

Town of Danville
Selectboard Minutes
October 16, 2025
Danville Town Hall (6:00 pm)

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

Board Members Absent: Eric Bach

Others Present: Audrey DeProspero, Michelle Leclerc, Keith Gadapee, Walter McNeil, Jr., and Greg Prior

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

1. Additions to the agenda:

- Informational Items
- Drought

2. Approve minutes:

*Motion by Glenn Herrin, 2nd by Alison Low to recognize the **Regular** October 16, 2025 minutes as accurately reflecting the agenda of the meeting. Vote 4-0-0. Motion carries.*

3. Municipal Minute: Public Comment – Janice Ouellette:

Public Comment: Before we enter the Visitor section we will have a time for general public comment, and that is where anyone in the public can make a comment. This is for their comment only, it will not be a lengthy discussion of a topic because it is not warned on the agenda, but it can open up a future agenda item. At all other times in the meeting, the public will be given time to express their opinion after the board discusses the topic but before it is put to a vote.

Greg Prior inquired if that meant expressing opinion or were people allowed to ask questions.

Janice Ouellette noted she guessed.

Greg Prior noted in general, you prefer not, which sounds similar to TSC; you can be there, but you cannot comment. I'm going to take that as no that you cannot make a comment.

Glenn Herrin noted we don't want someone waiting on a schedule. If we have people here for it and we take time for a discussion on an item not on the agenda that takes 20 minutes or so, it takes time from the agenda items. Public is allowed to comment on subjects but not lengthy back and forth.

Walter McNeil inquired about the motion that was just made regarding the minutes. Noted was the Selectboard approved October 16 when they should have approved October 2nd, correction to the motion needed. Motion corrected to:

*Motion by Glenn Herrin, 2nd by Alison Low to recognize the **Regular** October 16, 2025 minutes as accurately reflecting the agenda of the meeting. Vote 4-0-0. Motion carries.*

Janice Ouellette thanked Walter McNeil for catching this mistake.

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

- Walter McNeil, Jr., NEKWMD – Update – Executive Board met September 24th to put together the new budget for the District. Budget was put together by seven executive board members and the outgoing and incoming Executive Directors. It was sent to the full board who looked at it last Tuesday and was then voted in the affirmative. Next step is there will be two public hearings in November and in December it will be voted on and hopefully approved and done. It is \$13,00 less than last year. They've increased the budget by \$8,000 for capital projects and \$7,000 for building and grounds maintenance. Savings came from less than expected medical expenses. All looks good going forward. No increase in per capita (1.16 last year) so it should remain the same and it won't affect budget of the Town. Foam densifier was fixed, a circuit board was fried, and the machine has been

returned to the District. District is still holding off on accepting foam for processing until they catch up on what they have stored.

5. Town Clerk (Michelle Leclerc)

- Liquor License: SiJM, LLC (Shane Switzer) for catering permit for Rail Trail 5K at Dana Calkins property on Saturday, October 18th.

Motion by Alison Low, 2nd by Glenn Herrin to approve Liquor License for SiJM, LLC (Shane Switzer) for catering permit for Rail Trail 5K at Dana Calkins property on Saturday, October 18th. Vote 4-0-0. Motion carries.

6. Highway (Keith Gadapee)

- LVRT Parking Lot – Winter Plowing – his recommendation is not to act on this tonight as he feels it is important to invite the School Fields Committee to get their input on this.

Glenn Herrin inquired if historically we plowed.

Keith Gadapee noted no.

Glenn Herrin noted MOU had noted concerns for snowmobiles.

Alison Low inquired if we know what kinds of demand we would have.

Keith Gadapee noted they have no history.

Janice Ouellette noted there is a lot of winter parking at West Danville Park N' Ride and Marty's.

Keith Gadapee noted location is mapped as trail head with snowmobile picture, but could be removed.

Matt Choate inquired if Train station was open all winter.

Alison Low noted intermittently. She suggested inviting Laural Ruggles in for this discussion.

Glenn Herrin discussed VAST, LVRT group and coordinating with AOT.

Keith Gadapee discussed people who park there are not locals, as they just get on the trail, it is an offering for those who do not live here as they need a place to park their trailer.

- Grant Opportunities (2) Better Roads and PACIF – one Better Roads grant is still open because of Carey Pond Road Culvert change but he thinks there is a chance that he can do another one. He concentrates on hydraulically connected roads to get them up to standards and is looking at the south end of Keiser Pond.

