

Town of Danville
Selectboard Minutes
September 4, 2025
Danville Town Hall (6:00 pm)

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

Board Members Using Teams: Glenn Herrin

Others Present: Audrey DeProspero, Keith Gadapee, Michelle Leclerc, Michael Hogue, Wes Everts and Ryan Fecteau

Others Present Using Teams: Greg Prior

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

1. Additions to the agenda:

- Ryan Fecteau - Culvert Discussion
- Autumn on the Green - EB
- FYI: Recycle Center ANR Visit, Wagon on Green and Peacham Farmers Market Sign on Green

2. Approve minutes:

*Motion by Alison Low, 2nd by Matt Choate to recognize the **Regular** August 21, 2025 minutes as accurately representing the agenda of the meeting. Vote 5-0-0. Motion carries.*

3. Municipal Minute: Agenda – Janice Ouellette: Selectboard Working as a Group. We do these for educational purpose and to educate the public as to how municipal government works and to educate ourselves. The Selectboard works and makes decisions as a group. No one member's opinion or thoughts carry more weight than another. We do not discuss problems and make decisions as an individual and we do not conduct email discussions with others as it violates the Open Meeting Law. This is all done to ensure all decisions are transparent.

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

- Michael Hogue, Train Station – Grant Funds – discussed was history of how they started, construction manager, permits, contractors, target to raise \$165,000 in donations, collection of \$159,110.00 so far, \$443,876.05 collected from grant income, 25% was Town MPG and NVDA pickup other half, Total Cash Inflow is \$602,986.05, Construction Expense \$735,327 they are short \$170,929.95, Grant Income to come from PTV, VOREC, DTF and VHCB, Net Balance positive of \$32,178.05, retainer on contractor \$79,148, more needed for architect (\$5,000) for dehumidifier in basement because of moisture, prior Town Grants \$50,000, trying to raise \$70,000 additional so they will be on track and receiving from Town \$50,000 up front and \$47,000 out of Building Maintenance Fund. He noted this is a really great product. Open House is September 18th (4-6pm).

Glenn Herrin inquired if access to Building Fund is sought and the need for Town to float \$70,000.

Michael Hogue noted that was correct.

- Wes Everts, Tree Warden – Tree/Insurance Follow Up – site visit at Town owned land near Ryan Fecteau's property done. Tree from Town side fell onto shed and trailer owned by Ryan. The large aspen tree in question has root fungus, that is why the tree tipped over. The other trees in the area that are aspen trees, which are notorious troublemakers and reside between shed and road are short-lived species. There is only one healthy one and his suggestion is to remove them all including the healthy one, there are seven in total.

Janice Ouellette thanked Wes Everts for his report and site visit.

Consensus to send report to VLCT.

Wes Everts, Tree Warden reported on questions about the Linsley donated Tree located in Hill Street Park that looks sick – the tree has a wound which looks to have been weed wacked or mower hit and the leaf loss could be draught loss. It can possibly get better and live thru it, if watered once a week.

Wes Everts, Tree Warden reported on questions about location of new donated tree to Hill Street Park – people are going to have to look at it, people who use the green space and live there, it could go anywhere and thrive, it could go anywhere on the Town Green or Hill Street and survive if it has no rust or mechanical stress.

Greg Prior noted it was a magnolia tree and wondered if it could go near the messy rain garden in Hill Street on the bank of.

Wes Everts to get back to Greg Prior but noted it has a tolerance for water.

Greg Prior inquired about consideration of mulch rings on trees to avoid mechanical hits.

Wes Everts discussed the Service Berry noting that some sort of protection around tree, possibly plastic rings, to protect young trees with soft bark.

Greg Prior inquired about transplanting timeframe.

Wes Everts inquired about the current location of the tree.

Greg Prior noted it was currently planted at the home of Mr. Woods (he passed away).

Wes Everts discussed consideration for cutting root ball and transplanting, increase in mortality, October too late to transfer and who would be transplanting.

Greg Prior noted he would take the risk and get in ground.

- Ryan Fecteau – Culvert Discussion

Keith Gadapee and he address the culvert earlier.

Ryan Fecteau inquired about the earlier tree conversation and when the trees would be taken down.

Keith Gadapee noted the culvert is state and state to stop by tomorrow.

Discussion of asking Highway Department or contracting out ensued.

Motion by Matt Choate, 2nd by Alison Low to direct Tree Warden to put out RFP to have trees removed. Vote 5-0-0. Motion carries.

Discussion ensued on where magnolia tree on Hill Street would go.

Eric Bach discussed magnolia tree, picking a spot and inquired who would like to do. He noted he will check in with Greg Prior and Charlene to see if they have a spot.

Matt Choate inquired if anyone talked to residents.

Greg Prior noted he spoke with Craig, casual conversation, trees come and go, he was open to it.

Consensus for Eric Bach to reach out to Greg Prior and Charlene.

5. Town Clerk (Michelle Leclerc)

- Liquor License(s) - None
- Sewer Connection: 49 Upper Drive, Monica Paquette – tabled until next meeting.
- Cott System 3 Year Contract –

Janice Ouellette asked if there were any other alternatives.

