

Town of Danville  
Selectboard Minutes  
April 3, 2025  
Danville Town Hall (6:00 pm)

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

**Board Members Absent:** Matt Choate

**Others Present:** Audrey DeProspero, Michelle Leclerc, Kim Jensen (VTDEC), Barry Cahoon (Joes Pond Assn), Sara Stinson (Girl Scout Troop/Green Up), Clayton Cargill (Recycling/Green Up), Kellie Merrell, Greg Prior and Evangelyn Morse (CC)

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

1. **Additions to the agenda:** None

2. **Municipal Minute: Board Procedure** – Janice Ouellette discussed rules which can be found on Town website under Selectboard page. Attendees should be addressing Chair and people who want to speak need to be recognized before speaking.

3. **Approve minutes:**

*Motion by Eric Bach, 2<sup>nd</sup> by Alison Low to recognize the **Regular** March 20, 2025 minutes as accurately reflecting the agenda of the meeting. Correction to page 2, line 2, change 'expatiations' to 'expectations'.*

*Vote 4-0-0. Motion carries.*

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

- **Clayton Cargill – Green Up Day** – had questions pertaining to Green Up Day and Recycling Center staying open until 3pm on Green Up Day, May 3rd to accommodate Green Up persons and how to avoid potential bulky waste confusion, by having an extra bulky bin on hand.

Sara Stinson, Girl Scout Troop Leader, noted they had posters going out, green up bags are located outside Town Hall and she would like to see recycle hours extended until 3pm for people to clean up.

Clayton Cargill noted it was necessary to stay open longer, as the culture of bulky day has changed. He thought the second bin was necessary as there maybe overflow. There will be a table at the Recycle Center for Green Up Day. He inquired if he could call for an extra bin and noted there is space for an extra bin at the Recycle Center. He suggested to have signage at the Town Forest letting people know to bring Green Up bags to the Recycle Center. He also suggested to barricade off the entrance there so no one brings items there.

Alison Low thought it would be helpful to have the Recycle Center open later.

Suggested was to post on FPF (Front Porch Forum) the changes.

Keith Gadapee suggested posting 'No Bulky Day'.

Eric Bach suggested posting 'No Bulky Waste Day' and '8-12 on Saturdays bulky items accepted at Recycle Center'.

Michelle Leclerc noted she has FB and would post there.

Eric Bach will post on Chamber website.

Suggested was to post every Friday on FPF about Green Up Day and about bulky items, possible post: Bulky Waste every Saturday from 8-12 at Recycle Center. Green Up Day is no longer Bulky Waste, the focus is on greening up our community. Janice Ouellette to work on wording for post.

Sara Stinson will post posters around Town.

Clayton Cargill will have extra posters with him on Green Up Day.

Glenn Herrin favored extra hours and extra bin. He noted Wood Dump would be open from 8-12 with a monitor there on the same day as Green Up Day so that person can advise anyone with items not for Wood Dump to go to Recycle Center.

- **Barry Cahoon, Joe's Pond Association – Milfoil** – discussed findings of Eurasian Watermilfoil last August, at Joe's Pond, the harvesting done last fall, the hand pulling done by divers, state statutes on ANR for regulating herbicides, limited amount of herbicide able to be done on early stages because of statutes, other lakes not able to do, milfoil then spreading, minimal herbicide, invasives take the lake over, proposal to VT ANR/DEC, meeting set up to review proposal, permit not done as of yet, DEC permit does not allow in the first three years application of herbicides, non-chemical alternatives, Shadow Lake bottom barriers, hand pulling, physical characteristics of Shadow Lake different from Joes Pond, fragment process, less boat activity and ability to get on top of their problem, Joes Pond Association budget of \$35,000 for milfoil management, and wanting to use small amounts of herbicide in Joes Pond. Barry Cahoon wanted to know if there was any opposition to this idea. He also wanted to get people on board with this idea.

Janice Ouellette inquired when the meeting with the commission was.

Barry Cahoon noted this coming Tuesday.

Janice Ouellette suggested holding a community forum after the meeting with the commissioner. She noted she supports Barry Cahoon's suggested approach.

Alison Low inquired if Barry wanted a motion or what was needed from the Selectboard.

Barry Cahoon noted yes, a motion.

Evangelyn Morse noted Conservation Commission supports this as the information is very compelling.

Glenn Herrin inquired if there was DEC support.

Kim Jenson noted this is the first time this has come up. They have to follow statutory obligations. She discussed obligations, and ongoing by Joes Pond Association.

Greg Prior inquired about Cabot and what the community involvement was. He spoke of community involvement and wondered if landowner permission was needed for herbicide application.

Barry Cahoon is scheduled to meet and has been in communication with them. If application made then notifications will be done for shoreline owners. There is no restrictions on water or fishing use.

Evangelyn Morse noted herbicide is hydrophobic and sticks to plant, it does not drift.

Kim Jensen noted it has been known to drift, and they have to take this into consideration when working on the permit.

Selectboard discussed being in favor of and supporting the proposal that Joes Pond Association is presenting regarding the limited amount of herbicide.

Janice Ouellette wondered if they needed to provide letter of support.

