sup>nd</sup> by Matt Choate to approve Larry Rossi and Spencer Hudson sewer application for 25 multi residential units. Vote 5-0-0. Motion carries.*

- Liquor License – Finkel wedding reception at 1 McFarland Road (catering permit/liquor license).

*Motion by Eric Bach, 2<sup>nd</sup> by Glenn Herrin to approve liquor license permit application for Finkel wedding reception at 1 McFarland Road. Vote 5-0-0. Motion carries.*

#### 6. Highway Report (Keith Gadapee)

- FYI - Sewer Hook up (addition not on agenda) – lot across from town garage, plan sent, pressure system, looking for assurance, this is a go, hire third party to look at and be there during hook up day, stie has town water also, not sure if they have responded.
- FYI – Train Station (addition not on agenda) – athletic field parking area, expense, where is expense to be put, would like to set estimate for lawn care.

Eric Bach inquired if there was money in Rec Fund for signs.

Michelle Leclerc noted we do not really have a Rec Fund, but it could be Train Station expense.

Keith Gadapee noted next year this will be added to mowing contract.

- FYI – Train Station (addition not on agenda) –Spectrum going to pave Red Barn Road to specs in August.
- Insurance Claim – land owned by Town on Route 2 and Upper Drive, which is covered in trees, a tree fell and landed on snowmobile trailer and garage roof. Information submitted to insurance company.
- Boiler – process started for grant for heat system for garage, he is working toward getting estimate but has concerns about choice of boiler not being on their list.
- Minnesota – still interested in going to Minnesota. Cost is \$100,000 before we put up storage building.
- Trees Around Wastewater Treatment Facility – the fence area is hugely overgrown with trees and growing into the fence. There is no immediate fix need, however it is a bigger job than he expected.

Alison Low noted it was a massive hedge row.

Michelle Leclerc noted there is money in the Tree Fund.

Keith Gadapee noted this is a land maintenance item which needs brush hog and weed whacker.

Alison Low discussed possible in kind support from Conservation Commission for brush hogging which would also benefit Dog Park to clean out some of the area.

Keith Gadapee noted it was not a safety issue such as keeping people out, but work needs to happen.

Alison Low noted there are selective areas where it is bad.

Michelle Leclerc suggested to reach out to James Mangan current mowing contractor.

Keith Gadapee asked if the Selectboard had any inquiries for him.

Janice Ouellette inquired about Senior Project signs at either end of Town.

Keith Gadapee noted he forgot but would remove them.

## 7. Issues and Information (All)

- (a) **Zoning Legal Issues** – Glenn Herrin discussed Zoning Administrator trying to get action on guidance to have lawyer send letter. Current lawyer is too busy. Suggestion is to authorize another lawyer and put a cap on expenditure.

*Motion by Glenn Herrin, 2<sup>nd</sup> by Eric Bach to authorize Zoning Administrator to spend up to \$500 to solicit lawyer to send two letters regarding zoning issue. Vote 5-0-0. Motion carries.*

- (b) **Dog Control Ordinance** – Glenn Herrin asked VLCT about fees, noted was fees are set by statutes, however town can set penalty fees. Suggested changes: Town Clerk added as enforcement officer to authorize collection of fees, wording to nuisance section added, and fees changed.

Michelle Leclerc suggested to change fee to \$10 & \$25.

Glenn Herrin noted that he did not want to discourage persons from registering dogs.

Janice Ouellette noted she was okay with \$5 and \$10.

*Consensus was to stay with \$5 and \$10.*

Glenn Herrin to clean up document, then Selectboard to adopt as ordinance at next meeting and do appropriate advertising.

- (c) **Hill Street Parking** – Janice Ouellette discussed her, Eric Bach, and Keith Gadapee's discussion for reconfiguration to Hill Street parking. Questions were directed to Ken Robie of Dubois-King:

Parallel parking, west side more appropriate and may help with handicap access. Being a designated handicap space doesn't change the size of the parking space significantly, but it does require accommodations to access the sidewalk from the parking space that could reduce the number of spaces that can fit. Since parking is along a Town Highway within the Town ROW, the Town has the authority to determine where the space(s) should be. VHB will provide concepts for Hill St parking prior to the full Conceptual Plans. Suggested is to wait to see what they come up with and then meet to discuss.

Discussed was public outreach letters to merchants, holding a public forum, enforcement, ticket design (vehicle information, reference of state ordinance, amount due, what person did wrong, and having a warning and fine on ticket.

Eric Bach to work with Chelsea Hewitt on print of ticket.

Glenn Herrin discussed center lane and possible moving.

Keith Gadaee discussed camera on light will see people, however AOT can adjust if needed.

Matt Choate discussed 2024 Parking Ordinance enforcement notes ticket writer needs certification by VT Criminal Justice Training Counsel.

Noted was Parking Ordinance online to be looked into.