Matt Choate inquired how much the grants are.

Keith Gadapee noted between \$20-30,000. He noted he would also like to apply for a PACIF grant though VLCT for buying safety items to prevent insurance claims. It is a 50% grant up to \$5,000. He is looking at overhead door openers for Recycle Center, tire safety blow up case for Highway garage, and PPE for Highway crew.

Greg Prior noted they struggle with ice, hammering it and that is more of a concern but doesn't know what fix is.

Keith Gadapee noted they put up signs.

Alison Low inquired about time frame.

Keith Gadapee noted application at end of this month for PACIF and Better Roads in springtime.

Matt Choate wondered if these were things he would put in his budget.

Keith Gadapee discussed prioritize safety items, others would be above and beyond.

Motion by Alison Low, 2nd by Matt Choate to approve Keith Gadapee to apply for Better Roads grant. Vote 4-0-0. Motion carries.

Motion by Glenn Herrin, 2nd by Matt Choate to authorize Keith Gadapee to apply for PACIF grant up to \$10,000 with 50% match coming from Town funds for safety improvement in workplace. Vote 4-0-0. Motion carries.

- Time Limit on Parking – new parking scheme would be better utilized if assigned for 2-hour parking. Keith Gadapee thinks it is happening automatically with all group's efforts. No parking 10p-6a leaving these signs, but cones and parallel parking signs will be removed soon. Two times he has seen cars parallel in the wrong direction but has heard great comments about having more room. Other comments received were 'when is Town going to do other side (parallel park)'.

Alison Low noted she has heard positive feedback.

Janice Ouellette notes lots of use of Congo Church parking lot too.

Glenn Herrin discussed not having the means to enforce but thinks when ticket books come out then we could enforce.

Alison Low noted people are not abusing it but suggests monitoring.

Greg Prior noted paint on ground worthless in winter, avoid signage, and behavioral signs not his favorite.

Consensus to wait and monitor.

- Employment Offer – Executive Session 313(a)(3) – discussion ensued as to timing of this discussion.

Consensus is to do towards end of meeting.

7. Issues and Information (All)

- (a) **Parking Lot Charette Update** – Alison Low noted there was a very good turnout and productive. Everyone had overlapping ideas, the consensus was Solar canopies were found to be not the way to go and the three groups valued some connection with transit. Next step is a rough conceptual prepared by Dubois and King and then committee meets with them and says yes this is what we heard too, and then we report out in public forum. Lots of people spoke about parking at AOG booth.

Greg Prior suggested to send to Zoning and PC. He is tracking project page and no report uploaded.

Alison Low noted Andrea is compiling feedback and that will be made available, the key thing is to make sure the essence of the information is captured for accuracy.

Glenn Herrin discussed working on project page, noting it is still under construction, and each project will have its own page.

Rules of Procedure – Janice Ouellette proposed revision to Public Participation item #1 to: All meetings of the body are meetings in the public. A time for general public comment will be given before the Visitor portion of the meeting. At all other times during the meeting, the chair shall offer members of the public the opportunity to express opinions about matters considered by the body, after discussion by the body but before the matter is put to vote. Her second suggestion was under Agendas item #3, the last part, any other adjustment to the noticed agenda, for example, changing the order of business, postponing or tabling actions, may be made by majority vote of the body. We don't do it that way, so her suggestion is to change it, by consensus of the body which means it is not a vote, it is just a discussion.

Glenn Herrin suggested wording should be 'consensus or a majority vote'. He discussed changes are to be made at beginning of meeting, similar to Roberts Rules, tabling items then resuming. Matt Choate discussed use of consent agenda, non-controversial items that are just adopted.

Alison Low discussed looking at those items as a whole and then adopting as a whole.

Matt Choate noted it streamlines things.

Janice Ouellette noted it would preclude public participation.

Matt Choate noted typically we follow Roberts Rules as procedure.

Glenn Herrin noted spiritually yes, actually no.

Greg Prior discussed Planning Commission Rules and Procedure suggesting tracking revision for historical purposes.

Motion by Glenn Herrin, 2nd by Alison Low to amend Rules of Procedure according to changes discussed. Vote 4-0-0. Motion carries.

