

Town of Danville
Selectboard Minutes
March 6, 2025
Danville Town Hall (6:00 pm)

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

Board Members Absent: Janice Ouellette

Others Present: Audrey DeProspero, Michelle Leclerc, David Hare, Rodger Sheldon and Greg Prior

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

1. Reorganization (Chair, Vice Chair and Clerk)

Eric Bach nominated Janice Ouellette for Chair, 2nd by Alison Low. Vote 4-0-0. Motion carries.

Eric Bach nominated Glenn Herrin for Vice Chair, 2nd by Alison Low. Vote 4-0-0. Motion carries.

Eric Bach nominated Audrey DeProspero for Clerk, 2nd by Alison Low. Vote 4-0-0. Motion carries.

2. Additions to the agenda:

- Alison Low – announcement.
- Glenn Herrin – set date for Special Meeting to accept grant agreement.

3. Approve minutes:

*Motion by Eric Bach, 2nd by Glenn Herrin to recognize the **Regular** February 20, 2025 minutes as accurately reflecting on the agenda of the meeting. Vote 3-0-1. (Abstain Matt Choate) Motion carries.*

4. Visitors:

- **Dave Hare, Danville Methodist Church** – requested use of the green and gazebo on Sunday, April 20th from 7-8am for their annual ecumenical Easter service. All are welcome to join. They will sing a few hymns and then breakfast, by donation, will be afterwards at the church.

Motion by Eric Bach, 2nd by Alison Low to approve use of the Green by the Methodist Church for their annual ecumenical Easter Service. Vote 4-0-0. Motion carries.

- **Rodger Sheldon, H20 – CPI Renewal** – discussed CPI increase to contract. January's CPI was 3.9%. This number is what he based CPI off of. He discussed roll over amount, maintenance cap, propane usage and check for difference being written back to the Town. He spoke of 3 issues: UV system old but covered under potential upgrade; alarm system at plant and pump stations are old but he is working on getting estimates as there is new technology out there; and the back up pump for railroad station has been rebuilt and is ready. Extension agreement to be worked on as term agreement is coming to an end. H20 pays for lab testing currently, however with new permits the lab testing has increased dramatically and the potential possibility of the fees being given to the Town. H20 currently budgets for them now.

Motion by Eric Bach, 2nd by Matt Choate to approve new CPI amount from H2) and have Glenn Herrin sign the document. Vote 4-0-0. Motion carries.

- **Alison Despathy, Planning Commission Appointment (Dawn Brittian)** – unable to attend.

Motion by Eric Bach, 2nd by Alison Low to appoint Dawn Brittian to a three-year term on the Planning Commission. Vote 4-0-0. Motion carries.

- **Evangelyn Morse, Conservation Commission Appointment (Greg Prior)** – discussed Greg Prior's volunteering on the Planning Commission, taking over Facebook postings and communications, generating good vibes and interest.

Motion by Eric Bach, 2nd by Matt Choate to appoint Greg Prior to a three-year term on the Conservation Commission. Vote 4-0-0. Motion carries.

5. Town Clerk (Michelle Leclerc) –

- **Sewer Application** – Patrick Roach (Allocation 2 lots) lot 10 and 11 on Upper Drive, he is renewing his previous allocation which has expired.

Motion by Alison Low, 2nd by Eric Bach to reallocate two lots to Patrick Roach lot numbers 10 and 11 on Upper Drive. Vote 4-0-0. Motion carries.

- **Dedication Bench** – last fall a dedication bench for Wendy Somers was discussed to be put on the porch of Town Hall and hydrangeas placed in front of Town Hall. The bench is a 4-foot engraved (In Memory of Wendy Somers) granite bench and will be installed by Gandin Bros., Inc. of Ryegate.

Alison Low discussed design for shared use parking lot and wondered if bench was moveable.

Michelle Leclerc noted that it was moveable.