Barry Cahoon noted the Association has not decided to apply for permit yet.

Eric Bach and Glenn Herrin discussed vote wording: Vote in favor of pilot process proposed to agency secretary, at later date come back to Selectboard and ask for letter of support.

Kellie Merrell discussed having community support, getting out ahead of this and bringing facts to them being key. Having facts and information demonstrate they are working toward same goal and getting community involved and informed is best practice.

*Motion by Janice Ouellette, 2<sup>nd</sup> by Alison Low to support the exploration of the pilot project that has been proposed by Joes Pond Association to treat the Eurasian Watermilfoil with limited herbicide. Vote 4-0-0. Motion carries.*

**5. Town Clerk (Michelle Leclerc) –**

- Liquor License 2<sup>nd</sup> Class – Martin J. Beattie Enterprises, Inc.

*Motion by Eric Bach, 2<sup>nd</sup> by Alison Low to approve the 2nd Class Liquor License for Martin J. Beattie Enterprises, Inc. Vote 4-0-0. Motion carries.*

- Liquor License 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> Class & Outside Consumption – Three Ponds, LLC.

Discussion ensued about approving all four requests under one motion. Legality was unknown but all agreed to do with one motion.

*Motion by Glenn Herrin, 2<sup>nd</sup> by Alison Low to approve the 1st, 2nd and 3<sup>rd</sup> Class Liquor License and Outside Consumption Liquor License for Three Ponds, LLC. Vote 4-0-0. Motion carries.*

- Additional Item, not listed on agenda added: Liquor License Application just received today for Red Barn Brewing, LLC. For 1<sup>st</sup> and 3<sup>rd</sup> Class Liquor Licenses.

*Motion by Glenn Herrin, 2<sup>nd</sup> by Alison Low to approve the 1st, and 3<sup>rd</sup> Class Liquor License for Red Barn Brewing, LLC. Vote 4-0-0. Motion carries.*

- MVP Group Health Plan Contract – rider for travel and lodging benefit reimbursement.

*Motion by Eric Bach, 2<sup>nd</sup> by Alison Low to approve Michelle Leclerc to sign the MVP Group Health Plan rider. Vote 4-0-0. Motion carries.*

- Audit for WC (item not listed on agenda) - There is a New & Annual Vendor Checklist. Per VLCT everyone who gets a 1099 must have W-9, Certificate of Insurance, Contract, Non-Employee Work Agreement, Liability Hold-Harmless agreement, and business marketing material. It is for both new and ongoing contractors, it needs to be collected annually. If checklist paperwork not received, vendor will not get paid. This is only for independent contractors, sole proprietor or partner owners of an unincorporated business.
- 477 Excelsior Farm Road – acquired two hunting camps in 2011. Suggested was to deed to Carl Gerbeth and get off books. Item will be put on next agenda. She will check with Toby Balivet about writing a letter as the Town owns the buildings but not the land because of tax sale.

Keith Gadapee noted Wendy Somers had started this process.

- Town Budget Report given to Selectboard.

**6. Highway Report (Keith Gadapee) –**

- Curb Cuts – 4

Chris and Kristen MacKay of Stanton Road

*Motion by Glenn Herrin, 2<sup>nd</sup> by Eric Bach to approve and sign the Curb Cut for Chris and Kristen MacKay of Stanton Road. Vote 4-0-0. Motion carries.*

Joseph Ferri of 1247 Walden Hill Road

*Motion by Glenn Herrin, 2<sup>nd</sup> by Eric Bach to approve and sign the Curb Cut for Joseph Ferri of 1247 Walden Hill Road. Vote 4-0-0. Motion carries.*

Windswept Drive off of Walden Hill, blacktop area is a deeded turn around area but never built. Black top just stops. He wondered whose expense it was to develop, the town or the developer. He has not reached out to developer as of yet.

Glenn Herrin discussed bylaws noting private roads built to standard.

Keith Gadapee discussed road not built.

Alison Low noted subject must have gone to DRB, and information should be listed in decision.

Eric Bach wondered who built road, Town or developer.

Keith Gadapee noted the road was there, houses were built, then Town paved it.

Alison Low suggested looking through DRB decisions.

Keith Gadapee suggested for Selectboard to approve tonight pending findings.

*Motion by Glenn Herrin, 2<sup>nd</sup> by Eric Bach to accept Meghan Piercy Lot 2 Windswept Curb Cut. Vote 4-0-0. Motion carries.*

*Motion by Glenn Herin, 2<sup>nd</sup> by Eric Bach to accept John Grabowski 92 Windswept Curb Cut. Vote 4-0-0. Motion carries.*

- Acceptance of Winter Sand Proposal – requesting to purchase sand from Gingue Construction as they have done so in the past. Price is \$4.90 per yard, a bit higher than last. Previously they have gone out to bid but current request is not to do so. Noted was key is location.

Greg Prior inquired about bids in the past.

Keith Gadapee noted bids have been lower but distance was a concern.

*Motion by Glenn Herrin, 2<sup>nd</sup> by Alison Low to accept proposal from Gingue Construction for Winter sand for \$4.90 per yard. Vote 4-0-0. Motion carries.*

- Town Road and Bridge Standards (not on agenda) – Suggested is to accept.

