

Town of Danville  
Selectboard Minutes  
September 18, 2025  
Danville Town Hall (6:00 pm)

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

**Board Members Present Using Teams:** Matt Choate (6:04)

**Board Members Absent:** Eric Bach

**Others Present:** Audrey DeProspero, Keith Gadapee, Michelle Leclerc, Clayton Cargill, Walter McNeil, Jr., Curt Edgar, Tara Fontaine (Bentley's Bakery), and Chelsea Hewitt

**Others Present Using Teams:** Greg Prior, Craig Morris and Daniel Morris

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

**1. Additions to the agenda:**

- Deletion from agenda: Excelsior Farm Road (waiting for full Selectboard presence)
- FYI: Open Position on CC

**2. Approve minutes:**

*Motion by Glenn Herrin, 2<sup>nd</sup> by Alison Low to recognize the **Regular** September 4, 2025 minutes as accurately reflecting the agenda of the meeting. Vote 3-0-0. Motion carries.*

*Motion by Glenn Herrin, 2<sup>nd</sup> by Alison Low to recognize the **Special** September 10, 2025 minutes as accurately reflecting the agenda of the meeting. Vote 3-0-0. Motion carries.*

Matt Choate signed on at 6:04pm via Teams.

**3. Municipal Minute: Open Meeting Law and Executive Session – Janice Ouellette:** Executive Session is a closed meeting within a public meeting. Boards may not enter into executive session without first meeting in public and then voting to close the meeting, only for specific reasons, which must be cited with the motion included in the minutes of the meeting. Public body may not enter into executive session except to consider one or more of the following: Negotiating or securing of real estate purchase options, Personnel issues, such as appointment, evaluation, or employment of a public officer or employee – disciplinary or dismissal action against a public officer or employee, Cybersecurity or a clear and imminent peril to public safety, Discussion or consideration of records or documents that are not public under the access to public records act, Consideration of contracts, civil actions, mediation, arbitration, and labor relations agreements. The board must conclude that premature general public knowledge would place the municipality or person involved at a substantial disadvantage. Boards should close their meetings rarely, and then only for legitimate purposes. If the subject is already well known to the community, even if the board is able to find a category to cite, there is no justification for entering executive session.

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

- Walter McNeil, NEKWM – Update – discussed district met a week and a half ago; Chris Thompson started September 3<sup>rd</sup> with Paul Tomasi who is retiring; executive board will meet the following week to draw up the budget for 2026; Paul Tomasi will help with budget; district has deficit because they are waiting for grants to come in and then it will be a wash; foam densifier shipped back to manufacturer because a circuit inside was tripping and needed repair, district is not accepting any foam until machine is returned, machine generates money, keeps foam out of landfill and takes two employees to operate; a price brake for nonprofits who bring in tires will be discussed at their next meeting and the October district meeting is an in house meeting.
- Clayton Cargill – Recycling Center Update – discussed ANR inspection of July 28<sup>th</sup>. a couple of items failed inspection and needed correction: leaking totes, bulky waste container needs to be covered, partially filled box of mercury bulbs need labelling and filing ReTrac (tracking system for recycling). NEKWMD has been notified of totes, tarp installed over bulky container, partially full box has been

relabeled, and quarterly reports have been entered into ReTrac system. He noted that a letter needs to be sent to ANR indicating the corrections have been done.

*Motion by Alison Low, 2<sup>nd</sup> by Glenn Herrin to authorize Chair Janice Ouellette to write letter. Vote 4-0-0. Motion carries.*

Paperwork on tires – two loads of tires delivered by Highway \$327 tonnage, other cost associated is mileage and employee time. Current expense is \$630, collected \$432, leaves difference of \$198.

Tarp on top of bulky bin inadequate for a 30 x 8 container so a structure needs to be built. Chris Kirk (volunteer) is helping to figure out how to keep rain off container.

Glenn Herrin inquired if it is to be under cover or to cover container.

Clayton Cargill noted covered to a degree.

Greg Prior noted material wise, solid needed, but has plastic available from ice skating rink.

Chelsea Hewitt noted she has large tarp in her yard he could have.

Clayton Cargill inquired if she had tubing.

Chelsea Hewitt noted no.

