

Town of Danville
Selectboard Minutes
March 20, 2025
Danville Town Hall (6:00 pm)

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

Others Present: Audrey DeProspero, Michelle Leclerc, Clayton Cargill and Michael Hogue

Others Present Using Teams: Tom Caffrey and Greg Prior

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

1. Additions to the agenda: None

2. Municipal Minute: Official Town Business – Janice Ouellette discussed organizational chart noting all bodies, commissions and committees are under the umbrella of Danville and are bound by Town policies.

Matt Choate noted the Board of Civil Authority (BCA) was not on the chart.

Glenn Herrin noted he would add BCA.

3. Approve minutes:

*Motion by Eric Bach, 2nd by Glenn Herrin to recognize the **Special** March 3, 2025 minutes as accurately reflecting the agenda of the meeting. Vote 3-0-2. (Abstain: Alison Low and Matt Choate). Motion carries.*

*Motion by Eric Bach, 2nd by Alison Low to recognize the **Regular** March 6, 2025 minutes as accurately reflecting on the agenda of the meeting. Vote 5-0-0. Motion carries.*

*Motion by Eric Bach, 2nd by Alison Low to recognize the **Special** March 10, 2025 minutes as accurately reflecting on the agenda of the meeting. Vote 5-0-0. Motion carries.*

4. Visitors: Janice Ouellette noted the new practice is for all visitors to introduce themselves.

- **Walter McNeil, NEKWMD – Update** – Not attending, no March NEKWMD meeting.
- **Clayton Cargill, Recycling – Banners for Bins** – discussed additional bin for bulky materials that now gives the recycle center two bins, one for bulky materials and the other for metal only. Banners that are removable are needed for each bin to let people know which bin to use. The banners would come off the bins before bins get picked up. Two quotes were discussed: online banners \$37 plus gromet fee (Clayton prefers to use local vendor) and Sign Depot \$48. Signs would be 4x2 with 2-3 lines of text. Also discussed were other signs for around the building which were about \$14.

Motion by Matt Choate, 2nd by Alison Low to approve expenditure up to \$75 on signage for the Recycle Center. Vote 5-0-0. Motion carries.

- **Tom Caffrey – First Constable position** – Interested in vacant Constable position and Health Officer position. Noted was Danville has not had Constable since 2020 and his feelings are that both positions go hand in hand. He discussed his experience and proposed filling Constable position in Danville and if needed, would go to academy and recertify himself. Health Officer position is appointed for three years and Constable two years. Noted was position could be non-certified Constable and can uphold town ordinances if directed by Selectboard. He was willing to help out if needed.

Janice Ouellette suggested to hold on decision until they meet in person.

Tom Caffrey is currently working out of state and not sure of his approximate return to Danville.

Alison Low inquired about Tom's expectations on compensation.

Tom Caffrey discussed Parking Ordinance, Speeding, training provided by state is free, any enforcement of municipal ordinance is directed by Selectboard, and would seek compensation for handling speeding as it would eliminate some of Sheriff work.

Glenn Herrin suggested giving this information to the Town Services Committee to look and bring their recommendations back to Selectboard.

Matt Choate discussed statutory requirements.

Tom Caffrey suggested a combo appointment, First Constable and Health Officer.

Janice Ouellette suggested revisiting in person when Tom back in town sometime in May.

Matt Choate inquired about job description, he wondered if there was one or not. If there was not, he volunteered to work on job description for appointed positions.

Consensus to table discussion until May/June time frame and until the recommendations of the Town Services Committee are received.

- **Stephanie Maynard, NEK Catering – Use of Green** – (not in attendance) request is to start Monday, April 7 and go until Friday, October 31, 2025. Hours of operation are 1pm to 7pm. Up to date (February 22, 2025 until February 22, 2026) certificate of insurance has been received and Town of Danville is named as Additional Insured on the policy.

