

APPROVED Selectboard Minutes
February 5, 2026
Danville Town Hall (6:00 pm)

Board Members Present: Janice Ouellette, Glenn Herrin, Eric Bach, Alison Low

Board Members Present Using Teams: None

Board Members Absent: Matt Choate

Others Present Using Teams: None

Others Present: Michelle Leclerc, Keith Gadapee; Roger Sheldon, H2O; Alison Despathy, Planning Commission; Kristin Calkins

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

1. **Additions to the agenda:** Jan noted that she would provide an update on the Danville Farmers Market at the end.
2. **Approve minutes of Special Meeting on January 14, 2-26** Motion by Eric Bach, 2nd by Glenn Herrin to recognize the minutes of the [Special Meeting January 14, 2026](#) as accurately reflecting the agenda. Vote 4-0-0. Motion carries.
3. **Approve minutes of Regular Meeting on January 15, 2026** Motion by Eric Bach, 2nd by Glenn Herrin to recognize the minutes of the [Regular Meeting January 15, 2026](#) as accurately reflecting the agenda. Vote 4-0-0. Motion carries.
4. **Approve minutes of Special Meeting on January 27, 2026** Motion by Eric Bach, 2nd by Glenn Herrin to recognize the minutes of the [Special Meeting January 27, 2026](#) as accurately reflecting the agenda. Vote 4-0-0. Motion carries.
5. **Visitors/Public Comment:** Janice Ouelette asked all visitors to introduce themselves.
 - Alison Despathy, citizen and Chair of the Danville PC
 - Roger Sheldon, H2O, to discuss renewing contract
 - Kristin Calkins, citizen and candidate for a one-year term on the Selectboard, there to observe
 - **Alison Despathy:** Alison reported that the Planning Commission had held its hearing on a proposed revision to the Danville Zoning Bylaws. Specifically, the bylaw revisions: a. ensure ongoing compliance with FEMA regarding the flood hazard development regulations (this allows the community to participate in the National Flood Insurance Program; b. clarify the role of the Zoning Administrator and the level of administrative review for approval of proposed subdivisions of lands; and c. provide clarification to the issuance of the Certificate of Occupancy. The bylaw update is now in the Selectboard's court. We should review the proposed amendment in time for the next regular meeting, and there being no objections, warn an adoption hearing for the Zoning Bylaw revision. (This requires 15 days' notice. The proposed regulations are available for review here: <https://danvillevt.gov/wp-content/uploads/2025/12/PC-Zoning-Bylaw-202512-DRAFT.pdf>)
 - **Roger Sheldon:** Roger noted that the current 5-year contract to manage the WWTF expires at the end of February. There was a question about mowing at the site, noting that there had been some mechanical challenges with the riding mower. Michelle stated that James Mangan, who mows Town properties, may have already added this to his list. She would have to check. (Note: She confirmed that this is the case.) Roger noted that the planned upgrades within two to three years would require some oversight. He stated that he would be back at the next regular meeting on the 19th of February with a draft contract renewal for review. Roger also noted that there was an advisory-only article on the Town Meeting Day agenda regarding the future of the Town's Fire District. He noted that H2O would be interested in managing this, if the Town were to acquire it. It was noted that the Fire District meets in August, and any decisions are dependent on what the Fire District decides. Finally, there was a question about the status of Dufresne's mapping of manholes. It was unclear.
6. **Town Clerk** (Michelle Leclerc)
 - **Liquor Licenses** – None to report
 - **Danville Rescue Paper Shares:** Michelle is trying to get an update on the statute of these paper shares, which are currently invalid. They are worth about \$17,000. Michelle to give Eric the contact

information, since he is the authorized contact who can speak on behalf of Danville Rescue and get the information.

- **CCSU using the upstairs:** Some clarity is needed here since they regularly use the upstairs, since they lack meeting space. The board clarified that CCSU would need to be responsible for closing the doors behind them when they are done, and they are going to have to adhere to regular working hours.
- **Recycling attendant ad:** Michelle listed this with VLCT, who then informed her that the ad is also being listed in Seven Days at no fee.
- **Community Housing Investment Program rollout:** Michelle that she would have the virtual webinar in the meeting room set up for February 19th, from 10:00 to noon.

