



MINUTES
TOWN OF DANVILLE SELECTBOARD MEETING
March 5, 2026
Danville Town Hall Meeting Room

Meeting called to order by Jan Ouellette at 6:03pm.

In attendance:

Board Members: Jan Ouellette, Matt Choate, Eric Bach, Allison Low and Kristin Calkins

Town Officials: Michelle Leclerc, Town Clerk and Keith Gadapee, Town Administrator

Others: Glenn Herrin and Chelsea Hewitt

Reorganization of the Board:

The meeting was turned over to Keith to elect board officers. Jan was elected as Chair; Allison was elected vice-chair. Both were elected with voice votes with no opposition. Jan then asked to elect a Board Clerk. Keith was elected with a voice vote with no opposition.

Additions to the Agenda:

Keith asked to also approve the minutes of the meeting minutes held on March 2, 2026.

Approval of Minutes:

Eric moved to approve the minutes of the meeting held on February 19, 2026, which accurately reflected the agenda. Matt 2nd. Motion passed with voice votes with no objections.

Allison moved to approve the minutes of the meeting held on March 2, 2026, which accurately reflected the agenda. Matt 2nd. Motion passed with voice votes with no objections.

Visitors and Public Comment:

Chelsea Hewitt, representing the Danville Chamber of Commerce, requested the use of the Green for events:

1. Movie nights are to be held on 7/25/26, 8/22/26, 9/26/26, 10/17/26. The request was moved to allow by Allison and 2nd by Matt. Motion passed with voice votes with Eric abstaining.
2. Danville Fair to be held 7/27/26 through 8/2/26. The request was moved by Allison to allow the event which involves closing the Peacham Road and a parade route starting on Mountain View Road and making a loop around the park using US route 2. 2nd by Matt. Discussion began with a concern that Matt had about holding up traffic during these events on the green. Eric responded that measures that are taken follows AOT's guidance but the traffic light and crossing light often creates some of the issues. Motion passed with voice votes with Eric abstaining.
3. Autumn on the Green to be held on 10/1/26 through 10/5/26. The request was moved by Allison to allow the event which involves closing Peacham Road. 2nd by Matt. Motion passed with voice votes with Eric abstaining.

Glenn Herrin spoke thanking the board and the town employees for their work during his time on the board. He informed them that he will still volunteer to do things for the board and staff as the need arises.

Town Clerk's Report:

Michelle reported the Town Meeting results: 265 people voted by Australian ballot

General budget passed with 211 for and 37 against

Highway budget passed with 237 for and 27 against

School budget passed with 167 for and 98 against

Liquor License request:

Nacho Mama Restaurant requested approval for a 3rd Class license. Allison moved and Eric 2nd. Request passed with voice votes with no objections.

Nacho Mama Restaurant requested approval for a 1st Class license. Allison moved and Eric 2nd. Request passed with voice votes with no objections.

3 Ponds Restaurant requested approval for a 3rd Class license. Allison moved and Eric 2nd. Request passed with voice votes with no objections.

3 Ponds Restaurant requested approval for a 1st Class license. Allison moved and Eric 2nd. Request passed with voice votes with no objections.

3 Ponds Restaurant requested approval for an Outside license. Allison moved and Eric 2nd. Request passed with voice votes with no objections.

The Board was asked to abate the tax bill that Michelle brought from the Listers. Eric moved the abatement, 2nd by Alison. Motion passed unanimously with voice votes.

Michelle requested to apply for an Irving Gas card for Bill Bailey to allow him to purchase gasoline for the Highway Department. Moved by Allison, 2nd by Eric. Motion passed unanimously by voice votes.

Michelle announced the Prom has been moved from the North Danville Community Center to another location.

Town Administrator's Report:

The Old Pope Cemetery Fence transfer of ownership was tabled to next meeting over a concern that an opponent of this path was unable to advocate for a different outcome. It was the consensus of the board that a letter or some other personal correspondence must be received by March 12th for the board to consider. A decision will be made at the March 19th meeting.

The sprinkler system in the Town Hall needed a new compressor as it had failed. Allison moved to spend up to \$5800 from the Town Hall Restoration Fund for this repair. 2nd by Matt. Motion passed unanimously by voice votes.

Keith asked some questions about renting Town facilities. Jan and Keith will look at the old rental application and bring it up to date.

A non-binding motion was passed at Town Meeting regarding farming restrictions. Matt volunteered to draft a letter to our legislators about the Town's stance on the issue. He will bring it to the next meeting.

Keith announced after being in an Open Meeting Law Webinar that times printed on the agenda are not recommended and the online link must be printed on the agenda rather than being referenced in another location. Board agreed with these recommendations.

Issues and Information:

Eric moved to adopt the 2026 Rules and Procedures that Jan has edited. Matt 2nd. Motion passed unanimously by voice votes.

Allison moved to spend up to \$50 to have a poster created of the public portion of the procedures to hang in the meeting room. 2nd by Matt. Motion passed unanimously by voice votes.

Matt moved to accept the appointments of Town offices as printed. 2nd by Eric. Motion passed unanimously with voice votes. Keith was asked to reach out to the Conservation Committee to see if they were going to reduce their roster to ensure quorums at their meetings.

Eric Moved to go with plan #2 of the Brookfield Generator Maintenance Agreement which was the more proactive maintenance plan for \$897.00 per year. 2nd by Allison. Motion passed unanimously with voice votes.

Jan Updated the Board on the Shared Path Project. She reported that preliminary plans will be presented by the end of March and right of way work will commence in April.

Allison reported that the parking lot project committee had received worst case scenario budget numbers. She used those numbers for the Letter of Intent for the NBRC grant. She feels some of the extras included could be done in-house for match funds.

Keith reported that people were volunteering to fill the Town Services Committee and that next meeting the board can appoint.

Matt moved to allow the Board Chair or the Vice-Chair to sign Warrants for the coming year. 2nd by Eric. Motion passed unanimously with voice votes.

Eric moved to allow Jan to sign a letter of support for the Small Libraries Grant to support the replacement of the North Danville Library's heating system. 2nd by Matt. Motion passed unanimously with voice votes.

Allison asked for support to apply for a CDS grant for projects like the Wastewater plant upgrade or North Danville Fire Station. The board supported the Wastewater project.

Matt moved to adjourn meeting at 8:08.

Minutes submitted by Keith Gadapee