Selectboard discussed use for Mondays only, coordinating with Memorial Day Services, being mindful of placement of food truck on Memorial Day.

Motion by Eric Bach, 2nd by Matt Choate to approve use of the Green for NEK Catering (Stephanie Maynard) on Mondays from April 7 until October 27, 2025 from 1pm until 7pm with the fine tuning of coordination of Memorial Day events and plant sale. Vote 5-0-0. Motion carries.

5. Town Clerk (Michelle Leclerc) –

- MVP VT Group Vision Insurance Contract – one employee has this coverage, and employee pays for it themselves.

Janice Ouellette suggested looking at this coverage and possibly providing as a benefit.

Michelle Leclerc suggested looking at dental as well.

Consensus is for Michelle Leclerc to sign contract.

- Sewer Connection – Meghan Piercy, Lot #2, 95 Windswept Drive – will be building a two bedroom, two bath home. Allocation has already been accounted for in Windswept Drive allocation hold.

Motion by Eric Bach, 2nd by Alison Low to accept application for Meghan Piercy (lot 2) 95 Windswept Drive. Vote 5-0-0. Motion carries.

- Vermont Covered Bridge Society Application – Town has not taken part in the past. Dues are \$15 and gives access to newsletter and grant program for maintenance.

Motion by Eric Bach, 2nd by Matt Choate to approve application for annual membership to Vermont Covered Bridge Society for \$15. Vote 5-0-0. Motion carries.

- Sewer bill change – Creamery Restaurant, Marty Beattie stopped at Town Clerk's office to have sewer bill changed to something different (restaurant is closed). Selectboard vote needed to change bill. Currently this is just informational as Marty does not know what building is being changed to and no filings have been made with Zoning.
- Liquor License – Rustic Haven LLC, 1st Class.

Motion by Eric Bach, 2nd by Alison Low to approve 1st Class Liquor License for Rustic Haven LLC. Vote 5-0-0. Motion carries.

- Liquor License – Rustic Haven LLC, 3rd Class.

Motion by Eric Bach, 2nd by Alison Low to approve 3rd Class Liquor License for Rustic Haven LLC. Vote 5-0-0. Motion carries.

- Liquor License - Rustic Haven LLC Outside Consumption.

Motion by Eric Bach, 2nd by Alison Low to approve Outside Consumption Liquor License for Rustic Haven LLC. Vote 5-0-0. Motion carries.

- Michelle Leclerc is on vacation next week.

6. Issues and Information (All)

- (a) **Notice of Intent to Convey Interest in Real Property** – Town Attorney Toby Balivet is asking for Selectboard signature a Notice of Intent to Convey Interest in Real Property and for the document to be placed in newspaper and posted around town.

NOTICE OF INTENT TO CONVEY INTEREST IN REAL PROPERTY

The Selectboard of the Town of Danville proposes to convey a perpetual historic preservation easement in the Danville Train Station premises AT 347 Peacham Road in the village of Danville Green to the Vermont Housing and Conservation Board and the Preservation Trust of Vermont, Inc., as a grant requirement.

If a petition signed by five percent of the legal voters of the Town of Danville objecting to the proposed conveyance is presented to the Danville Town Clerk within 30 days of the date of posting and publication of this notice, the Selectboard shall cause the question of whether the Town of Danville shall convey the perpetual historic preservation easement to be considered at a special or annual meeting of the Town called for that purpose.

Publication/Posting Date: Tuesday, March 25, 2025.

Greg Prior discussed public information of historical preservation.

Glenn Herrin noted it was formal notice that Town is going on record publicly.

Michael Hogue discussed easement. He spoke of right to sign easement for grant, 30 day period, easement agreement, adding to supplemental funding, VTrans doc mistake on dollars listed, one page agreement to be rewritten, and allocation of construction to scope of work to be sent to grantors.

Motion by Eric Bach, 2nd by Alison Low to approve and sign Notice of Intent to Convey Interest in Real Property. Vote 5-0-0. Motion carries.

