

Town of Danville
Selectboard Minutes
July 17, 2025
Danville Town Hall (6:00 pm)

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

Board Members Absent: Janice Ouellette

Others Present: Audrey DeProspero, Michelle Leclerc, Keith Gadapee, Walter McNeil, Sheriff Brandon Thraillkill

Meeting called to order by Vice Chair Glenn Herrin at 6:00 pm.

1. Additions to the agenda:

- Sheriff Brandon Thraillkill, Caledonia County Sheriff's Department – Introduction
- Advisory Notice on Herbicide

2. Approve minutes:

*Motion by Alison Low, 2nd by Eric Bach to recognize the **Regular** July 2, 2025 minutes as accurately reflecting the agenda of the meeting. Vote 4-0-0. Motion carries.*

*Motion by Alison Low, 2nd by Matt Choate to adopt the **Special** July 16, 2025 minutes as accurately reflecting the agenda of the meeting. Vote 4-0-0. Motion carries.*

3. Municipal Minute: Ordinance Adoption – Glenn Herrin discussed warnings and notices. He noted postings were normally in three public places however with ordinance adoptions two additional places were required: North Danville Community Building and Hastings store. Ordinance is effective 60 days unless petition withing 45 days. For best practices, on ordinances we keep track of timeline and public warning.

4. Visitors: Glenn Herrin noted the new practice is for all visitors to introduce themselves.

- Walter McNeil, Jr., NEKWMD – Update
 - Waste District met July 8th. They selected and voted a new Executive Director. The Search Committee met 12 times. They used municipal search company. There were 3 good candidates. Interviews were done and they decided on 2 who met with the 5 committee people who then chose 1. The District was presented with qualifications at the July meeting and the candidate, Christian Thompson was chosen. He is retired from Newark Fish and Wildlife and has been a Lyndonville Selectboard member. Both candidates were good, he just had more management style for district which is needed. He will start late September.
 - District had surplus this last month. Pricing on cardboard and paper is down. They are having a hard time getting rid of plastic. Sometimes they have to pay to get rid of it. Styrofoam is way beyond expectations, it gets sold and makes a profit.
- Sheriff Brandon Thraillkill, Caledonia County Sheriff's Department (addition to agenda) – introduced himself, noting he has been attending various selectboard meetings around the area. He is seeking to see how the first 6 months have gone as there were setbacks in the department with the passing of Sheriff Hemond. He was previous Captain under Sheriff. He was appointed and has acquired new staff and others oncoming in future. Someone slated to go to police academy in fall, 2 FT and 2 going in September for PT and he took one PT and made FT. He noted training takes a long time and mandated classes are only held at certain times. First year in several years they are going to man the Caledonia Fair, they are not going to use other agencies. They are working with court house and court security so that it is just Caledonia and not other agencies. He is seeking what do towns want from them going into next year, how many hours, and what is budget. He will come back in a couple of months to selectboard meeting. He wants the county to keep growing. He has acquired small contract which he hopes to expand on. His hope is to get away from staffing issue. He noted if anyone has questions concerns they can reach out to his office

Glenn Herring noted TSC is looking at pedestrian safety, 8 hours a week is what Town is shooting for and contract into next year. TSC will engage with public to see how it is going. Town is interested in ticketing and he wondered if Danville has a good ticket was Sheriff's office able to do ticketing.

Sheriff Thraillkill noted yes, parking tickets were not an issue.

Glenn Herrin spoke of fairs and having Sheriff on hand to give out parking tickets.

Matt Choate discussed increased traffic and people not parking in appropriate areas.

Sherriff Thraillkill discussed working out details such as visible signage. He noted they were open to many different avenues and there needs to be open communication with towns and his department.

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

- Liquor License(s) – Autumn on the Green but that is not the official name. She noted this could wait until 2nd meeting in August.
- Train Station (not on agenda) hooked up for water, need to figure out how much to charge.
- Preservation Trust of Vermont Grant for Greenbanks Hollow (not on agenda) follow up to Curt Edgar discussion from previous Selectboard meeting is with Town Attorney, transfer not done.

Glenn Herrin to reach out to attorney.

6. **Highway** (Keith Gadapee)

- Sewer TH 121 Hook Up – seeks authorization to hire a third party, Ruggles Engineering to represent Town as this is an out of the ordinary hook up.

Motion by Alison Low, 2nd by Matt Choate to authorize the hiring of a third party, Ruggles Engineering to represent this out of ordinary hook up. Vote 4-0-0. Motion carries.

