

NOTICE OF MEETING – MINUTES

**Town of Danville Board of Civil Authority
Wednesday, November 19, 2025 - 6:30 P.M.
Danville Town Hall- 36 US Route 2W**

**The Danville Board of Civil Authority will meet on Wednesday, November 19, 2025
at 6:30 P.M. at the Town Hall to take the following actions:**

The members present were Matthew Choate, Jan Ouellette, Bruce Melendy, Virginia Incerpi, Jenny Rafuse, Julie Larrabee, Phyllis Sweeney, Libby Hillhouse, and Michelle Leclerc.

Call the meeting to order at 6:32 pm.

1. Appoint a Presiding Officer for the Special Town Meeting – Bruce Melendy nominated Michelle Leclerc, seconded by Julie Larrabee.
2. Appoint an alternative Presiding Officer for Special Town Meeting – Virginia Incerpi nominated Sharon Daniell, seconded by Bruce Melendy.
3. Appoint Election Officials – Kelly Sinclair, JP Sinclair, Keith Gadapee and Shelly Gadapee, Diane Banister, and Sharon Sprague. All of the election officials listed were nominated by Virginia Incerpi and seconded by Julie Larrabee.
4. Designate a polling place for the Special School meeting. Bruce Melendy designated the Danville School Gymnasium, seconded by Janice Ouellette.
5. Julie Larrabee designated the non-registered voters will go to the Danville cafeteria where a table will be set up, seconded by Jenny Rafuse.
6. Bruce Melendy will check with the Fire Marshal on the capacity of the Danville Gymnasium.
7. Discussion – Bring the black ropes to make single file into the gym for the check-in. Matthew Choate researched political signs inside the building. In Vermont, the law prohibits the display of political campaign signs inside the building containing a polling place. A lengthy discussion on how the process will go if it went to a floor vote.
8. Work Schedule for Town Meeting –
 - Door Monitors – Bruce Melendy and Jenny Rafuse
 - Check ins – Barb Hawley
 - Hand stamper – Phyllis Sweeney
 - Handout ballots (4) – Kelly Sinclair, Shelly Gadapee, Sharon Sprague, and Diane Banister

Ballot boxes & Hand marker (4) – JP Sinclair, Keith Gadapee, Jan Ouellette, Julie Larrabee

Counting and separating in batches of 25 - EVERYONE

9. To transact any other business that may legally come before the meeting. – None

10. Adjourned 7:29 pm

Michelle Leclerc

Town Clerk