

Town of Danville  
Selectboard Minutes  
May 4, 2023  
Danville Town Hall (6:00 pm)

**Board Members Present:** Eric Bach, Alison Low and Glenn Herrin

**Board Members Using Microsoft Teams:** Janice Ouellette

**Board Members Absent:** Peter Griffin

**Others Present:** Audrey DeProspero, Keith Gadapee, Michael Hogue, Sally Fishburn, Jo Oliver and Toby Balivet

**Others Present Using Microsoft Teams:** Jenna Koloski (VCRD), Nancy Osborne and Art Demarais

**Meeting called to order** by Chair Eric Bach at 6:01 pm.

**1. Additions to the agenda:**

- Eric Bach discussed juggling agenda items around for attending persons and timing.

*Consensus was favorable.*

**2. Approve minutes:**

*Motion by Glenn Herrin, 2<sup>nd</sup> by Alison Low to approve **minutes of Regular meeting of April 20, 2023** as written. Vote 4-0-0. All in favor.*

*Motion by Glenn Herrin, 2<sup>nd</sup> by Janice Ouellette to approve **minutes of Special meeting of April 28, 2023** as written. Vote 4-0-0. All in favor.*

**3. Visitors**

- **Sally Fishburn – Approval to Hire Bradley Wheeler to help with Wetland Permit** – the Train Station project requires a wetland permit and the civil engineering scope of work excludes wetlands permitting. Bradley Wheeler of Wheeler Environmental Services who provided the wetlands delineation for the Train Station last June has agreed to help with the wetlands permitting. The estimated permitting cost is \$2,000-\$2,500 plus the permitting fee which is somewhere around \$160.

*Motion by Alison Low, 2<sup>nd</sup> by Glenn Herrin to approve the cost of hiring Bradley Wheeler of Wheeler Environmental Services to assist with wetlands permitting up to \$2,500 and to approve the cost of the actual permit up to \$200. Vote 4-0-0. All in favor.*

Sally Fishburn informed the Selectboard that VTrans has staked with white tape the edge of the ROW marking the platform which is near the rail trail 8 feet.

Selectboard inquired where the funds were coming from.

Michael Hogue thought the maintenance fund line.

- **Jo Oliver – Conservation Commission Appointment** – has been attending the Conservation Commission meetings and would like to formally join. She lives on Hill Street and her father was on the CC in CT and she has always been interested in the Conservation Commission.

Per Conservation Commission minutes of 5/1/23 Vange Morse Conservation Chair noted Jo Oliver had filled out her intent to become a Conservation Member.

*Motion by Alison Low, 2<sup>nd</sup> by Glenn Herrin to appoint Jo Oliver to the Conservation Commission for a term of four (4) years expiring 2027. Vote 4-0-0. All in favor.*

- **Toby Balivet, Town Attorney – Legal Matter (Executive Session 1 VSA 313 (a)(1)(E))**

Discussion is on appeal to Environmental Court of a Zoning Appeal to which the Town is a party.

*Motion by Alison Low, 2<sup>nd</sup> by Glenn Herrin to enter Executive Session under 1 VSA 313 (a)(1) after making a specific finding that premature general public knowledge would clearly place the public body or a person involved at a substantial disadvantage: (E) pending or probable civil litigation or a prosecution, to which the public body is or may be a party; and to invite Audrey DeProspero, and Keith Gadapee. Vote 4-0-0. All in favor.*

Selectboard entered Executive Session at 6:22 pm.

*Motion by Alison Low, 2<sup>nd</sup> by Glenn Herrin to leave Executive Session. Vote 4-0-0. All in favor.*

Action taken: Ongoing negotiations.

Selectboard returned to Public Session at 6:58 pm.

4. **Town Clerk** (Wendy Somers) - absent

5. **Highway Report** (Keith Gadapee)

- New Hire – first guy refused, offer to now go to another person who lives in Danville.
- Vacancy will be removed from Indeed.
- Roller has come in; it just needs to be installed.
- New hire has no CDL – we can tell him he needs his CDL in an allotted time or for him to get on his own or Keith Gadapee can become a trainer. Peacham Town paid for their new hire's school and the new hire has to stay 2 years or reimburse them for the cost (approximately \$3,900).

