

Town of Danville
Unapproved Selectboard Minutes
November 20, 2025
Danville Town Hall (6:00 pm)

Board Members Present: Eric Bach, Glenn Herrin, Alison Low and Matt Choate (arrived at 6:05pm)

Board Members Absent: Janice Ouellette

Others Present: Audrey DeProspero, Michelle Leclerc, Keith Gadapee, Clayton Cargill, Marilyn McEnery, Laural Ruggles, Chelsea Hewitt, Walter McNeil, Charlene Parker and Kim Rosetta

Others Present Using Teams: Debbie Marrier

Meeting called to order by Vice Chair Glenn Herrin at 6:00 pm.

1. Additions to the agenda:

- Quarterly Newsletter
- Disruptive Behavior Policy
- Holiday Stroll Information
- Rabid Skunks

Change to agenda, move Executive Session to end of meeting.

2. Approve minutes:

*Motion by Eric Bach, 2nd by Alison Low to recognize the **Regular** November 6, 2025 minutes as accurately reflecting the agenda of the meeting. Vote 3-0-0. Motion carries.*

3. Municipal Minute: Relationship between Selectboard and School Board – Glenn Herrin: These are two different executive bodies for two different municipalities. As a Dillons Rule state, public bodies and officers in Vermont can only do the things state law lays out for them, the default authority is the state. We share voters, and usually Town Meetings, but no responsibilities. Town has some specified tasks in supporting the school district such as tax collection. Selectboard follow 24 VSA 872 – general supervision of the town and shall perform all duties required of town. School Board follows 16 VSA 563, their rules are more complicated than Selectboard. Our relationship is defined by coordination and formal agreements or understandings.

4. Visitors: Glenn Herrin noted the new practice is for all visitors to introduce themselves.

- Walter McNeil, NEKWMD – Update: District met Tuesday, November 11; Revenues and expenditures are a seesaw back and forth; first public meeting for budget held, no one showed up. If no one shows for the second meeting, budget passes; foam densifier repaired, estimated mid-December start to accept Styrofoam; necessary facility repairs have been put off, starting to work on correctness; and it has been a seamless integration by Chris Thomas, replacement to Paul Tomasi.
- Charlene Parker, Danville Village Improvement Society (DVIS) – Hill Street Park improvements: seating, seasonal flags, memorial plaque(s), leveling/filling of ground area, and signage. She discussed DVIS Hill Street Park revitalization project:
 - Seeks approval for second flag pole on gazebo opposite American flag for a season flag, one for every season. DVIS will handle cost and changing of flags.

Consensus ok.

- Signage – wants sign in place, stating public space. Wooden sign to hang on gazebo, out of way and not to interfere with upcoming projects.

Consensus ok.

- Review of park for grading and leveling. Surface has significant ditches and grading issues. Seeking dirt to be brought in to level out ground for usage which will help with ice rink also.

Glenn Herrin discussed leveling, noting it would involve Highway and suggested having Keith Gadapee check out the area and come back to Selectboard with information.

Consensus agreed.

Keith Gadapee noted he would visit with Charlene to discuss details and bring back to Selectboard.

- Plowing of parking area (was done last year for people who use ice rink).

Keith Gadapee noted he generally plows parking area and shovels to gazebo.

Consensus to continue.

- Seating project – petition request, would like to get approval to add additional seating and picnic tables. Not seeking funding. If approved, then come back and formalize what exactly they need and who will be funding.

Dear members of the Darville Town Selectboard,

At this year's annual meeting of the Darville Village Improvement Society, I, Charlene Parker, was assigned leader of the Hill Street Park improvement project. Among the items discussed regarding this project were picnic tables and benches for the park. I, along with the other members of the DVIS, would like to formally petition the selectboard for permission to move forward with this project. Adding benches and tables to Hill Street park will provide Darville residents with a quiet picnic area away from the hustle and bustle of Route 2, a safer place for parents to take their children for group meets and play dates, and also supports the larger town goal of making Hill Street a more pedestrian-friendly area.

We are considering the following options:

Item	Cost	Quantity
ADA Metal Picnic Table - 36" Square	\$1,070	2
Metal Picnic Table - 6' Rectangle	\$1,050	2
Metal Bench with Back - 4'	\$515	3
Total Cost	\$5,785	

Please note this is not a petition for funding from the selectboard for this project. If permission from the selectboard to move forward with this project is received, the DVIS will reconvene and discuss funding options as well as next steps.