- Parking Ordinance – Keith Gadapee works on Parking Committee who work with V2V group to finish established parking area near fields. No overnight parking not in current ordinance. He wondered if they want overnight parking. Currently enforcement is only in wintertime, 10 pm – 6 am, November to April 15 for winter parking. He wondered if Selectboard wanted to add that to ordinance.

Eric Bach inquired with trailhead parking, could they have an overnight parking permission tag.

Keith Gadapee noted the Fields Committee does not want overnight parking so he wants to bring to Selectboard to consider.

Alison Low favors overnight parking stickers which need prior permission.

Eric Bach noted it gives Selectboard information on the person if something happens.

Glenn Herrin spoke of creating a policy for stickers and how someone gets a sticker.

Matt Choate discussed Enforcement Officer.

Alison Low discussed prohibiting overnight and defining, noting they define public property, and public ROWS but they do not define trailheads and wondered if they should. She will work on updates so they could advertise and adopt at their next meeting. She discussed enforcement, level one training, 80 hours of required training and reaching out to Trevor Whipple of VLCT but has received no answer. She spoke of Enforcement Office who is identified in ordinance and wondered why they specifically identify.

Glenn Herrin discussed the previous conversation about leaving to law enforcement and wondered if they needed to say in ordinance or could they put in a policy.

Matt Choate suggested creating a policy to identify these rules.

Alison Low to revise documents.

- Excelsior Farm Road (not on agenda) buildings on hold because buildings need to be tested for asbestos. He discussed conversation with container company who told him of the landfill requiring a chain of custody. He seeks direction from the Selectboard.

Asbestos discussed along with testing.

Motion by Alison Low, 2nd by Matt Choate to authorize up to \$1,000 to obtain chain of custody for Excelsior asbestos testing. Vote 4-0-0. Motion carries.

7. Issues and Information (All)

- (a) **Dog Control Ordinance Adoption** – Glenn Herrin discussed adjusting fines and adoption history.

Motion by Eric Bach, 2nd by Matt Choate to adopt updated Dog Control Ordinance as presented. Vote 4-0-0. Motion carries.

Glenn Herrin to update draft.

- (b) **Reappraisal Agreement** – Glenn Herrin discussed Reappraisal Agreement submitted by Listers which need signature by Selectboard. This is to set up agreement to do appraisal (compare actual sale to listed values, same as St. J). Start is 2028 and finish is 2030. Estimated cost will be \$182,400, fund currently has \$75,000 and increases every year but likely not have enough by 2030. They will add this for discussion at budget time.

Motion by Alison Low, 2nd by Matt Choate to accept and sign the Reappraisal Agreement between Town of Danville and NEMRC submitted by Listers. Vote 4-0-0. Motion carries.

- (c) **Town Services Committee Update** – Glenn Herrin noted pedestrian safety to be revisited, and facility grounds management will have recommendations in August. They agreed to Green Up Day and Safety Officer as potential add ons and will look at list again in September/October to see what they can get done.
- (d) **Direct Access Agreement and Memorandum from LVRT for Dog Park** – Alison Low noted she clarified with VTrans who is Chair (Janice Ouellette) and they suggested to cross our Eric Bach who is listed on the paperwork and write in Janice Ouellette.

Motion by Eric Bach, 2nd by Matt Choate to authorize Selectboard Chair Janice Ouellette to sign Direct Access Agreement and Memorandum for LVRT with VTrans. Vote 4-0-0. Motion carries.

- (e) **Fire Suppression System Update** – Audrey DeProspero discussed update on system: shut down at 9:30 am and work completed 2-ish. The air leak was patched near the coupling and approximately a 5-foot section of pipe was replaced. System is back up and running. New system quote forthcoming.
- (f) **Recycling Attendant, Volunteers, and Reporting** – Glenn Herrin noted he, Alison Low, Michelle Leclerc, Clayton Cargill and Mark Tucker talked about Recycle Center staffing. It looks like Bulky Waste is breaking even. Suggestion is to hire another attendant same as Clayton. An alternative is they could title differently and bump a small raise if they appoint Clayton as Coordinator or have attendant and have Clayton as lead.

Alison Low was okay with two attendants.

Eric Bach was okay with the authorization of hiring another employee.

Alison Low noted there is \$5,201 available, there is savings from Bulky Waste and Train Station will have costs too. She discussed stipends to volunteers which create violation and makes them employees.

Eric Bach wondered if they could wait to show it going into next year's budget.