- (b) **Clean Cut Proposals – Town Hall – Sewer** – Audrey DeProspero received a proposal from Clean Cut to power wash the Town Hall every year to keep the building looking pristine. It has taken some parking lot hits on one side by vehicles parking close to building. The proposal includes patch painting and power washing. The building looks extremely dingy on the Marty side because their parking lot is dirt, and the dust is starting to show on Town Hall. Clean Cut has also submitted a quote for the WWTF (sewer plant) two buildings as they are in need of painting.

Glenn Herrin discussed tracking sheet for maintenance items.

Alison Low inquired about procedure for unsolicited items, as we weren't entertaining it until they suggested it.

Janice Ouellette wondered if they are expecting this to be a yearly amount.

Noted was it was in estimate.

Matt Choate wondered if there was a process around how we do other buildings, if not we shouldn't just start one because of a suggestion. Suggested was start a timeline for buildings and to keep as potential vendor.

Greg Prior discussed having this with TSC, noting this is a competitive bid, a good idea but this should be standard process to put out to bid especially if someone is in Town of Danville.

Janice Ouellette noted to a certain e this is governed by Procurement Policy but this amount doesn't merit the threshold of competitive bid, but it is always nice to look.

Glenn Herrin suggested to table and look at next spring.

Alison Low noted this was helpful going into budget season.

Janice Ouellette noted the Wastewater Treatment Facility estimate doesn't meet threshold either, but she suggested to reach out to person doing painting at her house and ask them if they would be interested in quoting. Her person is booked until mid-September.

Alison Low noted this would be a discussion for budget time. She wondered where the payment would come from. She suggested Wastewater budget even though the buildings are technically Town buildings, they are there as part of the wastewater treatment plant because it serves a limited number of users.

- (c) **Town Service Committee Update** – Glenn Herrin noted they were starting to finish looking at things and coming up with recommendations for Selectboard. Recommendation Recycling and Bulky Waste, keep doing as is. Hire another recycle attendant, small increase in salary, idea is paid person and one volunteer. Discussion on advertising found no prior advertisement done. Options: ditching NEKWM for Casella – no, we would have to repay grants. Glenn Herrin to work with Human Services (TC) and to include Eric Bach as he is Recycling lead.

Greg Prior discussed weighing history of process and asked to please exhaust volunteer as it is easy to manage an employee.

Glenn Herrin discussed Drinking water: explore taking on FD#1, Prudential Board aging, and no one interested in joining. Suggestion to add a pitch when sending out bills. FD#1 could sell to private body and make it commercial venture – no; Town set transfer – purchases FD#1, option with Town staff (Treasurer and Highway Foreman) or take on FD#1 and source to H2O, would be user funded enterprise. Makes sense to give to Town staff. Ballot 2026 item ‘Shall Town purchase and take over’.

Janice Ouellette wondered where they would go for this information about buying this water district.

Glenn Herrin discussed VLCT and within Agency of Natural Resources has drinking water so we can get support from there as well.

Janice Ouellette discussed appraisals before moving ahead.

Greg Prior discussed differed maintenance, needing solid number, and what are we doing and not doing.

Alison Low discussed VT Bond Bank, and gathering information for questions and assessing current holdings they already have.

Glenn Herrin suggested going to TSC website for full FD#1 recap and to consider adding item to Town Meeting warning.

Glenn Herrin discussed Public Works Facility management, noting they didn't get to point whether to go Public Works or not. They laid out what people Town has and 5 categories of priority. Town Rec area – owned lands – each listed, so we have chart for maintenance activities. Chart helps determine who does what. Suggestion is to defer Public Works Admin to next year so that it comes out clean. This information is also on the TSC page. Their next meeting is November 12 to finish Pedestrian Safety, ZA fee update, and the Public Safety Employee and then on final meeting in December.

- (d) **Emergency Management and Pedestrian Safety Meetings** – Glenn Herrin discussed holding a meeting every fall, this one will be October 29 at Town Hall from 6pm-7pm and he will invite specific individuals and the public. Keith Gadapee, he and the Fire Chief will develop a flood plan based on other plans. Presentation of public safety employee hire and what role they should have. Person could be auxiliary to Highway and doing other things. Presentation will be to public and TSC, then to Selectboard and may possibly be Town Meeting question.

Greg Prior discussed Conservation and Planning Commission having a formal invite. He inquired if there was any information on FEMA mapping, and if it is erosion not inundation.