Motion by Eric Bach, 2nd by Alison Low to expend up to \$1,800 for the granite bench dedicated to Wendy Somers for the front of Town Hall. Vote 4-0-0. Motion carries.

- **Danville/Ryegate Roadside Mower Agreement** needs signature. The agreement is with the Town of Ryegate and Danville. It is a shared purchase agreement 63% for Danville and 37% for Ryegate which is based on the town road mileage.

Motion by Eric Bach, 2nd by Alison Low to authorize Glenn Herrin to sign the joint ownership agreement with the Town of Ryegate. Vote 4-0-0. Motion carries.

6. Issues and Information (All)

- (a) **Appointments of Town Officers 2025** – list reviewed.

Motion by Matt Choate, 2nd by Alison Low to approve the list as presented. Vote 4-0-0. Motion carries.

- (b) **Organizing Selectboard Point Persons** – discussed was point persons for area town business and suggested was to combine both lists for Building and Grounds, add Matt Choate to Capital Planning to assist Glenn Herrin, change Fire Department title to Emergency Management, add Eric Bach to Highway Department, change Personnel to Personnel/Operations and add Matt Choate to assist Janice Ouellette.

- (c) **2025 Rules of Procedure** – Glenn Herrin noted this document was based on the VLCT model.

Motion by Matt Choate, 2nd by Alison Low to adopt 2025 Rules of Procedure. Vote 4-0-0. Motion carries.

- (d) **Goal Setting** – Glenn Herrin noted this was what they wanted to accomplish during year.

Alison Low discussed favoring the parking lot plan and getting it done. She spoke of plans for the green and downtown walkability and the public safety format of the pop up charette along with the open items.

Matt Choate noted speeding was clearly cared about by people for walkability and dog walking in downtown area and thought they should collectively work on foot traffic from train station and rail trail.

Eric Bach discussed lasting steps to get items done to set a clear plan.

Alison Low discussed stormwater management proposed dates and the first line of attack and what the next action would be.

Glenn Herrin discussed webpage having Selectboard goals for year to show information.

Greg Prior wondered if there was a place where the public can see this information or does the Selectboard want people to come to office or call admin. He spoke of walkability, goals, waste water, village core and speeding and getting the entire community engaged.

Glenn Herrin discussed adding Selectboard point person on website.

Alison Low sees it as community engagement.

- (e) **Capital and Building Funding Spreadsheet – Glenn Herrin** built spreadsheet to keep track of capital expenses and building expenses. Capital expense designed to start putting into the budget. Building is designed to track major expenses coming. Plans to swap against highway funds and general funds and will generate numbers to help with budget planning. Glenn Herrin to work with Matt Choate on this subject.
- (f) **Information Management – Glenn Herrin** noted this was a guide not a policy, bylaw or ordinance. The information is available on Teams and available to Town Clerk. He discussed how to name files, virtual and physical meetings, meeting recordings, adopting minutes, recording minutes as a true indication of minutes, 5 day posting of “initial” minutes, and different kinds of documents: working files – keep wherever; common reference files – should be kept on teams; official adopted documents – source (word doc) keep on Teams; signed documents – paper word doc – in town office; available on website – ordinance/policy – not signed docs, so they are searchable pdfs as scanned documents are not searchable; and file names – whose document SB-PC-DRB and date (year month day).

Informational Items:

- Alison Low discussed 2025 AARP Community Challenge grant program and the walkability for citizen engagement scheduled for June 11th in the afternoon which is the first day of Caledonia Market.
- Glenn Herrin discussed the meeting needed for signing of the grant agreement for sidewalk and shared pathways scheduled for Monday, March 10 at 7am.

7. Financials: Orders reviewed and signed by Glenn Herrin, Vice Chair.

8. Adjourn – Motion by Eric Bach to adjourn at 7:46 pm.

Minutes taken by Audrey DeProspero submitted March 7, 2025 at 11:34 am.