Michelle Leclerc noted with her change to Sharon Daniel's job, there is extra money in payroll so there is extra money of \$5,200 in budget, so money is available.

Glenn Herrin discussed cleaning supplies cost of \$389 and sawdust cost, hiring 10% more in salary, volunteer \$20 stipends versus minimum wage, and order of \$1,000 following year.

Matt Choate discussed supporting second person, well used municipal staff, and okay with giving stipends to volunteers per diem.

Glenn Herrin discussed training and wondered if additional people want to attend. He noted

Mark Tucker to bring info to TSC for discussion. He thinks more research needs to be done. He wondered if they wanted to advertise and hire.

Eric Bach wondered how often the additional person was needed.

Glenn Herrin noted one weekend a month.

Michelle Leclerc thought it was every Saturday.

Glenn Herrin noted paid attendant once a month and volunteer assistants every Saturday.

Motion by Eric Bach, 2nd by Alison Low to post and advertise for second Part Time Recycle Attendant Vote 4-0-0. Motion carries.

Glenn Herrin discussed budget noting we do not have budget. Bulky and tire account broken out, and no appropriation currently for use at Recycle Center at attendant discretion.

Motion by Matt Choate, 2nd by Eric Bach to make budget allocation of \$1,000 for year 2025 at Recycle Attendant's discretion. Vote 4-0-0. Motion carries.

- (g) **EPR Collector Training** – Glenn Herrin discussed Clayton Cargill not being able to attend training in Lyndonville but able to attend either Morrisville or Middlebury.

Motion by Eric Bach, 2nd by Alison Low to authorize Clayton Cargill to attend EPR training and to pay hourly wage and mileage to attend. Vote 4-0-0. Motion carries.

- (h) **North Danville Road Washout Area Update** – Glenn Herrin noted it looks deeper from below than from above.

Keith Gadapee meeting with state geologist tomorrow. He noted he does intend to address this issue, but we need to plan to seek grant funds for shoring up area and addressing this area.

- (i) **Tickets** – Eric Bach noted Chelsea created format and put in wording. There is a front and back to the ticket and it will be carbon copy. The back has listed fees. Contested ticket discussion held. There is language at bottom 'due in 15 days' and any person authorized by Selectboard may issue ticket or authorize towing. Information taken from ordinance. Payment methods discussed. Appeals to Selectboard Assistant. Late fee and contact numbers listed. Minor edits noted to be needed, and Eric Bach will work on updating. This is what he would be working as next step and would just need to find printing company. He seeks permission for printing.

Alison Low suggests proof and ordinance to be sent to sheriff for his review before printing.

- (j) **MOU – School/Town Fields** – Audrey DeProspero discussed MOU from school received back in October and turned over to Town Attorney for review. Attorney busy and unable to review. VLCT was contacted and has made some suggestions. Both MOU and suggestions given to Selectboard.

Glenn Herrin will look at it and come back with recommendations for the next meeting.

Keith Gadapee noted the trailhead there and MOU will need to be looked at because of changes.

- (k) **Use of Green** – Audrey DeProspero discussed DCC request for use of Green on August 9th from 11am until 2pm for their annual BBQ. Set up will be at 9:30am and cleanup will be done by 3pm.

Motion by Eric Bach, 2nd by Alison Low to approve use of Green for August 9 from 11-2 for BBQ with set up at 9:30 am and clean up by 3pm. Vote 4-0-0. Motion carries.

- (l) **Advisory Notice on Herbicide (addition to agenda)** – Audrey DeProspero discussed putting up 'beach closed' signs up at noon on August 13 until 3pm on August 14. Request has come from Joe's Pond Association. Noted was signs will be posted around the shoreline, along adjacent roadways, Town offices, and public and private campgrounds and access points with the exact treatment and time and updated advisories.

8. Financials: Michelle Leclerc noted there are no financials to sign until tomorrow.

Glenn Herrin discussed previous motion allowing Janice Ouellette to sign financials and suggested to authorize Janice Ouellette Selectboard Chair or a designated member to sign in case she cannot make it in.

Motion by Eric Bach, 2nd by Matt Choate to authorize Janice Ouellette Selectboard Chair or a designated member to sign financials for March 2025 to 2026.

Vote 4-0-0. Motion carries.

9. Adjourn – Motion by Eric Bach to adjourn at 7:46 pm.

Minutes taken by Audrey DeProspero submitted July 25, 2025 at 4:00 pm.