- (b) **CDS Update** – Janice Ouellette discussed Shared Pathway, Hill Street sidewalks, kick off meeting, timeline, scope, Right of Way drainage, 14th meeting regarding design, and RFP with VHB, the chosen consulting firm.
- (c) **Municipal Planning Grant Form** – Alison Low discussed not going heavy the first time on public participation, taking from the comments received, interpreting survey (downtown survey through QR code), pop up charette, desired design now with landscape architect for conceptual sketches, public to play roll in design, public meetings (1), volunteers showcase

conceptual design (posters), vetting ideas for crowd sourcing (naming parking lot after Wendy Somers), interested consultant (passing the straight face test), volunteer time does not count as match, cross section team for public engagement and hopeful that this will help with public engagement section. Grant due March 31, if we get grant, we'd start by May and it needs to be completed by April 2027.

- (d) **Dog Park Update** – Alison Low discussed professional cost estimates, budgeted for a mid-commercial grade chain link fence, service path - mowers and equipment (least steep location chosen), not being able to use rail trail for access, area needing erosion resistance, water line - frost free hydrant, kind of expensive, building - only element on high end (could keep cost down through volunteers), commemorative bricks, two phases, fence, path and road, going for T-Mobile grant which is upwards of \$50,000, selling sponsorships along fence (8 foot wide section \$1,000 and ½ would be \$500), and service road – brush hogging can be done by volunteers. Noted was this is a conservative estimate. Possibility for other funding would be Better Places Program and VOREC.
- (e) **North Danville Insulation Quote** – Alison Low discussed receiving bid from Mitch Shatney who was the first contractor that came out to site however the Procurement process needed more quotes. Information received from Dupont Construction was they are 18 months out, Shelter Construction does energy assessments only, they are not in business of construction, and Murphy has a fee to come up with assessment of their one but has not responded back since submission of MERP assessment was already.

Janice Ouellette noted due diligence has been done with soliciting other estimates.

Motion by Eric Bach, 2nd by Matt Choate to accept Mitch Shatney's bid for insulation of North Danville School up to \$17,000. Vote 5-0-0. Motion carries.

- (f) **Town Meeting After Action Report** – Glenn Herrin discussed Alison Kitchel has submitted draft after action report which includes notes for future coordinator.

Consensus is to accept report which concludes Alice Kitchel's services as Town Meeting Coordinator.

Eric Bach discussed the unloading process and suggested after unloading has been done, persons should park a little further away to allow room for those who are waiting to attend.

Clayton Cargill discussed parking attendants out front.

Matt Choate noted it was a nice report. He discussed microphone issues and noted the big screen with live amendment changes made it helpful to follow along.

- (g) **Appointments: PC, Zoning, Communication Union District Rep, Health Officer**

Planning Commission appointment for Judy Corso for a three-year term until 2028. Judy Corso is currently on the PC and would like to continue with another term.

Motion by Alison Low, 2nd by Eric Bach to appoint Judy Corso to the Planning Commission for a three-year term expiring in 2028. Vote 5-0-0. Motion carries.

Planning Commission David Kyle resigned but has changed his mind and would like to continue until the end of 2025. There is a vacant seat for a three-year term and PC hopes he will continue past 2025. This vacancy is for the three-year term is until 2028.

Motion by Alison Low, 2nd by Eric Bach to appoint David Kyle to the Planning Commission for a three-year term expiring in 2028. Vote 5-0-0. Motion carries.

Zoning Administrator Dennis Marquise has a term of three-years and his current term is effective until July 1, 2025. Selectboard is being asked to appoint earlier to another three years until 2028.

Motion by Eric Bach, 2nd by Matt Choate to appoint Dennis Marquise as Zoning Administrator for another three-year term expiring July 1, 2028. Vote 5-0-0. Motion carries.

