

Town of Danville
Selectboard Minutes
August 21, 2025
Danville Town Hall (6:00 pm)

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

Board Members Absent: Eric Bach

Others Present: Audrey DeProspero, Michelle Leclerc, Paul Weaver, Greg Prior and Ryan Fecteau

Others Present Using Teams: Becky Masure and Brian Karnas (representing Danville Senior Citizen Housing/Rural Edge Housing)

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

1. Additions to the agenda:

- Greg Prior – intake process for donation of a tree for a memorial at Hill Street Park

2. Approve minutes:

*Motion by Alison Low, 2nd by Glenn Herrin to recognize the **Regular** July 17, 2025 minutes as accurately reflecting the agenda of the meeting. Vote 4-0-0. Motion carries.*

*Motion by Alison Low, 2nd by Glenn Herrin to recognize the **Special** July 25, 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 recognize the **Special** August 12, 2025 minutes as accurately reflecting the agenda of the meeting. Vote 4-0-0. Motion carries.*

3. Municipal Minute: Agenda – Janice Ouellette: agendas critical to Open Meeting Law and transparency as to what is discussed and allows people to attend. Agendas must have sufficient details. Why are additions allowed: informational only to discuss events or a notice of a future discussion. No action can be taken, and it is not an in-depth conversation.

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

- Ryan Fecteau – Tree on Town Property (ROW) – tree fell on his trailer and garage. Claim denied by VLCT. His insurance says it is town responsibility. Letter received from VLCT notes no discussion about trees, but he has had conversation with Keith Gadapee about the trees. Incident is concerning to him that Town does not want to take responsibility.

Janice Ouellette noted it is generally responsibility of the person who owns the property.

Ryan Fecteau noted the roots were rotten and the tree was dying.

Glenn Herrin noted this is an insurance issue and his insurance company needs to talk to the Town insurance carrier.

Ryan Fecteau noted it is not his responsibility to tell Town there are dying trees on Town property.

Janice Ouellette wondered if it would be helpful if Tree Warden looks at trees.

Ryan Fecteau wondered why that wouldn't have already been done.

Glenn Herrin noted this is an insurance situation.

Janice Ouellette gave an example: tree from one person's property, it is the other person's insurance. Ryan's insurance company needs to reach out to Town's insurance company.

Glenn Herrin noted if Ryan's insurance talks to Town's insurance, they may find it differently. Ryan Fecteau discussed having to cut branches off tree and put them off to side. He discussed with Keith Gadapee who said he would pick up branches, but never did.

Janice Ouellette discussed liability issue if Town employee goes on resident's property.

Ryan Fecteau's concern is that he has to pay premium increase for a Town tree that fell on his property especially after he notified Keith Gadapee that the tree was dying.

Matt Choate wondered about tree statutes and what it says about not a purposely planted shade tree.

Janice Ouellette noted that was a question for the Tree Warden.

Glenn Herrin suggested Tree Warden to look at remaining trees and determine trees life span.

Ryan Fecteau does not want to make a claim with his insurance company, feels the Town should pay. He will have his insurance reach out to Town insurance but will not put in a claim with his company.

Matt Choate wondered what legal responsibility is around non shade trees.

Ryan Fecteau noted claim was denied because story was not told correctly. He spoke to Keith Gadapee, no one came to look at tree, and his insurance says the trees pose a threat to his property.

Janice Ouellette suggested getting in touch with VLCT to revisit claim and look at trees, contact Tree Warden to look at trees and get an understanding of statute of Town trees (not shade trees), and for Ryan to reach out to his insurance and then to our insurance to resolve this.

Ryan Fecteau thinks someone should have reached out to him from the Town advising what is going on and what they should do. He wanted to know protocol for reaching out to citizens. He also noted there is no culvert/ditch for that area, when it does rain, it washes out his driveway. He thinks someone needs to contact state.

Janice Ouellette noted that discussion should be done with Road Foreman as he knows culverts. She noted Town decisions and coordination for them can only be made in public meetings under Open Meeting Law, but he should discuss Route 2 issues with Road Foreman for culvert guidance.

Greg Prior inquired when a resident has an issue who do they contact.

Janice Ouellette noted the Assistant to Selectboard who can provide guidance, notify the Selectboard members, and/or schedule items for public discussion and decisions on meeting agendas.

- Energy Committee – Window Dressers – Paul Weaver brought in an actual Window Dresser insert to show Selectboard. Window Dresser volunteers measure windows, send information to Window Dressers in Maine, then Window Dressers send out parts and pieces to put together. Volunteers then get together and build them. These were done for the North Danville Community building. The mechanics of them are simple. Energy Committee would like to do in another Town building. Cost is \$50 for average window \$80-\$100 for larger windows, and savings within two years in terms of lower bills. Request is to measure Town Hall for window inserts. Storage is required for inserts. Measurements need to be in by October 1st.