Michelle noted this is the company they went with during covid.

Motion by Alison Low, 2nd by Matt Choate to approve 3-year contract with Cott Systems for \$2,580 per year with 5% increase each year. Vote 5-0-0. Motion carries.

- VLCT Annual Business Meeting – October 7 from 3-5 pm. She inquired who wanted to go to represent the Town. Inquiry was if there was a virtual option.

Michelle Leclerc and Janice Ouellette to look at it virtually.

6. Highway (Keith Gadapee)

- Cary Pond Culvert – Better Roads Structures Building Grant, scope has changed to perennial stream so it changes scope, it will happen next summer and we will subcontract the work as we cannot work in streams after October 1.
- Volunteers for interviews – 2 applications in hand and a possible third coming in. He inquired who wanted to look at applications and choose who to interview.

Glenn Herrin volunteered

- Peacham contacted him about if they can buy into roadside mower. They are struggling with their mowing. He is working with Ryegate on planning stage and possibly rewrite MOU and become a third-party contract.

Janice Ouellette wondered did we buy on time.

Keith Gadapee noted no, they need to get some equity in there. They are in the conversation stage only.

- Contract paving Red Barn Road (Blaktop) will do some week in September.

7. Issues and Information (All)

(a) **Hill Street Parking (VHB)** – Janice Ouellette sent around write up for merchants.

- Janice Ouellette to visit 3Ponds, Open Door and North Star.
- Eric Bach to visit Marion, Marty and Day Salon.
- Matt Choate and Alison Low to visit Chiropractor, Bentleys and Studium.

Keith Gadapee inquired if this will happen before winter as lines need to be repainted.

Janice Ouellette discussed strategize when to happen.

Keith Gadapee wondered how they were going to handle area if people are not following.

Janice Ouellette suggested signage 'parallel paring this side of street'.

Eric Bach suggested signs that go inside top of road cones between each parallel parking space.

Keith Gadapee agreed.

Matt Choate noted they need to set time frame.

Keith Gadapee suggested saying 'to be done by'.

Janice Ouellette suggested to set by October 1.

Keith Gadapee suggested week of September 25.

Greg Prior directed PC to this agenda item.

Janice Ouellette noted she had a discussion with Alison Despathy of this topic which was to be discussed tonight.

Greg Prior noted at the PC August meeting there was interest to alignment to Town Plan and what is best way to keep abreast of action.

Alison Low noted consultant was supposed to send notes but has not.

Glenn Herrin noted it is not a public body but that is good information, and we have public

engagement worked into it.

Janice Ouellette suggested updates post to website about parking lot and shared pathway.

Glenn Herrin suggested separate web page, cut and paste minutes and once conceptual plans set add them.

Title for page discussed along with handout for merchants.

Matt Choate suggested handout should be one page, information on one side and diagram on back.

All agreed.

- (b) **Bruce Badger Memorial Highway – Slide Memo (Geotechnical Engineer Info)** – Keith Gadapee sent document to Selectboard from geologist. He wondered if they are ready to get this project designed

Janice Ouellette noted, yes we should and it's a big enough project that it needs to go out for bid.

Discussion ensued on state registry and to invite bidders, being Town project, funding is going to be difficult, handling however we want, and need to keep landowner, state and geologist involved.

Alison Low noted conversation they had was that they are eager to go ahead. She noted there will be another disaster declaration, and scoping now to align Town with funding.

Janice Ouellette wondered if they could pick local and off state list.

Keith Gadapee noted absolutely. He wondered what budget line they were going to pay for it out of. He noted they have no planning and if work starts, contractor will seek money.

Glenn Herrin discussed tracking down haz mitigation people for grant cycle, wanting to posture it to be eligible for grant, start next year, FEMA likes to see that Town has done prep work and if there is disaster, we can start the work.

Alison Low noted by putting out a bid we will be able to identify cost.

Janice Ouellette wondered if they could add to RFP bid 'not to start until 2026'.

Keith Gadapee suggested bill in 2026, no payment until 2026 budget which is January 1.

Alison Low suggested stating in RFP how they are going to pay for this.

- (c) **Potential Funding for Project Scoping of Landslide on Bruce Badger** – Alison Low noted this was an opportunity to pursue small amount of funding, to have committed and spent by end of year, it is a smaller discrete scope of work, and if approved would be \$5-6,000 for funding. Some free scoping work and if someone questions next year, we can show we did our homework. She wondered what they could do now with this type of money.

Keith Gadapee noted hire firm to put out RFP or safety measures to protect site.

Alison Low discussed possible borings.

Keith Gadapee noted if you do then you would have to separate RFP. He noted they are just going to fix with ledge as this is not a complicated site. Noted was if they went out for bid, they would identify someone (consultant).

Keith Gadapee noted he can put in RFP.

Alison Low to continue to pursue funding.

- (d) **Excelsior Farm Road Update** – postponed, no information received from Clay Point Associates.