Clayton Cargill inquired if there was anyone to work this Saturday as there are ongoing events and his volunteers are not available. He also noted that he has rearranged his October schedule so there is coverage. He has no one for inside the building as he will be outside directing traffic.

Curt Edgar (from audience) noted he would help.

- Chelsea Hewitt – Green & Hill Street Park Use – requested use of the Green and Hill Street Park for Halloween Trail which goes around Green, up Mountainview and to Hill Street. Event will take place on Friday, October 31<sup>st</sup> from 2pm until 9pm. She will take care of trash removal, will need access to electricity, and there will be food. She also seeks use of the poles around the Green on the Park and Peacham side for placement of scarecrows.

*Motion by Alison Low, 2<sup>nd</sup> by Glenn Herrin to authorize use of the Green and Hill Street Park for Halloween on Friday, October 31<sup>st</sup> from 2pm until 9pm and use of poles around Green for scarecrows. Vote 4-0-0. Motion carries.*

- Diane James – Speeding Thaddeus Stevens Road – not in attendance.

Alison Low noted Diane James stopped her at Marty's to tell her about her scare while on her horse. A driver who was speeding spooked her horse and the driver was abusive to her, "you don't own the road", so Alison invited her to the Selectboard meeting to discuss.

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

- 2 Liquor Licenses:

Red Barn Brewing LLC for Autumn on the Green.

*Motion by Alison Low, 2<sup>nd</sup> by Glenn Herrin to approve Liquor License for Red Barn Brewing LLC for Autumn on the Green, Sunday, October 5, 2025. Vote 4-0-0. Motion carries.*

Vermont Hard Seltzer Company for Autumn on the Green.

*Motion by Alison Low, 2<sup>nd</sup> by Glenn Herrin to approve Liquor License for Vermont Hard Seltzer Company for Autumn on the Green, Sunday, October 5, 2025. Vote 4-0-0. Motion carries.*

- 2 Sewer Connections:

49 Upper Drive, Monica Paquette, single family.

*Motion by Alison Low, 2<sup>nd</sup> by Glenn Herrin to approve sewer connection for single family residence for Monica Paquette of 49 Upper Drive. Vote 4-0-0. Motion carries.*

116 Hill Street, Cynthia Ruggles, single family.

*Motion by Alison Low, 2<sup>nd</sup> by Glenn Herrin to approve sewer connection for single family residence for Cynthia Ruggles of 116 Hill Street. Vote 4-0-0. Motion carries.*

- Credit Card Limit Increase (Sharon Daniell) – requested increase from \$2,000 to \$3,000 as limit has been over a few times due to increase in prices.

*Motion by Alison Low, 2<sup>nd</sup> by Glenn Herrin to approve increase in Sharon Daniell's credit card from \$2,000 to \$3,000. Vote 4-0-0. Motion carries.*

- Marion Sevigny Town Hall/Green Fund Investment – meeting cancelled.
- Budget – wondering if they would start in October or November.

Selectboard discussed and decided on November.

## 6. Highway (Keith Gadapee) – nothing to report.

## 7. Issues and Information (All)

### (a) Autumn on the Green (AOG) Decision for Use – information requested at previous meeting:

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.

*Motion by Alison Low, 2<sup>nd</sup> by Glenn Herrin to approve use of the Green by the Chamber for Autumn on the Green from Thursday, October 2<sup>nd</sup> until Sunday, October 5, 2025. Vote 4-0-0. Motion carries.*

### (b) Excelsior Farm Road Asbestos Finding Progress Decision – tabled until a full board is present.

### (c) Hill Street Parking – Janice Ouellette discussed comments and suggestions from business owners on parking reconfiguration: Speeding to make light on Hill Street is an issue; Segregate parking by vehicle size – only subcompact cars for angle in parking; Don't repaint the spaces that block the ROW to Chiropractor building; Consider putting the handicapped space closer to north end of business block instead of on Route 2 end of street; Could we consider 2-hour parking on Hill Street; Use the brick path all the way in front of the row of buildings; and make sure that the handicap spaces meet ADA requirements.