Alison Low wondered if Paul Weaver contacted the Library about Library Community building.

Paul Weaver noted no, not yet.

Greg Prior discussed Window Dresser measuring and then Selectboard could make decision.

Alison Low inquired how the inserts hold up to heat and humidity.

Paul Weaver noted storage needs to be upright.

Greg Prior noted the attic is not an option.

Janice Ouellette didn't think there was an option for the Town Hall.

Greg Prior noted the southeast room on second floor is currently used for storage, and the southwest storage room could be used too. He thinks storage is available at Town Hall as the inserts are not a lot

of space requirement. He noted they could be left in all year round. He supports measurements and estimate to see if it is in the budget. He noted the Sevigny endowment could be used for payment.

Alison Low discussed one window at North Danville does not fit.

Greg Prior noted they fixed that one.

Paul Weaver noted it is economical to re-wrap if necessary for \$15.

Consensus to have measurements done at Town Hall.

- Hill Street Park Tree Donation – Greg Prior inquired about direction needed for the intake process for a person who wants to donate a tree for Hill Street Park. He noted from previous conversation he gathers the Tree Warden has to be okay with a tree on Town property.

Noted was yes.

Assistant to Selectboard to reach out to Tree Warden.

5. Town Clerk (Michelle Leclerc)

- Liquor License(s)

Special Event Permit for October 5th (Autumn on the Green) for VT Spirits Distilling Company.

Motion by Alison Low, 2nd by Glenn Herrin to approve VT Spirits Distilling Company Special Events Permit for October 5th Autumn on the Green. Vote 4-0-0. Motion carries.

Special Event Permit for October 5th (Autumn on the Green) for St J Distillery.

Motion by Alison Low, 2nd by Matt Choate to approve St J Distillery Special Event Permit for October 5th Autumn on the Green. Vote 4-0-0. Motion carries.

- Sewer Certificate of Compliance signoff on Aaron & Christina Carr

Consensus to sign.

- Wastewater Allocation for Danville Senior Citizen Housing/Rural Edge House & Community Development

Motion by Alison Low, 2nd by Glenn Herrin to approve sewer connection for four additional units for Danville Senior Citizen Housing with Rural Edge House and Community being applicant. Vote 4-0-0. Motion carries.

6. Highway (Keith Gadapee) - absent

- Bruce Badger Memorial Highway – Slide Memo (Geotechnical Engineer Info)

Janice Ouellette discussed geotechnical engineering report. There doesn't seem to be anything imminent.

Alison Low noted there is no opportunity to apply for funds as we don't have disaster application. She discussed Hazard Mitigation Plan in future and wondered if there was anything that precludes them. It might have to be scoped a special way, or they may ask for a benefit cost analysis. She noted she could reach out to VEM (Vermont Emergency Management).

Glenn Herrin discussed pursuing Hazard Mitigation grant or building it in a way that they can get it and plan to put in budget next year.

Alison Low discussed review scope of work.

Janice Ouellette discussed designs out to bid.

Glenn Herrin to speak to VEM Hazard Mitigation.

Greg Prior discussed road and having alternate routes and wondered if that is where they want it.

Alison Low discussed looking at benefit cost analysis and future losses.

7. Issues and Information (All)

- (a) **Town Services Committee Update** – Glenn Herrin discussed: August meeting with AOT speaker, what is effective for traffic mitigation (traffic enforcement) and narrowing island works best at gateways (village entrances). Facilities and grounds, how to manage that and public works department which falls under facility management and having recommendations in October. There are several things committee wants to look at but may not get to. In December the committee will determine whether or not to recommend Selectboard reconvene a 2026 committee.
- (b) **Excelsior Farm Road (re-motion) and Clay Point Quote** – Glenn Herrin discussed at their last meeting on 7/17/25 they did not properly warn an item and took action on it.

Motion by Glenn Herrin, 2nd by Alison Low to revoke and withdraw last improper action (7/17 to authorize up to \$1,000 to obtain chain of custody for Excelsior asbestos testing. Vote 4-0-0. Motion carries.) and to authorize the expenditure of \$1,475 for Clay Point to do asbestos testing on Town owned buildings on Excelsior Farm Road. Vote 4-0-0. Motion carries.

Noted was Clay Point will collect samples for asbestos testing on Friday, August 22.

- (c) **Parking Ordinance Adoption** – Alison Low noted VLCT updated their ordinance. She discussed enforcement officer (if detaining anyone) training is needed so she updated definition updated and public property description updated. She wondered about Overnight Parking Section 5 permission in advance – is that an internal issue or should it be put in ordinance.

Janice Ouellette thought it needed to be in ordinance.