7. Highway Report (Keith Gadapee)

- **Highway Mileage Certificate amendment:** Keith noted that VTrans requested a minor change to the Highway Mileage Certificate, due to a Y-shaped intersection. This was signed.
- **Cemetery Fence:** Keith reported that Gerald Lamothe is still looking for an update on the status of the cemetery fence, which is currently stored at the Town Garage. Jan reiterated that we had obtained estimates for repairing it, and it was too expensive. Keith noted that there may be some interest from individuals. He will check with the Historical Society first.
- **Convex Mirror Feedback:** Keith circulated a memo from VTrans, which stated their position on convex mirrors. They are generally not supportive due to glare. It was also noted that the potential mirror in question was directly over a sidewalk, which could be a hazard if it came down on someone. Nevertheless, the blind spot remains a danger from people coming and going to and from the Post Office. Eric mentioned that perhaps this might be a possibility to revisit changing one-way directions. Could there be a site visit with VTrans? This will be on the agenda next time.

8. Issues and Information –

- Town Services Committee 2026:** The Selectboard reviewed the proposed 2026 charter for the Town Services Committee. As with the previous year, this committee is a short-term ad hoc group that would conclude their work after reporting out recommendations in December 2026. It is proposed that the committee consists of one ex-officio member of the Selectboard, as well as 3-7 members of the public. Selectboard agreed that those who previously served should be able to serve again. Proposed topic area for the committee for this year were :Fundraising / grant-writing support; Water district / utilities governance; Fire stations – North Danville / Main / CALEX building; TextmyGov or similar response service; Road classifications. *Selectboard will vote on this charter at their first meeting in March.*
- Model Rules of Procedure for Municipal Public Bodies and Model Rules for Public Participation at Municipal Meetings:** Jan was reviewing this document from VLCT and was trying to figure out how to use these. Guidance from VLCT states that nothing precludes public bodies from adopting other model rules. Alison pointed that VLCT has previously drafted their own model regulations for development review boards, which has specific requirements in Chapter 117. Nevertheless, Jan felt that this was too robust for the Selectboard. It might make sense to look at the policy to see what is lacking. Alison offered to do this.
- Informational Meeting Review:** For one last time, the board reviewed the PowerPoints for Saturday's Informational Meeting.
- North Danville School Library Grant:** Alison discussed the [Public Preservation Initiative Grants](#) available to rural libraries. This is funded by HUD and administered through the Vermont Department of Libraries. Average asks are anticipated to be about \$100,000. If funded, this would pay for the replacement of the furnace at the NDSA. There is no match. Grant application is online and due March 31. Alison asked for board consent to apply with Alison and Deborah Marrier at Project Managers, and Jan authorized to sign contracts. Board agreed. Alison will return with a proposed letter of authorization/support from the Selectboard at the next meeting.
- Fiscal Agent for Private Foundation Grant:** Alison has an opportunity to request funding for the Dog Park fence from a private foundation, but she needs to ask a different 501(c)(3) to act as pass-through. She will have an answer by next meeting.
- Clarifying V2V Capacity:** Currently they are not able to take in more than \$50,000 a year because of the burden of tax reporting. Their mission, for now, will need to be focused solely on the staffing and management of the Train Station.
- Web Hosting:** *Motion was made to transfer web hosting to Rural Solutions, including web design. Alison made the motion, Eric seconded. Vote 4-0-0. Motion carries.*
- One Drive Organization Ideas for Reorganizing:** Glenn presented a document for organizing files on One Drive, keeping in mind a workable general structure for when Keith steps into new job. The document also has standard conventions for naming files.

- I. **Vermont Council on Rural Development Community Visit:** We had a visit from VCRD a few years ago and had requested to be considered for a community visit. Alison and Jan met with VCRD staff this week to discuss everything that Danville is currently working on. Staff and VCRD board will meet next week and announce who is on the schedule for this year.
- J. **On-Site History Supervisor Job Description and Interview Scheduling:** The Selectboard reviewed the job description and made a few clarifying tweaks. There are three interested candidates. Jan and Eric will participate in job interviews started Monday afternoon at 2:30.
- K. **Charter Change Update:** Glenn reported that the legislature did not approve the request to repeal the charter due to a technicality that we did not have a hearing 30+ days prior to the vote. (We followed the rules for Australian ballot, which is slightly different than charter changes.) Glenn reiterated that the purpose was not to do away with Australian ballot, but to stop tying our hands unnecessarily to a charter. It appears now that our best approach is to have the “charter” hearing next year, prior to Town Meeting Day. We will essentially have to start over, because there will have to be more education and outreach regarding this.
- L. **Farmers’ Market Update:** Jan reported that the Danville Farmers’ Market is not going to be on the Green this year.

Financials: These were already signed

9. Adjourn – Motion by Eric Bach to adjourn at 8:12 pm.

Minutes taken by Alison Low submitted February 9, at 8:29 p.m.