If you have any questions, please feel free to contact me at 804-837-6577, or CharleneJParker81@gmail.com

Thank you.

Charlene Parker
DVIS Liaison for Hill Street Park



Noted was seating at Hill Street Park was done by taking seating from Town Green.

Consensus is okay to do that again.

Selectboard is supportive of petition. Charlene to come back when finalized as information provided is only an estimate.

- Memorial plaque – a resident, Mary, had a magnolia tree planted in memory of family member and DVIS discussed putting plaque with tree, but they want to see if tree will survive winter and wondered if there is some standardization for plaques around Town. Discussed were benches in disrepair and memorializing who donated the items as replacement for any removals.

Glenn Herrin noted he was unaware of any standards.

Charlene Parker noted DVIS could come up with a set of standards.

Greg Prior suggested partnering with Ken Linsley.

Keith Gadapee mentioned plaques for Wastewater and Recycle Center and to check into where those came from.

- Chelsea Hewitt – Convex Safety and Food Share Shelf at Town Hall

Convex Safety Mirror – Chelse Hewitt would like to have installed a fish eye type road mirror at the corner of Park and Peacham due to slope of Peacham towards Route 2 which makes it difficult to see

cars coming south when turning off Park Street, especially in winter when snow builds. Suggested is to install mirror on street lamp on east side of Green for better visibility to see cars coming south on Peacham Road from the light.

Keith Gadapee discussed convex mirror being very discouraged by VTrans.

Chelsea Hewitt noted it is a Town road and wondered if VTrans needed to get involved.

Keith Gadapee noted no, it is just their way.

Chelsea Hewitt's concern is more for winter when snow piles causing inability to see vehicles near corner.

Glenn Herrin inquired about cost.

Chelsea Hewitt noted approximately \$200.

Glenn Herrin noted it is a busy area with crosswalks and requested Keith Gadapee to look into and determine cost, and to check about MUTC compliance and what Town would have to do.

Food Share Shelf at Town Hall – Chelsea Hewitt is suggesting to support those in need by placing shelf in lobby of Town Hall as it is open Monday to Friday from 8am until 4pm. She is seeking to put a single bookshelf in the lobby of Town Hall because it is open every day and the Open Door is not, plus there is a bunch of eyes on you when you walk in to the Open Door. She thought Town Hall was a bit more of a discrete area. She noted she will supply and maintain it.

Laural Ruggles noted the hospital does this and people show up and put in items and take items.

Alison Low thought it was a great idea.

Matt Choate was in favor.

Consensus is yes.

Holiday Stroll – tree lighting added, tree will be in gazebo and people will gather to sing songs. At Hill Street Park there will be pick up and drop off with a s'mores table which will be monitored.

Consensus is favorable.

Keith Gadapee wondered if they wanted him to maintain sidewalk to gazebo until Christmas.

Chelsea Hewitt noted no, because there are no dog pictures with Santa this year.

Eric Bach thought it should be done until Christmas because people do go out there.

Consensus is for Keith Gadapee to maintain sidewalk to gazebo.

- Diane Langmaid – Non-Perishable Food Shelf at North Danville Community Building – not present. She submitted a letter requesting to help local residents by putting a small food shelf containing non-perishables items within the front entryway of the North Danville Community Building.

Deb Marrier noted the Library Board, School Association and Community Club were fine with it, but it needs Selectboard approval because it is inside a Town owned building. Noted was Diane Langmaid will keep it stocked and maintain it. The Library is loaning the bookcase and all will make donations.

Consensus is for Diane Langmaid to maintain and take care of food shelf.

Glenn Herrin requested North Danville Community Club to report back if there are issues.

Deb Marrier noted they would.

- Clayton Cargill, Schol Board Chair – School District Town Meeting – discussed upcoming Town Meeting scheduled for 3pm on Saturday, December 6th at the school gym and requested to place some nonpartisan pro voting signs (wording: School Vote Dec. 6th @ 3pm - In person only. Sign size 18"x24") on the Green, Greenbanks Hollow, North Danville Scholl and various corners around Town. He has spoken with Board of Civil authority for assistance for the meeting.

Motion by Alison Low, 2nd by Matt Choate to approve Pro Voting signs to be placed on the Green. Vote 4-0-0. Motion carries.

- Marilyn McEnergy, Energy Committee – has an estimate related to Window Dressers. Measurements were for second floor; each window is \$69.12. Paperwork is being offered for budget purposes. Paid for by financially the Energy Committee as they would do the labor and they will help with installation and removal.