Tara Fontaine (Bently's Bakery) noted there has always been a parking problem on Hill Street. She is at her business 11 hours a day and sees people driving fast, it is scary for people who cross the street, so she suggested adding a blinking light like the one St. J has which helps people cross. Walking from church to shops is far and people are adaptable, but she thinks it will be difficult for people to parallel park. She noted some business owners are not aware of parking changes. The change will affect her business, and she wondered what time someone will plow and what time church will allow for early parking as she is there at 4am. She thought a better type of angle parking could be done and feels there are too many questions unanswered and parallel parking will not help.

Keith Gadapee discussed firm that Town hired to do sidewalk down Peacham Road who chose

design and followed state regulations. They suggested the sketch which is for parallel on west side and not on east side. This is the only sketch received for professional design and there may be other suggestions and solutions, but this is the only suggestion they received.

Janice Ouellette is aware that it is going to impact folks and understands it is a matter of habit and what people have become accustomed to but people will have to change their mindset and become comfortable with the new arrangement.

Tara Fontaine was concerned with lighting and slip and falls during winter.

Janice Ouellette discussed before hours parking and then moving her vehicle.

Tara Fontaine noted they get in trouble every year for parking there, and she doesn't mind moving her vehicle while at work but if something is in oven she just can't leave.

Keith Gadapee noted employees have been moving vehicles or waiting for Town to plow. Overnight parking is a challenge in that area and he had to pick spot for her tenant.

Tara Fontaine wondered what a recommendation would be for her tenant.

Keith Gadapee noted they need to think about it and work together. He discussed contracting out plowing, noting Town has always done it, are businesses responsible for in front of their business and outside businesses have informed Town that during day hours, they cannot get through area.

Tara Fontaine wondered if she should let other businesses know.

Keith Gadapee noted Selectboard has discussed with businesses.

Glenn Herrin discussed driving factor: congressional spending to put sidewalk in, and no space on the west side except for parallel parking.

Alison Low noted they are under obligation to connect the sidewalk and window boxes could be used to create separate path between cars and building for a walking sidewalk.

Keith Gadapee discussed parking print.

Greg Prior discussed planning sidewalks 25<sup>th</sup>, parking on 5<sup>th</sup>, and wondered what is rush to continue planning and not implementing, how is this going to stop trucks parking across double line and noted Town is removing parking and not allowing any parking.

Janice Ouellette noted timing has to do with AOG and paint before snow. Town has agreement with congregational church and there is parking at Town Hall.

Craig Morris had concern for restricted vehicle size, noting it doesn't matter, some large vehicles park better than small vehicles and wondered who would enforce.

Janice Ouellette noted they don't have constable, the best they could hope for is people will follow what we plan to do.

Alison Low noted size parking was a suggestion of one person but it is not part of the plan.

Curt Edgar wondered who was responsible for plowing the Congregational Church and would they plow to Historical side.

Janice Ouellette noted yes the Town will.

Matt Choate wanted to clarify that this is an interim step to what will be a project later, some type of change will be needed. There is a safety concern for walking to get to businesses, no place to walk, as you have to walk in driving lane, and there is no safe passage for walkers.

Janice Ouellette noted there is a lot of groups to satisfy – businessowners, walkers, people using Hill Street and she hopes people will be cooperative.

Tara Fontaine wondered if it was favorable to have crosswalk in between so people can cross.

Keith Gadapee discussed Route 2 crosswalk triggered by a push button which stops Route 2 traffic. He discussed possibility of putting one partially down Hill Street because you can't put them anywhere. He noted this is just paint on the ground, it may work or it may not, and there may be a different outcome, or solutions. He spoke of doing it on a Sunday or Monday and closing road for 5 hours until noon.

*Motion by Alison Low, 2<sup>nd</sup> by Glenn Herrin to move forward with this change for line painting on Hill Street by Friday, October 3 weather permitting.*

Danielle Morris discussed change to public parking and wondered if there is a rule to serve public notice, is there an ordinance, should there have been a notice. She lives ¼ mile from area and didn't hear about it until last week when reading the NorthStar.

Janice Ouellette noted no change of ordinance so no warning period, and it has been on agenda for a couple of times.

Glenn Herrin noted they have been talking about it for well over a year, Selectboard went out to push to inform persons.

*Vote 4-0-0. Motion carries.*

Keith Gadapee will put out sandwich board letting folks know a day or two in advance.