CUD Communications Union District (NEK Broadband). Glenn Herrin checked with Kim Prior but has not heard back. Meetings are once a month for about one hour.

Greg Prior noted he knows this person and will check in with this person also.

Health Officer term expires on June 30, 2026 – Eric Bach discussed checking with person who works for Department of Health Sean Campbell

Consensus is to revisit in June.

Matt Choate noted he would discuss position details with Eric Bach.

- (h) **Wood Dump** – Glenn Herrin noted he would continue coordinating wood dump schedule. Wood dump is open the first and third Saturdays from May through October from 8am until noon. It is a four-hour shift and persons just check people in as they come to wood dump.
- (i) **Charter Letter** – Glenn Herrin discussed report noting it needs signature and then will be sent to Secretary of States office, Senator and Representative.

Consensus is for Glenn Herrin to sign and send.

- (j) **Rural Solutions (Trainings, Laptops)** – Janice Ouellette discussed her personal at home Lenovo computer that Travis from Rural Solutions set up under the umbrella of the Town which is dedicated to Selectboard business which now has advanced security and updates, can be troubleshooted if there are any issues, and if lost or stolen it can be accessed and disabled. She discussed Office 365 training and tips which can be provided by Rural Solutions for those that have Town email addresses. She wondered if anyone was interested and if so, they should let her know. Cost is part of current contract. Janice Ouellette discussed Selectboard and other board members having computers which the Town would purchase. A system could be set up to purchase one laptop a year for the next four to five years.

Alison Low discussed replacing her home computer and wondered if same could be done for her, but she would like to also be able to use her personal computer for personal stuff also.

Janice Ouellette to coordinate with Rural Solutions by putting in a ticket.

Discussion ensued on dual uses of computers.

Glenn Herrin discussed timeline for replacement of computers and budget season.

Eric Bach discussed virtual desktop, logging into system, and everything done in 365.

- (k) **Quarterly Town Newsletter** – Janice Ouellette noted this was a goal of hers which she is trying again. The plan is to solicit brief articles from committees, commissions, boards and organizations. There will be a go to point person who will edit content as necessary and then will pass to person to do PDF newsletter format such as Chelsea Hewitt. Janice has discussed with Chelsea and Chelsea has agreed. It will then be printed, posted to FPP, around Town, on Town's website, and there will be an electronic version emailed to those who sign up for distribution. A June publication is planned.

Alison Low discussed the walkability audit which is coming up on June 11th, she would like it published in the newsletter.

Clayton Cargill discussed publishing new bulky information.

Eric Bach suggested having a section about how to sign up for email distribution.

- (l) **Town Plan Actions** – Glenn Herrin noted this was just informational and that he would like this on the April meeting to further discuss. He spoke of being on track for 2025, Selectboard publishing newsletter, possibly at end of year create recreation committee and assigning such to Town Services Committee to come up with recommendations for Selectboard, and under Planning Commission there is classification of roads with Road Foreman.

(m) **Selectboard Point Person, Goals**

Selectboard reviewed goals. Noted was Matt Choate was added to some areas. Discussed were descriptions for volunteer roles, responsibilities, expectations and rules.

Alison Low discussed combining such with volunteer luncheon. Dedicate a day to Town Service to open to town to promote committee involvement.

Discussion ensued on when to do, what to have, general recruitment and holding outdoors.

Greg Prior suggested defining what we could and should do under umbrella.

Glenn Herrin noted he would add category 'Info Management.'

Janice Ouellette discussed website redesign noting Glenn Herrin and Michelle Leclerc to look at Town website under Town Services Committee.

Greg Prior noted Chelsea Hewitt is excited for newsletter, and he would like to promote her for website.

7. Financials: Orders reviewed and signed by Janice Ouellette, Chair.

8. Adjourn – *Motion by Alison Low to adjourn at 8:23 pm.*

Minutes taken by Audrey DeProspero submitted March 25, 2025 at 1:00 pm.