Alison Low wondered if downstairs was not included because the heat loss would occur more so upstairs and it is less used.

Laural Ruggles noted some owners do some one year and then the next and do notice a change.

Marilyn McEnergy noted people see these in Town Hall and then put them in their homes, they see the Town doing it and think it is a great idea.

Keith Gadapee inquired if installation would be creating any egress issues.

Greg Prior noted second floor of North Danville Community Club is used as emergency exit, so they didn't put them there.

Eric Bach noted he put in his house and did see a savings within two years.

Motion by Eric Bach, 2nd by Aison Low to spend up to \$1,600 for 23 window dresser inserts for the second floor of Town Hall. Vote 4-0-0. Motion carries.

Greg Prior inquired if funds would be from Marion Sevigny or impact the budget.

Glen Herrin noted Marion Sevigny Fund.

- Rabid Skunks (addition to agenda) Kim Rosetta discussed FPF post about third skunk confirmed with rabies found in Danville. She discussed state run program for rabies drop.

Eric Bach noted drop was already done in Danville. Rabies based station done before skunks found. A drop is done every 2-3 years.

Kim Rosetta inquired if this has this happened before.

Eric Bach noted there has been one or two but never 3. State doesn't tell where the skunk is found. He spoke of 3 findings and FPF post by Health Officer.

Kim Rosetta inquired if the Town should ask for more vaccine drops.

Eric Bach discussed drop being done in the spring.

Glenn Herrin noted state monitors, and they decide if it is a bigger issue and if more drops are need.

5. Town Clerk (Michelle Leclerc)

- Taxes (delinquent) \$229,924.38 up \$83,000 from year before but has been knocked down 195 for people who forgot.
- General Budget – photo copier needed, preparing for budget, will come from restoration budget line.

Matt Choate suggested to check excel formulas.

Michelle Leclerc noted revenues are not correct because of carryover. Payroll has 3% increase; cola is at 2.8%. HRA is smaller for Town Hall because of Sharon.

Glenn Herrin discussed maintenance noting maintenance based on spreadsheet we have followed capital budget.

Alison Low inquired if there is balance on Capital Fund contribution.

Michelle Leclerc noted she can do another sheet for that. She noted she does not have anything in infrastructure projects.

Glenn Herrin thought account in Highway Department.

- Assistant for Recycling Attendant was done on FPF and Facebook. One person called about it, application sent, no reply.

Eric Bah suggested posting on Department of Labor and Indeed because they are free.

Glenn Herring suggested putting something in the quarterly newsletter.

6. Highway Report (Keith Gadapee)

- LVRT Parking Lot – Winter Plowing – he noted the question is plow or not plow in winter. School Fields Committee gave him their concerns: snowmobiles on field would damage turf. Not sure of need for additional parking during winter.

Laural Ruggles was not advocating either way as it is a Town decision, however she just wants to be able to get the word out as there is always snowmobile trailer parking needed.

Eric Bach supports not taking trailers and no turning around of trailers. He supports skiers and cross country.

Keith Gadapee discussed trailer parking. The question is, is this something Town wants to offer.

Greg Prior noted if you do it, you create it, parking and trailer parking, suggested wait and see.

Glenn Herrin inquired if Keith doesn't plow how much access is there.

Keith Gadapee noted none as he would lock it. He wants to protect fields. He noted hedge along roadway is a concern and snow cannot be placed on it.

Glenn Herrin inquired if they changed mid-season could Keith plow or stop.

Keith Gadapee noted yes.

Glenn Herrin suggested to leave without plowing and see what happens.

Consensus is to let it ride, no plowing.

- PACIF Grant Award – received, a little less than he anticipated. Items ordered are for recycle center and Town garage and Town will get reimbursed for them.
- Garage Building Maintenance – roof leaks in new garage. He hired a contractor who screwed down some areas. There will be a need for a new roof in the near future.
- Highway Budget – he has done for ten years, and different strategies have been used. He would like to know which they want, what is goal of budget, do they have in mind an increase, or level funding. This type of information saves a lot of work for him. He needs guidance or insight of what they are looking at.

Alison Low discussed starting from consumer price index – generally 3% but if he plans like that he may miss some things that he needs.

Keith Gadapee noted hot items: heating system, encourage Capital Plan change for years which means a truck every other year, excavator, loader and sidewalks. He noted he would start with 3% and see what he has missed. He spoke of the landslide and where that would be put.

Alison Low noted Infrastructure Projects in his budget but taking expenses out of Capital Projects.