(e) **Tree/Insurance Follow Up** – See Visitor Section

(f) **Dog Park Community Walk Thru** – Alison Low discussed general public doesn't know what is happening and thinks a walk through is needed. They have a site plan, some work can be taken on as in kind, grants are not available, they still have to sell sponsorship, they have to show people what they are doing, she wants to involve other Town committees noting brush hogging is needed and this shows sponsors they are serious. She wondered about meeting early evening or weekend.

Glenn Herrin thinks this is a great idea.

Janice Ouellette thought weekend was better.

Consensus September 13 at 10am

(g) **Destination Danville Priority List** – Janice Ouellette discussed RPC NVDA keeps regional priority projects and on third try they got selected to be on regional priority project list, however if you go to NVDA site Danville doesn't appear because it is an old list. She is not sure what state level grants this will help the Town with.

(h) **CDS** – Janice Ouellette discussed Shared Pathways and Hill Street sidewalk project: working group met a week ago, VHB design team completed survey and base mapping, NEPPA docs in progress, conceptual plan drawn and will be reviewed by group and public, Public Outreach scheduled for September 25 at 6:30 pm, VHB has created flyer and next meeting with Ken Robie is next Thursday.

(i) **Parking Lot Update** – Alison Low discussed meeting with Dubois and King, October 6 at 5pm is Charette, there will be light refreshments, people will be in groups, they will go to different stations, maps will be available to write on, groups will work on design areas with facilitator to identify what they see, how it will look and there will be a presentation and survey data will be available.

(j) **MOU – School/Town Fields (How to Proceed)** – Glenn Herrin – reviewed document, two pages look good, uses language who is responsible for what. VLCT comments suggested adding a couple of things: ensuring the buildings each are responsible for (section c), party liability if person doesn't do maintenance, then not Town responsible for. He noted VLCT gave good language. He suggested that he make changes and then send to school, have school lawyer review and send it back to Town.

Janice Ouellette inquired if Town is responsible for buildings down there.

Glenn Herrin noted it doesn't list them, the Town didn't build any of them, however they could but they could also add more details which building is which and who is responsible for what.

Consensus is for Glenn Herrin to work on MOU.

(k) **Town Property Damage (Vehicle) Greenbanks Hollow Area** – Highway Department fixed, seeded and mulched area.

(l) **Autumn on Green** – Eric Bach discussed Chamber forgetting to ask permission for use of Green for Autumn on the Green. As item was not warned properly, this is informational and will be on the next agenda:

The Danville Chamber of Commerce, Autumn on the Green Committee is writing for permission to use the Danville Green for our annual, fall, craft/artisan/food vendor event. This event will be covered as our other events are through the Chamber of Commerce's insurance naming the Town of Danville on our policy which carries at least one million dollars as required. We are requesting the following:

- Use of the Green for marking the event Thursday or Friday prior to the event depending on the weather.
- Use of the Green for vendor set-up on Saturday prior to the event.
- Use of the Green for the event which is open to the public from 10:00am to 4:00pm.
- No Parking will be posted as requested in the past on Park Street, Brainerd Street (Mt. View to Route 2), the Peacham Road on the corner by the school driveway and on the hydrant side of Walden Hill Road from Route 2 to Meadow Dr.
- Use of electricity for a select number of vendors.
- Use of water should the need arise for vendors.
- Placing our AOG wagon on the corner of the green for approximately 2 weeks prior to the event to approximately 2 weeks after the event.
- Closing the Peacham Road between the post office and Route 2 from 6am on Sunday to 6pm on Sunday.
- Use of road closure and detour signs from the Town of Danville.
- We will place an ad in the Caledonian record to notify the public of the change in traffic pattern and road closure.
- Use of the parking lot/grassy area next to the town hall as a posted event parking area. With Handicap Parking spots on the paved portion of the parking area which we will mark with portable signs.

Our event will have designated parking and traffic attendants to assist in the flow of traffic at the event. Vendors will be expected to be loading and unloading on the streets for the event within designated times. Our event does not allow for vehicles on the Green except for a designated few vendors requiring placement of trailers, event equipment, etc. Security will be provided.

Informational Items: Audrey DeProspero discussed:

ANR Visit to Recycling Center on July 28th has found 4 items in need of corrective action within 14 days: Replace compost totes to prevent leaking and odors, Cover container of bulky waste when not adding to it, Send partially full boxes of mercury bulbs to transfer station when reaching end of storage term, and submit quarterly reports in ReTRAC (new certification reporting). Items are being worked on with Clayton.

North Danville Community Center's insulation by Vermont Insulation Solutions was completed August 29th.

Permission given to Chamber of Commerce to place wagon on Green announcing their upcoming Autumn on the Green event.

Permission given to Peacham Farmers Market to place sign on the Green this weekend announcing their upcoming Farmers Market this weekend.

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

9. Adjourn – Motion by Eric Bach, 2nd by Matt Choate to adjourn at 7:37 pm.

Minutes taken by Audrey DeProspero submitted September 5, 2025 at 1:10 pm.