

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

Board Members Present: Janice Ouellette, Eric Bach, Glenn Herrin, Matt Choate and Alison Low (arrival 6:23pm)

Others Present: Audrey DeProspero, Michelle Leclerc, Michael Hogue, Lee Beattie, Joan Legendre, Clayton Cargill, Greg Prior, Deb Marrier, Jacon Mayer, Rob Balivet, Nathan Mascolino (Efficiency VT) and Emily Eckert (Efficiency VT)

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

1. Additions to the agenda:

- School Board Chair Clayton Cargill – School District Town Meeting
- Rabid Skunk
- Jacon Mayer (resident) water issue
- WWTF painting

2. Approve minutes:

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

*Motion by Matt Choate, 2nd by Glenn Herrin to recognize the **Special** October 24, 2025 minutes as accurately reflecting the agenda of the meeting. Vote 4-0-0. Motion carries.*

*Motion by Glenn Herrin, 2nd by Matt Choate to recognize the **Special** October 30, 2025 minutes as accurately reflecting the agenda of the meeting. Vote 4-0-0. Motion carries.*

- 3. Municipal Minute: Board of Civil Authority/Checklist** – Janice Ouellette: The Board of Civil Authority is composed of the Town Clerk, Selectboard and Justices of Peace of the Town. The primary duties of the BCA are to: Conduct Property tax assessment appeals; Administer elections by issuing guidance to election official and ensuring compliance with federal and state election laws. Part of the administration of elections is conducting a review of the voter checklist every two years on odd numbered years. The BCA reviews the voter checklist, sending challenge letters to voters who are thought to no longer be residents. Accordingly, voters may only be purged in the following circumstances: Notification of death by the State Health Department; Voter returns a challenge letter signed, indicating they have moved, voter sends an email or letter indicating they have moved; or a challenge letter has been sent and no response has been received after two presidential elections.

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

- Jacon Mayer, resident Peacham Road old Morse Farm – In July their water ran yellow. He contacted FD#1 who were not sure why but noted that the train station just got turned on which may have caused it, or it could be something within their house, or something from town, neither knew.

Glenn Herrin noted town water is not under the control of the Town, that is a water district issue and there isn't anything Selectboard could do because it's a separate municipality, separate governance structure. The Town of Danville as a town in the state of Vermont has absolutely no governing authority over the water district. If a resident is hooked to a water utility in the village, they are connected to Danville Fire District #1, which is its own thing and it's not at all associated with Town.

Jacon Mayer noted he understood that the Town of Danville doesn't have any control over it, but the Danville Fire District #1 operates its water utility in the Town of Danville and he wanted to inform Selectboard of what was going on so that they could think about it and possibly change it. At the time of finding, he did not know what it was from, but his wife was four months pregnant, so she wasn't going to drink yellow water, so they drank bottled water. He went to the state for testing, which is about \$200. Test came back okay, and it is now clear water, so they went back to drinking it. Last Tuesday, Fenoff and Sons broke the water line while excavating just north of his house, and their water turned yellow again. He presented Selectboard with a sample of water. They are back to drinking bottled water again. His wife is 7 months pregnant now and he has paid another \$200 for testing but has to wait for results. He is frustrated that the Town does not have a system in place for

this type of problem like posting on Front Porch Forum, or an e-mail to everybody on Fire District #1. He noted if the water was poisonous and not yellow, how would they have known. He knows this is not going to be solved tonight but he came to the Selectboard with this issue even though they are not the civil authority that manages water, but the system is in the Town, and they need to know of this issue and possibly look into it and address it.

Janice Ouellette thanked Jacon for bringing this to their attention.

- Michael Hogue, Train Station – Millbrook Construction – significant problems with general contractor/ construction manager, Millbrook regarding getting work done. During summer there were weeks on end with nobody there. Open house was done, but no certificate of occupancy received in time. They have incurred about \$10,000 in additional cost because contractor has not completed items on time. Contractor said he'd be done in 14 weeks; we are in the 105th week. Biggest problem is they have to put steel in and fold brackets for snow load, so it doesn't pull the canopy from the wall. This was supposed to be done but was not. A retrofit is needed and some inside walls need to be torn up to get at the post with steel to attach to outside bracket. It's a tough piece of work and if someone else is brought in, it could be more complicated. Other items not completed: gutters, chimney, and storm windows, not even sure if they have arrived but have been on specs for 2 1/2 years, and there was supposed to be a custom-made window to match original window by door but it is just a Brasco, so it has to be corrected. Recommendation is termination of contract for cause: owner needs to identify that the contractor has repeatedly refused or failed to supply enough properly skilled workers or proper materials. An attempt to meet to discuss another completion date with Rob, Brian, the architect and Dave but Dave didn't show up. Dave told them to talk to Dennis who is carpenter that doesn't manage anybody in the organization nor does he have specs or plans to do the work he's supposed to be doing. Another recommendation is to send a letter that talks about the termination of the contract for cost, identifying the delay period in time, Town to give a cure period of 30 days to fix and when done, should run from the 9th of November and finish first part of December. If Dave doesn't make that, then Town would terminate the contract, with no arbitration. If litigation, there's a lot of things to bring to the process, if need be, but it's expensive. Michael Hogue is going to write a letter on behalf of the Selectboard, have Toby review, bring it back to Janice to sign and get it to the contractor as quickly as possible.