Eric Bach likes to see what Keith really needs but also an area where it can be trimmed.

Keith Gadapee noted this year they may need to consider borrowing money.

- Garage Heating System – missed key meeting with Efficiency Vermont. He did leg work for Highway Garage. Next meeting he proposes to invite Nathan Mascolino and Emily Eckert from Efficiency VT to come in and talk about these projects. He reached out to 3 contractors. His wood heat system has outlived its life. He proposes another wood heat system which is supported by Efficiency Vermont. He is asking to put presentation on next agenda. He spoke of looking at finding sources and estimates.

Glenn Herrin noted one vendor to come to look at North Danville and Town Hall.

Alison Low understood they have to follow procurement process.

Glenn Herrin noted Nathan from Efficiency Vermont wanted to come back.

Greg Prior noted there were lots of good positive energy being invested.

- State of VT E911 – (addition to agenda) – he received email noting discrepancy in Town road map from E911. He noted they need to start resolving some of the issues. There is a thrown-up roads list which was never followed through with. A road is only thrown-up if state gets proof they have been thrown-up. He suggested forming a committee or using the TSC Committee. It is going to be a big project. There are 6-8 Class 4 Roads basically trails that use to be roads.

Glenn Herrin noted PC will come to Selectboard to talk about this a little bit, possibly at the next meeting. Selectboard should ensure someone is looking at this to make sure what we are filing with the state is correct.

- Executive Session 313(a)(3) Hiring of Employee – moved to end of meeting, see (i).

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

- (a) **Efficiency VT/Lime Green Heating Follow Up** – Glenn Herrin discussed he and Keith's attendance at North Danville Community Center and Town Hall with Efficiency VT. Efficiency Vermont liked what they saw. Replacing NDCC is slightly more important than Town Hall or Highway. The Lime Green system will use the adjacent room at NDCC for pellet storage however asbestos remediation would be needed from the pipes in that room. Town Hall's replacement of their 2 boilers are straight forward. The only decision is for storage, perhaps a shed for the pellets, but where.

Deb Marrier noted that Lime Green indicated there was no asbestos issue during their visit.

Glenn Herrin noted there was no issues at this moment but there is when piping is removed. Funding – 2 potential sources, all 3 locations good for Efficiency Vermont grant, Forest, Parks and Recs fiscal year 2025 municipalities, Town can sign up and we align with what they are looking for. Glenn will have more information for their next meeting.

- (b) **Pedestrian Safety Update including Traffic Calming measures and Sheriff Contract** – Glenn Herrin discussed public engagement – no action, just do it. Traffic enforcement shows what Town needs from Sheriff, October numbers around 30 hours, coverage is up, cost is \$25,000 and Town has contract to do that. Recommendation is to continue 35 hours a month for 2026 and then review at end of year. The 2025 expense will end up as \$5,500 budget line plus roughly \$3,500 from Article 7 as an initial increase.

Motion by Eric Bach, 2nd by Matt Choate to sign Sheriff's contract up to \$25,000. Vote 4-0-0. Motion carries.

Greg Prior inquired who is Town point of contact.

Glenn Herrin noted himself.

Charlene Parker inquired how success is being measured; by dollars spent, saying we are trying or is it a public perception.

Glenn Herrin discussed looking at radar speed signs, the feeling if people feel safer, and traffic calming recommendations: add gateway signs to villages, paint on roads speed limit indicator (markings painted next spring), adding road speed limit signs and 2025 buy this year mobile radar feedback signs.

Alison Low discussed authorizing some speed studies.

Glenn Herrin suggested having residents take out speed gun which is with Town Clerk.

Motion by Alison Low, 2nd by Eric Bach to authorize Road Foreman to spend \$17,600 on two mobile Radar Speed signs and extra Speed Limit signs. Vote 4-0-0. Motion carries.

- (c) **Public Safety Employee Recommendation** – Glenn Herrin noted this was talked about in public meeting and at TSC meeting. Volunteers are asked to do more and it will be useful to have someone to do on a part time basis some of these items. Fire Department Admin will be assigned Health Officer and EMD/EMC role. TSC looked at Road Crew person, cut their time down and do this – have per diem employee do these tasks – create a PT position 4-16 hours per week. At 2026 Town Meeting there would be an article to talk about. Article not in budget, if passed, then go to Highway Crew to see if someone is interested.

Matt Choate discussed there is a chance to craft with more specification, concern for roles created being unclear, not wanting to have position directed by the voters, need to have specifics so it is not open ended.