*Motion by Alison Low, 2<sup>nd</sup> by Eric Bach to accept and sign Certificate of Compliance. Vote 4-0-0. Motion carries.*

- Paving Bid Opening Scheduled for April 17

## 7. Issues and Information (All)

- (a) **Capital and Building Funding Spreadsheet** – Glenn Herrin discussed splitting into categories: General Fund Projects, Highway Projects, and Services Funded Project. Explained how sheet is used and he and Matt Choate would be working on it. Spreadsheet will be used December/January when doing budgets. Noted was Facility Maintenance broken down into separate categories and worklog to keep track of stuff.
- (b) **NEKCV Letter of Support for Broadband Equity Access and Deployment** – Communication Union District is applying for BEAD grant to ensure that they are able to provide high speed broadband internet. They are seeking a letter of support for the expansion of broadband infrastructure in the community.

Glenn Herrin noted he spoke to the Rep to the CUD Jonathan Baker who thought it was a bad idea. The CUD as a whole recommends signing. Glenn noted he was okay with signing and was not sure it will have any impact on what legislature is going to do.

*Motion by Alison Low, 2<sup>nd</sup> by Eric Bach to sign the letter of support. Vote 4-0-0. Motion carries.*

- (c) **KnowBe4 (Cyber Security) Renewal** – training platforms, tests and phishing emails for people with Town emails (Selectboard, CC, DRB, PC and employees).

Janice Ouellette noted this program was through VLCT and four years ago the Town signed up and the first year was free. It is renewal time so she reached out the Rural Solutions, the Town's IT provider who can provide same training at no cost because of their contract with Town.

*Motion by Eric Bach, 2<sup>nd</sup> by Glenn Herrin to renewal KnowBe4 contract for \$1,538.75. Vote 0-4-0. Motion does not carry.*

- (d) **Town Plan Action Items for 2025** – Glenn Herrin discussed: Revise Zoning Bylaws to confirm with FEMA guidelines; coordinate upgrade of National Flood Insurance Program; Road Foreman task – review 14 project sites from Lower Passumpsic River Tributaries River Corridor Plan; Develop Capital Improvement Plan; Establish centralized Green Up Plan; Coordinate proposed changes to Town Meeting with school board; Planning Commission regulate public opportunities for PC involvement on public forums; create Recreation Committee; PC review classifications of Town roads and maintenance responsibilities; and develop rough maintenance and upgrade estimates to certain roads to bring up to Class 3 standards for emergency routes.
- (e) **NEK Catering – Update & Sign Posting on Green –**

### Update

Monday's only, location on the actual Green right in front of Library as she did in 2024 and she takes Memorial Day off so there is no conflict.

### Sign

Request is to place a 10"x30" sign on the Green at the beginning of April and leave until October or to put up on Friday and take down on Monday.

Alison Low inquired about the sign and conflict during Danville Fair.

Eric Bach discussed signs allowed for organizations who are not for profit, this request is from a for profit business, his hesitance for an ongoing post and businesses needing permits for signs.

Keith Gadapee discussed restrictions on Route 2 and items needing to be out of the ROW. Glenn Herrin suggested set up Monday morning and take down Monday evening.

Greg Prior spoke of permission for signs and who giving.

Eric Bach noted Selectboard Administrator was granted permission long time ago to do such.

*Motion by Alison Low, 2<sup>nd</sup> by Glenn Herrin to approve posting of sign on Green on Monday morning and take down Monday evening. Vote 4-0-0. Motion carries.*

- (f) **Calex Lease Agreement** – changes are from a 2 year lease to a 3 year lease and page 2 (b) mowing is listed under Calex responsibility however it is now part of Town mowing contract (neighbors did the mowing not Calex).

*Motion by Eric Bach, 2<sup>nd</sup> by Glenn Herrin to accept amended building lease agreement with Calex for three years. Vote 4-0-0. Motion carries.*

- (g) **Window Dressers Use of Town Hall** – cancelled as they are using Karme Choling.
- (h) **Shared Pathways Project Update** – Janice Ouellette discussed agreement to give update at the first selectboard meeting of the month and on their second meeting of the month the update would be on Town Services Committee. VHB has RFP for design services.
- (i) **Purchasing Policy** – Janice Ouellette discussed amendments driven by FEMA Audit. She will circulate information to Selectboard.
- (j) **File Management** – Glenn Herrin discussed building file structure in info management guide on local machine. Town of Danville – each office gets their own folder: TC, Highway and each commission and Committee, grant folder, Listers, and DRB. Selectboard – not everyone has access to, mainly work and storage area for what they are working on, Assistant folder, correspondence folder, folder for each year stuff, temp folder for items they can delete, and web file backup folder. Town website – to hold documents in case website crashes.
- (k) **Parking Lot Grant (Solar and EV Charging)** – Alison Low discussion not needed as the additional funding is not site specific.

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

**9. Adjourn** – *Motion by Eric Bach to adjourn at 8:02 pm.*

Minutes taken by Audrey DeProspero submitted April 8, 2025 at 12:25 pm.