



MINUTES
TOWN OF DANVILLE SELECTBOARD MEETING
April 2, 2026
Danville Town Hall Meeting Room

In attendance:

Board Members: Jan Ouelette, Matt Choate, Eric Bach, Alison Low and Kristin Calkins

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

Other Visitors: Roland Heath Jr., Chris Walsh, Charlene Parker, Greg Prior

Meeting called to order at 6:04pm by Jan.

Additions to the Agenda: Jan had an FYI about the **Shared Path Project Plans**, Keith requested signatures on the **Disruptive Behavior Policy**. Both will happen at the end of the agenda.

Municipal Minute: Matt explained how a **consent agenda** works and that is a tool to approve a group of items with one vote that do not need discussion. This could speed up meetings. He explained that any item can be removed from the list if discussion is needed and can be removed by anyone present at the meeting to be considered individually. The consent agenda must be very detailed and specific.

Visitors / Public Comment: The visitors introduced themselves and there was no public comment.

Jan spoke in the absence of Michael Houge on the **Train Station update**. The Train Station Committee is terminating Mill Brook's contract. They are unhappy with the timing and design methods for completing the engineered brackets for the canopy. The plan for moving forward will be to contract with another company to finish this detail.

Roland Heath Jr. and Chris Walsh who were representing the Fire Department engaged in discussion about the error made in the last meeting on the bids presented for purchasing the SCBA compressor system. Because of a mathematical error Bergeron Protective Clothing was the highest bid at \$51,838.18 and Reynolds came in at \$46,366.00. Chris and Roland explained they still wanted the compressor from Bergeron based on its simplicity and reliability of both the machine and the vendor. It was moved by Eric and 2nd by Kristin to go with the Fire Department's choice and purchase the compressor system from Bergeron Protective Clothing. Motion passed unanimously by voice vote.

Charlene Parker requested the use of The Green on 5/2/26 for a Green-up Day event. A motion was made by Matt and 2nd by Kristin to approve the use of The Green from 8am-4pm which includes a catered lunch prepared by Shepards Hearth Catering. Motion passed unanimously by voice vote with Eric and Alison abstaining.

Charlene Parker requested spending \$5000 on tables and benches for the Hill Street Park. After some discussion, the Town had only put \$1000 into the budget and the DVIS (Danville Village Improvement Society) had solicited +/- \$1000 that means \$3000 is what is needed. Matt suggested that the building fund included "building and grounds" and funds could come from there as well. Matt moved that the Town reimburse the DVIS up to \$3000 for their \$4870 purchase of tables and benches for Hill Street Park. 2nd by Kristin. Motion passed unanimously by voice vote with Eric and Alison abstaining.

Charlene Parker requested use of Hill Street Park for an Arbor Day Celebration on 4/24/26. They will be collaborating with the Conservation Commission to do some tree work on the park with expenses from the Small Tree Fund decided on a later date. Motion made by Eric in support, 2nd by Kristin. Motion passed unanimously.

Consent Agenda Passed Unanimously by a voice vote.

- Approval of meeting minutes of March 19, 2026
- Liquor Licenses: Nacho Mama LLC, Outside Consumption Permit, at 59 Parker Road, Martin J. Beattie Enterprises, Inc. Second Class Permit, at 421 Route 2 East
- Curb Cut Application for Jonathon Davis and Darcie Miles Davis at 604 Penny Lane
- Appointment of Julia Rapczynski to the Town Services Committee
- Stephanie Maynard, NEK Catering LLC, requests using The Green on Mondays starting April 6th for food sales

Town Clerk's Report: none

Town Administrator's Report: tabled

Issues and Information:

The board started with the **Garden maintenance** discussion because Charlene and Greg were present from the DVIS. The discussion was whether the DVIS felt they could take on The Green and the Calex Building garden maintenance with help from other Town volunteers. Thoughts were that they could use Green-up Day for a garden workday as well. The Town would support the expense for materials. DVIS will discuss this at their next meeting in April. Keith was instructed not to send out an RFP to landscape contractors for now.

Motion made by Eric and 2nd by Alison to **adopt the Zoning Bylaw amendment** as printed. Motion passed unanimously by voice vote.

The Grant Policy was edited, and a copy will be shared for approval at the next meeting.

Keith was asked to create an RFP for **building inspections** on the Town Hall, North Danville Community Building, The Calex Building, Wastewater Treatment Building and Town Garages.

Planning began on a **Volunteer Appreciation Celebration**. Combining the August Town Band Concert with this event was an idea. Keith will reach out to the Band. Combining with the Memorial Day Celebration was also discussed. The board felt there was not enough time to pull it off this year by that day. This event could also trigger the publishing of a Volunteer Handbook. A brief discussion on the decorations for Memorial Day took place that triggered some investigation into the use of flags.

Jan announced that the preliminary plans were complete for the **Shared Path and Sidewalk** project and asked Keith to post on the website.

The **Disruptive Behavior Policy draft** was signed.

Future Agenda Items:

- Grant Policy adoption
- NEK Broadband Rep. appointment
- Building Inspections RFP approval
- Paving Bid opening
- Winter Sand vender approval
- Town Departments check in schedule
- Volunteer celebration planning

Adjourned 7:34pm

Minutes submitted by Keith Gadapee