Janice Ouellette likes the idea of having the person stay for two years.

Alison Low thought it sounded like a good idea and did not think two years was a long time.

Eric Bach liked the idea of Keith Gadapee training however doesn't like the timing because they are coming into the busiest time of the year.

Glenn Herrin wondered if there was any issue with the new hire getting into the class.

*Motion by Glenn Herrin, 2<sup>nd</sup> by Alison Low to approve the expenditure of up to \$4,000 to send the new hire through CDL training with a two (2) year work contract or full reimbursement. Vote 4-0-0. All in favor.*

6. **Issues and Information** (All)

(a) **Bulky Waste Day Schedule – Saturday, May 6<sup>th</sup> at the Wood Dump located at 1326 Bruce Badger Highway from 8am until 3pm** – Selectboard chose shift schedule:

8am – 10 am: Eric Bach

10am – 12noon: Alison Low

12noon – 3pm: Glenn Herrin

(b) **Organization Chart** – Glenn Herrin noted the Organization Chart is a work in progress. Currently the diagram shows Town bodies which are subject to Open meeting Law and the Public Records Act. It also shows local private groups and regional organizations with which the Town works closely.

(c) **Community Visit with VCRD** – Jenna Koloski from VCRD (Vermont Council and Rural Development) discussed community process to help get work done throughout the community. VCRD has helped 90 towns. Their work is done through public meetings that they facilitate. The public meetings create public engagement and that helps implement the work the towns want to get done. It is free of charge however the Town has to cover the cost of the dinner and mailing. Meetings are set up with planning persons, and reps, and then a visiting team and a facility team will be created. They help with infrastructure

development whether small or large and such items such as monthly concerts to bring communities together. They have a long list of towns that are interested in the program and are committed out into 2023-2024 but they still welcome interest in communities. A Letter of Interest as to why the Town wants to work with them is required. The letter will be given to the Advisory Committee and then the board will make a decision where they work. Because of the wait, there is another program they have which is the Preservation Trust (Village Trust). They do community engagement, building renovation to physical spaces (buildings) that are in designated village centers. Community engagement process with funding is tied to the process.

Alison Low was intrigued with community trust model and the long-term sustainability process.

*Motion by Janice Ouellette, 2<sup>nd</sup> by Alison Low to authorize Eric Bach to write a formal letter of invitation to VCRD to start process. Vote 4-0-0. All in favor.*

- (d) **Community Engagement** – Alison Low attended Peacham's Slow Democracy two-part approach. First there was a survey and then the group convened. It was part of a pilot program. Peacham had a survey to explore participation on Town Meeting Day. It was not what she and Janice Ouellette had hoped to do in Danville so they are back to outreach and seeks guidance on outreach items.
- (e) **Roof Leak** – Eric Bach – Town Hall has a standing seam roof which during wind driven rain causes the roof to leak in the valley. The Town has been ghosted by a couple of roofing contractors that have come, looked at the roof, provided quotes, and then never showed up to do the work. We continue to look for a contractor to fix the issue.
- (f) **Green Usage** –
  - Pope Memorial Library would like to use the Green on Memorial Day, Monday, May 29<sup>th</sup> for their annual Plant and Bake Sale.

*Motion by Alison Low, 2<sup>nd</sup> by Glenn Herrin to approve the use of the Green by the Pope Memorial Library on Monday, May 29<sup>th</sup> for their annual plant and bake sale. Vote 4-0-0. All in favor.*

- CCSU is seeking to use the Green on Thursday, May 11 from 3:30 pm until 4pm to celebrate the end of the year with the new teachers.

*Motion by Alison Low, 2<sup>nd</sup> by Glenn Herrin to approve the use of the Green by the CCSU on Thursday, May 11 for their teacher celebration. Vote 4-0-0. All in favor.*

- Danville Meal Center is seeking use of Green on Saturday, July 22 from 10am until 2pm along with use of the Gazebo for the "Just Havin' Fun" trio to perform from 11am until 1pm.

*Motion by Alison Low, 2<sup>nd</sup> by Glenn Herrin to approve the use of the Green by the Danville Meal Center on Saturday, July 22. Vote 4-0-0. All in favor.*

- (g) **Town Band Collection of Returnables Request** – The Danville Town Band would like to request the collection of returnables from the Danville Recycling Center during the 5 Saturdays in July. Funds raised will be used to purchase new music and defray concert costs. Clayton Cargill has been contacted and supports the fundraiser.