Alison Low noted it was released on the 30th and shared with local officials. The preliminary data addresses inundation.

Glenn Herrin discussed Public Pedestrian Safety meeting scheduled for November 10 at Town Hall from 6pm-7pm. TSC wants to bring together walkability audit information. Questions are what status of traffic enforcement is, public engagement, traffic calming measures, and purchasing some items for relatively cheap. There will be a presentation to the public to get feedback and then recommendations to Town Services Committee and then Selectboard.

- (e) **2026 Sheriff Contract** – Glenn Herrin noted the increase from \$42 to \$60 an hour is a lot, but we were getting a ridiculously good deal and now it is more in line with what we were looking at. TSC recommendation was to go to 420 hours for \$25,000 not to exceed cost. He is comfortable with that. He suggested waiting until their November 20th meeting to get back to them.

Alison Low wondered about dispatch fee and if it is an added-on fee each time you request, if not when would Town incur fee.

Glenn Herrin discussed before 0800 hours and after 1800 hours noting that hours were bumped out and Saturday mornings given.

Matt Choate inquired how do we audit.

Speed gun discussion ensued.

Glenn Herrin noted when questions raised, we look at it.

Greg Prior discussed public perception noting we are rolling strong at \$80,000 before we cut back to \$40,000, so even at 680 hours at this cost we are using a fraction of it.

Consensus to hold off voting on Sheriff contract until November meeting.

- (f) **Drought** (addition to the agenda) – Glenn Herrin discussed major extreme drought, hopeful that rain helped. According to State list, there are 13 people in Danville without water, 2 people are running out, of those 9 are springs and 6 are shallow dug wells. He discussed if out of water, ponds can be used for grey water but drinking water is from store; for bulk, check with FD#1, coordinate to buy water, state website has bulk water, and for long term – drill a deeper well. Town can provide guidance, but we are not authorized point of resources.

Town Clerk noted they tell people to call Health Department as they get a lot of calls.

Keith Gadapee noted he was approached by Fire Department asking if Town would consider to plow the old hydrant on old system for winter as they feel drought is going on for awhile and don't want to take water from drinking water location. Location is Route 2 before Larrabee's near Larose residence. He noted he would reach out to Bob and FD would use in an emergency if needed.

Glenn Herrin noted he was fine with that.

Informational Items: (Audrey DeProspero)

- Efficiency Vermont Rebate for North Danville Community Building – originally the rebate was \$5,000 but is now \$10,000, something to do with the timing of the work and them increasing the rebate.
- Greenbank's Hollow transfer – Toby Balivet has documents and will be forwarding to Selectboard for Review, followed by Special Meeting to vote/sign.
- Notes being left on vehicles at Town Hall Parking Lot – individuals found notes on their vehicles while parked in the Town Hall Parking Lot asking them to park on the upper grassy area if parking for more than one hour, so area is available for those accessing Town Hall. Another note told them there is no overnight parking per the Selectboard. The individuals concerns were: other vehicles parked on the pavement which did not have notes and were there before them and after them; no overnight parking signs; ordinance did not have overnight parking wording (individuals were told about adopted ordinance, not officially in effect yet that has wording); notes were not signed but referenced Selectboard. Respect is being sought for signing so persons would know who to direct questions to. Explained to them was Selectboard did not leave notes, but they could come to meeting and discuss, they declined and asked that I pass their concerns on to Selectboard.

Michelle Leclerc noted she and Sharon Daniell put the notes on the vehicles; Sharon has done such in the past, but Michelle made Sharon update the notes as they were not nice notes.

- Employment Offer – Executive Session 313(a)(3)

Motion by Janice Ouellette, 2nd by Glenn Herrin to go into executive session to discuss the employment of a potential new hire under the provisions of Title 1, Section 313 (a)(3). Vote 4-0-0. Motion carries.

Selectboard entered Executive Session at 7:47 pm.

Selectboard exited Executive Session at 8:16 pm and entered Public Session at 8:16 pm.

Motion by Glenn Herrin, 2nd by Matt Choate to authorize Keith Gadapee to extend conditional offer of employment to first applicant, if declines then to second applicant. Vote 4-0-0. Motion carries.

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

9. Adjourn – Motion by Alison Low, to adjourn at 8:18 pm.

Minutes taken by Audrey DeProspero submitted October 22, 2025 at 12:30 pm.