Janice Ouellette noted they will post on website and FPF.

Glenn Herrin suggested to put it sooner than later 'parallel parking coming soon'.

Keith Gadapee has signs to go in street scape to put in cones.

- (d) **Town Service Committee Update – Wastewater & Website Recommendations** – Glenn Herrin discussed recommendations by TSC for Wastewater Plant: determine superintendent, Keith Gadapee is currently doing, renegotiate H2O contract, groundskeeping ensure campus added to Town contract, Dufresne Group sludge removal and update fees, consider adding management of distribution system, redefine job description, contract out groundskeeping, review engineering report, evaluate recommendation regarding sludge removal and upgrades, bond vote for upgrades, and determine new fee schedule for applications, hookups and annual fee increase for subscribers.

TSC Recommendation(s) to Selectboard: 1. Confirm acting Wastewater Superintendent. Keith Gadapee is currently covering the position. Create a job description and define required training/certification, if any. 2. Review and renegotiate the H2O contract for plant management. Consider adding management of the distribution system. Redefine the job description. Contract out the lawn care at the plant and at the pumping stations (Peacham Rd only?) 3. Review final, 100% Dufrene Henry Engineering Report upon receipt. Evaluate and initiate final recommendations for action, i.e. sludge removal and plant upgrades. Prepare for bond vote on plant upgrades for 2026 Town Meeting. Determine percentage borne by town vs by subscribers (Town buy-in percentage). 4. Determine new fee schedule for Wastewater Applications and Hook-ups. Determine annual fee increase for subscribers before and after bonding. Dufrene has prepared a schedule for this in their report. Resolve funding of account deficit so it is not from the General Fund.

Website - wanting everyone to use web for operations (everyone would have to have accounts, and we do not have IT resources for it. Option: keep one sole person and look for volunteer, view website as share by Town Clerk/Selectboard each would apt someone, treat website as shared resource.

Selection – Refinement and Recommendation Danville should maintain the Town website largely as it is through the current web-hosting vendor. • Continue to adjust format and site navigation in line with recent updates • Add functionality for online form submission and processing where possible

and suitable Primary change recommendation: Define the website as a joint responsibility between the Selectboard and Town Clerk, with each appointing a Content Manager who share duties and back each other up

*Consensus Sharon Daniell and Audrey DeProspero to post and update.*

Zoning fees being looked into, public safety employee whether and how to hire admin for FD and constable, committee agreed not to replace Calex, community garden at Hill Street not taking on, may suggest recreation committee and Green Up Day, Town already has track with it.

- (e) **Emergency Management Meetings** – Glenn Herrin was looking for feedback on: September event, invite emergency volunteer roster volunteers, thinking of doing training, table top exercise (ex: take out annex and do ice storm eval), have public meeting to talk about public safety employee, TSC to have public meeting on traffic safety (i.e. sheriff coverage and traffic calming), next week will set up table top or safety discussion then couple of weeks safety and traffic calming and Emergency management in October.

Keith Gadapee recommended pushing it to later on in the year around November.

- (f) **Dog Park Community Walk Thru Update** – Alison Low discussed site walk being more than she hoped for. People were enthusiastic and she heard positive comments. A donation was received of \$2,500 to do challenge fundraiser. Downward Dog for Dog Park Yoga is in planning stage with use of Town Hall second floor. Possible contradance on second floor of Town Hall is being thought about. Driving brush hog offered by gentleman to do before snow, however entry from service road of treatment plant will need to be used and wire fence would need to be cut and then put back. This person has also offered to put in culvert if we pay for culvert.

Glenn Herrin inquired about insurance.

Alison Low wondered if the Town could put up Town insurance for one day event.

Michelle Leclerc to contact VLCT.

- (g) **Dog Park Workday and Brush Hogging** – Alison Low had a workday short discussion with Eric Bach about organization and having potluck. See above for other details.

**Informational Items:** Audrey DeProspero discussed Conservation Commission had a resignation from Dawn Foy. Commission has an open seat if anyone is interested, they can reach out to Chair Vange Morse.

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

**9. Adjourn** – *Motion by Glenn Herrin, to adjourn at 7:36 pm.*

Minutes taken by Audrey DeProspero submitted September 19, 2025 at 12:45 pm.