Matt Choate wondered how you would know permission was given.

Glenn Herrin discussed delegation.

Janice Ouellette noted previously an email was sent out letting people know, she suggested delegation of Selectboard Assistant and Town Clerk.

Alison Low discussed Section 6 Enforcement and Penalties, updated to Enforcement Officer and Law Enforcement.

Greg Prior discussed exemption wording and wondered if something on dashboard explained why someone can and someone else cannot.

Alison Low discussed hang tag to be put in document.

Motion by Alison Low, 2nd by Glenn Herrin to adopt Parking Ordinance with changes made (overnight parking permission and TC/Admin Asst.). Vote 4-0-0. Motion carries.

- (d) **RCAP Solutions (Rural Community Assistance Partnership)** – Janice Ouellette discussed a couple of weeks ago she signed service agreement with RCAP to review existing information, prepare technical, managerial, and financial assessment of water system, perform budget analysis of wastewater system, analysis of wastewater rates and review current ordinance.
- (e) **Town Green Gazebo (Gutters all Around)** – Audrey DeProspero discussed suggestion of contractor to install gutters all around gazebo instead of over the entryways of bandstand only. Additional cost is \$500 and will have leaf guards put on top of gutters. Original quote was \$23,790 and included two 10ft length gutters.

Motion by Glenn Herrin, 2nd by Alison Low to approve the increase and to authorize \$500 for gutters with leaf guards. Vote 4-0-0. Motion carries.

- (f) **Fire Suppression (Sprinkler System) Quote** – Audrey DeProspero discussed quote being much higher than anticipated, \$65,905.09 and includes replacing all mains on sprinkler system but not the one that was just changed and adding a new Nitrogen Generator. Electrical not included. Quote has sales tax but will be removed as Town is tax exempt.

Options: use Marion Sevigny fund, if enough, put in capital budget for later install, current system has aged itself out and starting to have issues, not sure current expenses on pipes already replaced.

Greg Prior inquired if they shopped around.

Audrey DeProspero noted there is only one vendor in the region.

Janice Ouellette discussed sole sourcing and Purchasing Policy.

Glenn Herrin noted if we have money and system has aged out, he would be in favor of.

Motion by Glenn Herrin, 2nd by Matt Choate to authorize and approve Mountain Valley quote up to \$65,905.09 to update and replace system in Town Hall noting it will be lower because of no tax and pipes already fixed, and payment coming from Marion Sevigny Fund. Vote 4-0-0. Motion carries.

- (g) **Freeman Foundation Grant (Greenbanks Hollow)** – repair of the historic mill foundation located along the Joe’s Brook. The foundation wall is a sustained ruin. The grant was also for removal of graffiti on the historic Greenbanks Hollow covered bridge, which has been completed. The grant has been received, process is at a standstill because of attorney paperwork not being completed on transfer of deed. Discussion had with Preservation Trust about standstill and continuing with grant.
- (h) **Hill Street Parking (VHB)** – tabled until Eric Bach and Keith Gadapee are present.
- (i) **MPG (Municipal Planning Grant)** – Alison Low discussed meeting monthly after sidewalk meeting. Laural Ruggles did intercept surveys, and people are happy with connecting with transit. People come to town noted because of services, dining and rail trail. Need clarity on scope of work. Site survey needed, current one found for boundary line survey, but they seek topographic survey. Cost is \$3,206 to put back in scope of work. Noted was only one firm bid on this. This needs to be done on front end to get to implementation.

Janice Ouellette suggested to put back into scope.

Greg Prior inquired if it went all the way to drainage.

Alison Low noted it includes site and drainage.

Motion by Alison Low, 2nd by Glenn Herrin to approve to put topographic survey back into scope of work for a cost of \$3,206. Vote 4-0-0. Motion carries.

- (j) **Dog Park** – Alison Low discussed second grant application for \$45,000, did not get. She discussed slugging momentum, the need to sell sponsorships and to continue to find grant funding sources. The Better Places grant still has not been funded, but she is inquiring about other funding sources, and they can resubmit the T-Mobile grant next round. They will need some matching funds and she would like to pursue other grants. There is a Walmart grant for \$2,000. A small group of volunteers want to go out and do stuff. They may change their meetings to quarterly. She thinks it is important to keep visible to the public eye. She discussed hosting a community walk and hosting a fundraiser, Downward dog for Dog Park with yoga for donations. She has reached out to well-known fundraiser for guidance and is going after recreation focused grants. She will meet with Energy Committee to bring them up to date.

8. Financials: Orders reviewed and signed by Janice Ouellette.

9. Adjourn – *Motion by Matt Choate to adjourn at 8:01 pm.*

Minutes taken by Audrey DeProspero submitted August 26, 2025 at 3:30 pm.