*Motion by Glenn Herrin, 2<sup>nd</sup> by Alison Low to approve the Danville Town Band to have the collection of returnable from the Danville Recycling Center for the five (5) Saturdays in July. Vote 4-0-0. Motion carries.*

- (h) **EV Charging Survey** – Alison Low – survey request needs to be filled out. She would like to have the municipal parking lot and Train Station listed. This is not a commitment of funding just an opportunity for where charging opportunities could be in Town.

Glenn Herrin suggested adding Park and Ride in West Danville and North Danville School.

Alison Low noted it would be great for a Level 2. Level 2 is a little faster and get about 20 miles to the hour. Sometimes they are free. Level 1 has outlets and you use portable car charger that gets about 4 hours, it is a trickle charge.

*Consensus if for Glen Herrin to fill out EV Charging Survey.*

- (i) **North Danville Update** – Alison Low met with Community Club; it was her second meeting in North Danville. Her first was the School Association meeting. They are hopeful but prepared to have their Fourth of July celebration completely outside.

Selectboard discussed setting up team of volunteers to set up and take down the event.

- (j) **Regional Priority Project List** – Alison Low noted Janice Ouellette worked on the Letter of Intent for Northern Borders. The Regional Project priority list is for them to think about what their priority projects are such as parking, drainage and sidewalks as well as the Train Station and NBRC letter of interest Project.

Glenn Herrin discussed Town Plan amendment and having drainage, parking lot with solar and sidewalks included.

- (k) **Hazard Mitigation** – Glenn Herrin discussed: if disaster hits what can we do to mitigate and what would we like to do to protect residents from natural hazard impacts.

Selectboard discussed options.

Consensus is for Glenn Herrin to fill out State Hazard Mitigation survey

- (l) **Dufresne Group Contract** – Alison Low discussed preliminary engineering study for sewer.

*Motion by Alison Low, 2<sup>nd</sup> by Glenn Herrin to have Eric Bach sign contract agreement between owner and engineer for professional services with Dufresne Group.*

- (m) **Maintenance on Green** – Eric Bach discussed email from Greg Prior regarding concerns for maintenance needs on the Green. Noted was Marion Sevigny's endowment to the Town could pay for these items. Concerns were:

- Winter tree removal – yes, it is part of mowing and yes, we pay for it.
- Tree rings – bark mulch has been removed and grass is growing.
- Pruning of soft wood tree – should be removed or extremely trimmed down, tree has no significance.
- Water spigot – Fire District is aware and looking for plumber to fix it.
- Village Improvement Society would like to put water spigots on the Green, they will come to Selectboard
- Curbs and sidewalks – preventative maintenance every year – we do not do as they aren't in bad shape around Green.
- Danville Project Maintenance and Safety Route 2 – not Town property and we do not maintain.

Alison Low noted art work commemorative posts are broken.

Eric Bach noted the broken ones need to be removed.

- Light Post maintenance, paint and broken parts - the 16' posts are not owned by the Town, state owned. Around park are Town owned. Outlets around Green do not work and seasonal lights are on 24/7.
- WIFI – being worked.
- Library parking sign – not library parking, it is public parking.

Consensus was to work one thing at a time.

- (n) **Calex Appointment** – Eric Bach discussed board appointment and not being a Selectboard member because they cannot vote. Gary Fontaine was attending however the night of meeting changed and he can no longer attend. This puts the Town and Calex at a disadvantage by not having a person. Suggested was to reach out to Fire Department to see if there is an interested candidate.

*Consensus is to reach out to various candidates and speak to Gary Fontaine.*

7. **Financials: Orders to review and sign**

*Motion by Alison Low, 2<sup>nd</sup> by Glenn Herrin to authorize Eric Bach to review and sign the Financial Orders on behalf of the Selectboard. Vote 4-0-0. All in favor.*

8. **Adjourn** - *Motion by Glenn Herrin, 2<sup>nd</sup> by Alison Low to adjourn at 9:00 pm. All in favor.*

Minutes taken by Audrey DeProspero submitted May 5, 2023 at 1:45 pm.