Janice Ouellette thought it was a good approach.

Motion by Eric Bach, 2nd by Glenn Herrin to have letter drafted to construction manager Millbrook notifying him of termination of contract based on information provided for cause and to give him 30-day cure period to complete task and to authorize Janice Ouellette to sign. Vote 4-0-0. Motion carries.

- Clayton Cargill, School Board Chair – School District Town Meeting – school board didn't finish about being certain that they were forced into petition action until late Tuesday night and Selectboard agenda was already posted. He is notifying Selectboard that he has asked to be put on the November 20th agenda to seek assistance from Selectboard and the Board of Civil Authority in the upcoming Town Meeting scheduled for 3pm on Saturday, December 6th at the school gym and to allow some nonpartisan pro voting signs on the Green which are in the design phase.

5. Town Clerk (Michelle Leclerc)

- Liquor License: None
- Certificate of Compliance (Grabowski, 92 Windswept). Keith Gadapee viewed and mapped location.

Consensus is to sign document.

- Certificate of Compliance (Chase, 403 Walden Hill Rd). Keith Gadapee viewed and mapped location.

Consensus is to sign document.

- 2026 MVP VT Platinum 1 Healthcare Premiums, small increase from last year: Employee \$1,216.19; Employee & Spouse \$2,432.38; Employee & Child(ren) \$2,347.25; and Employee & Spouse & Child(ren) \$3,417.49.

Motion by Eric Bach, 2nd by Matt Choate to accept renewal for 2026 MVP VT Platinum 1 Healthcare Premiums and allow Michelle Leclerc to sign contract. Vote 5-0-0. Motion carries.

- Next meeting will have budget information for discussion. She has done her budget. Social Security COLA is 2.8%, she has done Town Hall as 3%. Keith Gadapee not here so she does not have his yet.

6. Issues and Information (All) – order changed (f) Efficiency VT/Forest Parks & Rec Grant moved to spot (a)

- (a) **Efficiency VT/Forest, Parks & Recreation Innovation Grant** – Janice Ouellette noted Emily Eckert and Nathan Mascolino from Efficiency Vermont would discuss grant from Vermont Forest and Parks and Recreation, an innovation grant for fuel switching. Town is looking to do some fuel switching potentially at the Town Hall and North Danville building. Keith is already looking into this for Highway building.

Alison Low noted there is a rebate which can be used as a match program.

Nathan Mascolino, an engineer working with Efficiency Vermont, works on fuel switching. In this case, it would be switching from a fossil fuel for the sake of comfort heating to a renewable or responsible combustion fuel. It would be all wood-based, either wood chips or wood pellets. The State of Vermont has a Wood Innovations grant for municipalities which is administered by the Forest Parks and Recreation Department. The grant is in the amount of \$20-\$25,000 for each property. If Town is looking at three separate addresses, Town Garage, Town Hall and Community Center, those would be three individual projects. In addition, Efficiency Vermont has some funding for fuel switching, which is not quite exact as state grant. A little bit of research and calculation is needed to get to find maximum incentive, which is not less than \$6,000 per site. The Wood Innovation Grant being administered by the Forest Parks and Rec Department is a match funded grant. The incentive that Efficiency Vermont offers is just that, a project incentive. Town can use Efficiency Vermont incentive money as part of the State Wood Innovation Grant match.

Alison Low inquired if this was a competitive grant.

Nathan Mascolino noted it is not, it is first come, first serve and there's an ample amount of money. The criteria for application is that you have at least a budget that has been generated by a contractor. It does not have to be a full-blown estimate. There's viability that the audit Commission that works for the state could review it. So a general scope of work which could be created by that contractor and a general rough budget for each site.

Janet Ouellette noted Keith has been working with a company called Lime Green for the Highway garage. She noted they would need to follow the purchasing policy and would have to go out to bid.

Discussed was having Lime Green come out and visit the other two sites.

Nathan Mascolino noted the documents they would produce and send back would be the documents and the information the Town would need to submit to the state.

Janice Ouellette inquired if this was something the Selectboard would like to pursue, along with inviting Lime Green to the sites to get information on what type of systems would work. There are three different styles of heat in each building, and they would not just buy three of the same.

Lee Beattie noted Lime Green has come to the North Danville building. They were confused about the type of system and had lots of questions so they came and gave them a general idea of what would happen. The room off the furnace room which houses the oil tank will hold a 10-ton collapsible moisture free pellet container. It would be a vacuum system, and their heating system would work, it wouldn't be steam, it would be hot water. The only concern is hot water baseboard in two bathrooms.

Janice Ouellette noted they have not looked at Town Hall but if everyone is in agreement, she can coordinate a time for Lime Green Heat, Nathan and Emily and Selectboard to get together, discuss Town Hall and if time, go back to North Danville to review area.