Glenn Herrin noted no action needed at this point, it will be put on warning for public to vote on and it will have three descriptions for each position. Town Meeting would amend amount and would have specific description.

Greg Prior discussed management of this person.

Consensus to keep pursuing this avenue.

- (d) **Zoning Fee Update Service Committee Update** – Glenn Herrin noted fees have not been updated since 2020. Town is in no way funding the zoning role by fees collected. This proposal tries to level out the cost. Penalty fees and rush fees discussed. Fee structure will have people paying a little more to cover costs for DRB hearings. Fees are to pay for services not for making money. Handout of fees:

Zoning Fees as of January 1, 2026
Fees added to ALL Permits at time of application
• Filing/Recording Fee: \$15
• Certificate of Occupancy: \$40 (see additional RUSH charge)
Zoning Fees
• Permit Fees (area for occupied space)
o 500 sq ft or less (or area not applicable): \$50
o 501-1000 sq ft project: \$150
o 1,001-1,500 sq ft project: \$200
o 1,501-2,000 sq ft project: \$250
o 2,001-2,500 sq ft project: \$300
o 2,501-3,000 sq ft project: \$350
o 3,001 sq ft or greater project: \$450
• DRB Hearing Fee: \$175 (plus Permit Fee)
• Conditional Use/Site Plan Review: Permit Fee + DRB Fee
• Design Control: Permit Fee + DRB Fee
• Waiver/Variance: Permit Fee + DRB Fee
• Change-of-Use: \$75 + DRB Fee (if required)
• Subdivision, Up to Two Lots: \$150 + \$50/lot
• Subdivision, Over Two Lots: \$150 + \$50/lot + DRB Fee
• Extension/Amendment to Existing Permit: 50% of prior Permit Fee
Penalty Fees
• Late Fee, After the Fact Permit:
o At the First Notification Letter, Permit Fee + \$100
o At the Second Notification, Permit Fee + \$200
o At the Third Notification, Permit Fee + \$300
o Notice of Violation, \$100/day fine (per Zoning Bylaw)
• Certificate of Occupancy RUSH (often requested at time of sale)
o Add \$100 Rush Fee (in addition to payment of any prior fees)

Motion by Eric Bach, 2nd by Matt Choate to adopt fees presented except we do not do (strike from list) 'Commercial Project are Double the above Fees' and amend 'Small Project \$50' to 'Less than 501 square feet or less' effective January 1, 2026. Vote 4-0-0. Motion carries.

- (e) **Wastewater Superintendent Naming** – Glenn Herrin discussed appointing Wastewater Superintendent. Keith Gadapee has been doing informally the job and the Sewer Ordinance does defines superintendent main function is inspecting hook up correctly.

Motion by Alison Low, 2nd by Eric Bach to appoint Keith Gadapee as Superintendent of Sewage Works of Water Pollution Control of the Town of Danville. Vote 4-0-0. Motion carries.

- (f) **Parking Tickets** – Eric Bach discussed new version for parking ticket, 500 per booklet, carbon copy book, and yellow portion to be kept at Town Hall.

Motion by Alison Low, 2nd by Eric Bach to approve the printing of 500 newly edited version of Parking Violation Ticket for Town of Danville. Vote 4-0-0. Motion carries.

- (g) **Quarterly Newsletter** – Glenn Herring reminded all that Janice Ouellette is collecting input by November 30th for the newsletter.
- (h) **Disruptive Behavior** – Matt Choate noted the policy is done, it is in the Shared directory and it will be on the next agenda.
- (i) Executive Session 313(a)(3) Hiring of Employee

Motion by Eric Bach, 2nd by Matt Choate to enter Executive Session under 313 (a) (3) Hiring of an Employee and to invite Keith Gadapee, Audrey DeProspero and Michelle Leclerc. Vote 4-0-0. Motion carries.

Selectboard went into Executive at 8:28 pm.

Selectboard came out of Executive at 8:45 pm.

Motion by Matt Choate, 2nd by Eric Bach to hire as per diem, Tim Aiken at \$35 an hour as he has CDL and Medical Card. This position has no benefits except if called in on a holiday, he would be eligible for time and a half if called in. Vote 4-0-0. Motion carries.

- 8. **Financials:** Orders reviewed and signed by Glenn Herrin.
- 9. **Adjourn** – *Motion by Alison Low to adjourn at 8:46 pm.*

Minutes taken by Audrey DeProspero submitted November 24, 2025 at 2:00 pm.