(d) **Public Outreach/Forum** – see above.

(e) **Charette Follow Up** – Eric Bach noted all items from public meeting have been updated. There are lots of items in progress, but changes are being done. Some items have been worked on and discussions needed after other things get completed and other items they will touch back on in Spring.

Alison Low discussed trees in swales which are not an easy fix.

Information can be found on the Town's website on the Selectboard page.

(f) **Access Agreement LVRT for Dog Park** – Alison Low noted document received and she has reached out to attorney as chair identified is incorrect. She is still waiting for the corrected version.

(g) **August 7<sup>th</sup> Meeting Change/Cancel** – Janice Ouellette noted there is no quorum for the first meeting in August as Eric and Matt are gone and she has family in town. She wondered if they wanted to move the date or cancel.

Glenn Herrin noted he was fine with cancelling and holding a special meeting if one was needed.

*Consensus to cancel.*

(h) **July 17<sup>th</sup> Town Hall Closure** – Audrey DeProspero discussed fire suppression system being fixed on the 17<sup>th</sup> and contractor needing to shut off water to the Town Hall at 8am for precaution/safety measures. The electricity will be shut off for 2 hours starting at 8am also. As there will be no water to the building and bathroom facilities will not be usable, Town Hall will be closed for the day.

The Listers have that day scheduled for grievances, and we will not know if they have any until July 11<sup>th</sup> but will let you know. John Blackmore is working it out with the community center that if they do have grievances, they will be able to use their facilities for the times needed.

Selectboard were acceptable to closure.

(i) **Use of Green** – Audrey DeProspero received a call from a resident seeking to sell pastries on the Green during the 4<sup>th</sup> of July. She was unable to attend tonight's meeting but wanted to know if this was a favorable type of venue. This is not feasible for the 4<sup>th</sup> as no insurance has been provided.

*Consensus is for person to come before Selectboard with day/date of use and to provide necessary paperwork.*

- (j) **Shared Pathway Update** – Janice Ouellette noted virtual meetings are being held once a month at end of month. Survey base mapping almost complete, finalizing existing utilities, ROWs (Hill Street & Peacham Road) 4-rod, Route 2 still being confirmed, VHB environmental review complete, wet land areas being checked by DEC, conceptual plans not yet started, options for parking on Hill Street still being looked at, conceptual plans mid-August and public meeting August/September.
- (k) **Parking Lot** – Alison Low received one response for qualification request from Dubois & King, and VHCB said not submitting. This was sent out to VT Planners list serve and VT business registry. She discussed meeting virtually, having two landscape architects for project, proposal submitted, clarified survey done of site, electronic status not available, this is a \$30,000 grant with 10% match (\$3,000) estimate of what needed for construction bidding and oversight, revised work plane sent, discussed doing fall charette, pop up tents, groups of people, and doing user survey to solicit parking behavior.

Glenn Herrin and Alison Low discussed designs, results being schematics and building construction docs into grants for VT Downtown Transportation Fund.

Keith Gadapee had concerns for not being any closer to construction, the length of time that this project has been ongoing and the previous people that have submitted/completed work on the project no longer being involved. He noted there were cost estimates and three choices of designs were done and wondered if this was really a necessary step to get more money.

Alison Low noted yes, that is why we applied for the grant.

Eric Bach discussed drawings needing to be electronic documents and the Town does not have files to work with.

Janice Ouellette noted cost to Town is \$3,000.

Alison Low clarified is aligning things to make it go forward.

Janice Ouellette noted the construction and design estimates are old.

Alison Low noted at the pop up charette people spoke of hopes and dreams for parking lot noting we used to take it seriously.

*Motion by Eric Bach, 2<sup>nd</sup> by Matt Choate to authorize Janice Ouellette to sign on behalf of the Selectboard the agreement for professional consultant services by and between Town of Danville and Dubois & King Inc. for project: Design Services-Village Parking Scoping Study. Vote 5-0-0. Motion carries.*

- (l) **Digitized Survey** – Alison Low noted no discussion/motion required, she was getting estimates only.
- (m) **Water on Green and Hill Street** – Eric Bach discussed water trough on Green, where people are filling their water jugs at but are driving on the Green to do so. People should not drive on the Green.

Keith Gadapee discussed surcharge for Town for use of water from Green, Hill Street Park and to charge the Train Station for theirs as he is charged at the Highway Department for their water usage. He noted that there is a misconception of who pays for water and people think water is free. He noted people on the FD#1 pay for water. He noted TSC is addressing facilities, and this is part of discussion.

Matt Choate suggested organizing parks together.

**8. Financials: No Financial Orders** available, Janice Ouellette to come in Thursday to sign.

**9. Adjourn** – *Motion by Eric Bach to adjourn at 8:35 pm.*

Minutes taken by Audrey DeProspero submitted July 3, 2025 at 12:49 pm.