Consensus all in agreement.

- (b) **2026 Sheriff Contract** – Postponed until November 20th, waiting on recommendation from meetings of 10th meeting and TSC meeting.
- (c) **Town Hall Snowguards Quote** – Audrey DeProspero discussed issue with snow/ice jams at front left corner of Town Hall's valley area of the roof above handicap ramp. Willey's Seamless Gutters from Newport Center came and looked at the roof and gave an estimate of \$2,885 which includes

material & labor of \$1,985, powder coat (color to match roof) \$250, and \$650 for lift for just valley area. Powder coat will match roof or no powder coat would leave guards as aluminum but they will show more on the roof. While at Town Hall, they suggested to add snow guards to the front side roof which is over the handicap parking area for an additional \$2175 if done while doing front – total for both \$5,060. If not done at the same time, there would be an additional lift charge for \$650 which would bring it to \$2,825. This can be done in 2025, or can be scheduled for 2026.

Eric Bach noted this has been an ongoing issue. He spoke of the handicap spot and the completion of the new parking lot.

Matt Choate noted there may be an increase in the handicap spots.

Michelle Leclerc spoke of heat pump on the outside of the TC area of the building and suggested adding a guard over that area. She also noted the money could come from the Marion Seigny fund.

Eric Bach suggested doing a motion up to an amount so that it would include that area too.

Motion by Alison Low, 2nd by Eric Bach to authorize up to \$7,500 for snow guards on Town Hall over the handicap spot, ramp, and possibly over heat pump on other side of building. Vote 5-0-0. Motion carries.

- (d) **Personnel Policy (Per Diem)** – Janice Ouellette discussed edits for per diem and not putting amount in for differential for per diem because they would not get benefits. She replaced Intermediate employee category since it is not a recognized employee category and broke the part time category into part time (a) and part time (b) according to the regular hours worked per week.

Alison Low thought this was on a case-by-case basis.

Matt Choate thought there should be some consistent approach as it could cause inconsistency to personnel policy.

Janice Ouellette discussed in this case, the Highway department, we would place person where they would land on the grid and apply differential to that. If we hire someone for other than Highway, we do not have a grid.

Matt Choate noted he was okay with leaving as is.

Motion by Alison Low, 2nd by Eric Bach to approve edits and amend policy accordingly. Vote 5-0-0. Motion carries.

- (e) **Dog Park Workday Follow Up** – Alison Low noted it was a very successful day clearing and brush hogging. Poplars and low hanging branches removed. Brush put in a pile to clear the site. Large logs collected and piled. She would like to do a follow up activity on solstice and make the brush pile go away. Grinding would be too much so she suggested a bon fire instead, and putting up temporary lights around LVRT and area of entrance, and hopes for snow to be on ground to do this.

Greg Prior discussed dog park norm is they have wood chips.

Alison Low noted they did not have equipment for that. The work day brought in people and she wants to do another community event, winter solstice burn, for people to gather.

Clayton Cargill discussed big logs left in the area noting the Town garage heats their building with logs and has a pile of stacked behind their building.

- (f) **Shared Pathway & Sidewalk Project** – Janice Ouellette discussed input meeting and VHB receiving comments via email. Decisions are: Peacham Road alternatives – section from Rec Field access to LVRT will be separated 5' concrete sidewalk; LVRT to School access will be 10' separated bituminous path. Buffer will be 6' from white line, except at pinch points where adjacent property impacts are too great, path may be reduced to 8' at pinch points. Section will have closed drainage system with catch basins; and School access to Park Street will be 8' bituminous path with granite curb and 2' grassed buffer. Hill Street alternatives – Sidewalk and parking on the west side of

Business Block will be shown on Conceptual Plans; West side will be widened north of Business Block to Church adding 8-10 parallel parking spaces; West side will have closed drainage system from Business Block to south of Grand View Avenue; 5' concrete sidewalk will be installed just south of Grand View Avenue and then cross to east side; and 5' concrete sidewalk will be installed from south side of Grand View Avenue to north side of Grand View Avenue.

Informational Items:

- Rabid Skunk (Eric Bach) third skunk found in Danville. First one location unknown, second was far side of Hill Street, and third is unknown but he will help get information posted and out to people.

Clayton Cargill inquired if they were testing road kill skunks.

Eric Bach noted they do not give him that information.

Greg Prior noted over the weekend Game Warden got one in village center of North Danville.

- WWTF painting (Janice Ouellette) discussed potential painting noting her paint contractor, Patriot, viewed the building and cannot submit bid as scheduled is full. He noted there were a lot of rotting clap boards which need replacement and it would be a waste of money to slap paint on it. She noted they may want to look at this during budget season.

Eric Bach wondered if they should look at metal siding which would make sense for longer term solution.

Greg Prior discussed being pro active of other Town buildings.

Glenn Herrin noted TSC has suggested hiring a building inspector to do evaluation of buildings.

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

8. Adjourn – Motion by Eric Bach, to adjourn at 7:08 pm.

Minutes taken by Audrey DeProspero submitted November 7, 2025 at 12:45 pm.