

Town of Danville
Selectboard Minutes
April 17, 2025
Danville Town Hall (6:00 pm)

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

Others Present: Audrey DeProspero, Michelle Leclerc, Keith Gadapee, Tim Cramer (Blaktop, Inc.), Norman Patenaude (Pike, Inc.), Michael Hogue (Train), EJ Blondin (J. Hutchins), Charlene Parker, and Rob Balivet

Others Present Using Teams: Clayton Cargill

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

1. Additions to the agenda:

- Move Paving Bid to under Visitor Section (Keith Gadapee)

2. Approve minutes:

*Motion by Eric Bach, 2nd by Glenn Herrin to recognize the **Regular** April 3, 2025 minutes as accurately reflecting the agenda of the meeting. Vote 5-0-0. Motion carries.*

3. Municipal Minute: Agendas & Minutes – Glenn Herrin discussed agenda and minutes being set by the Open Meeting Law. Posting of agendas: 48 hours before a regular meeting, 24 hours before special meeting and as soon as you can for an emergency meeting. Posting is in three places in town (Martys, PO, TH) and on website. By law, bodies must post minutes withing 5 calendar days of the meeting so the public can review them – they can be adjusted later.

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

- **Paving Bid** – North Danville Road (250 tons)
J. Hutchins \$84.04 per ton - total \$105,062.52
Blaktop \$95.41 per ton – total \$119, 262.50
Pike \$89.93 per ton – total \$112,412.50

Motion by Glenn Herrin, 2nd by Eric Bach to J. Hutchins, Inc. at \$105,062.52. Vote 5-0-0. Motion carries.

- **Walter McNeil, Jr., NEKWMD – Update** – not in attendance.
- **Michael Hogue, Train Station** – discussed:

VTrans expense reimbursement and the letter needed from Selectboard changing the Municipal Project Manager from Catherine Whitehead to Michael Hogue for Grant#CA0855.

Motion by Eric Bach, 2nd by Alison Low to approve Chair to sign letter changing Municipal Project Manager from Catherine Whitehead to Michael Hogue for Grant #CA0855, Danville STP LVRT (23). Vote 5-0-0. Motion carries.

Not hearing back from VHCB supplement. VHCB conservation easement ends on the 24th. Suggests approving conditionally, if no one contests, then Selectboard can sign documents.

Motion by Matt Choate, 2nd by Eric Bach for Janice Ouellette to sign the paperwork provided there are no objections. Vote 5-0-0. Motion carries.

Rob Balivet discussed Architect Ryan Edwards' new agreement and the unexpected items.

Motion by Alison Low, 2nd by Eric Bach to approve signing the contract from Architect Ryan Edwards not to exceed \$3,550. Vote 5-0-0. Motion carries.

- **Clayton Cargill, Recycling – Green Up Day Signs** – seeks to purchase Green Up Day signs which cost \$18 each. He would like to promote Green Up Day.

Janice Ouellette thought Green Up Day was promoted largely and wasn't sure signs would get more people out.

Glenn Herrin noted in the past it has been overshadowed by Bulky Waste Day.

Clayton Cargill noted the signs were reusable if they did not put the date on them. He would like to purchase 10 signs for a total of \$180.

Eric Bach suggested the Green Up Committee person send a request to the Chamber of Commerce and they may pay for the signs and then the Town could allocate money later. If they don't do this year, they could see how it goes.

Charlene Parker noted she was from out of state and moved here recently and the signs would be a way of promoting awareness, as other states do not do this.

Matt Choate suggested purchasing the signs this year and asking the Chamber for reimbursement.

*Motion by Alison Low, 2nd by Eric Bach to purchase 10 signs promoting Green Up Day at \$18 each.
Vote 5-0-0. Motion carries.*

- **Charlene Parker, Resident 275 Hill Street – Hill Street Park Activities** – noted a group near Hill Street Park were interest in sprucing up the area for spring and summer activities to keep outdoor activities alive and accessible for others seasons outside of winter with the ice rink. Activities they are seeking to explore are volleyball and soccer. A shed or a bin would be needed to store games to utilize at the park. The park also does not have signage signifying it is a public park. She noted she has a bit of a farm and would volunteer to donate flowers from her garden to spruce up the area.

Alison Low noted it was identified in the Charrette that it needed signage.

Eric Bach noted it was also identified that Hill Street Park gets less attention than the Green.

Charlene Parker discussed neighborhood BBQ to bring families, people and kids there to use the park.

Alison Low discussed current grant she applied for, gateway signage (slow down children playing), and implementing traffic calming in area.

Eric Bach discussed utilizing the park, and prior donation of corn hole boards.

Charlene Parker discussed storing extra hockey stuff, soccer balls, and kick balls at park.

Matt Choate wondered if parks or spaces was in the Town Service Committee's wheelhouse and if they could look at all public spaces.

Glenn Herrin discussed possible recreation committee.

Alison Low thought that committee could look at recreation programing.

Alison Low discussed volunteer appreciation day, early September, cookout at Hill Street Park to encourage use, and the public outreach needed for a recently applied for grant.

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

- 477 Excelsior Farm Road – Michelle Leclerc spoke to Fire Chief Dani Cochran about doing a controlled burn who noted the FD was not interested. She then noted that the Highway Department could take down the buildings.

Matt Choate asked for some history on the area.

Michelle Leclerc noted it was from a 2011 tax sale and is camps only. The land is owned by Carl Gerbeth and the buildings are owned by someone else. She will need to talk to property owners as Town Clerk Office wants to get these off the town books. Noted was the Town Clerk spoke to the Listers who spoke to the owner years ago and the owners do not want the camps.

Alison Low suggested reaching out to Building Trades at the Academy as they may want to do a practice demo.

Consensus is for Michelle Leclerc to send letter to Carl Gerbeth.

- Loan – 2023 Highway Audit Deficit Loan Bids – Michelle Leclerc recommends going with Community National Bank, Semi-annual Payments, Total Interest \$11,657.28, as others were higher. First payment due November 1st but she would need to change to May 1st.

Janice Ouellette noted Community sounds better but would like payment due January 1st.

Glenn Herrin inquired about payment amount.

Michelle Leclerc noted approximately \$24,000.

Motion by Matt Choate, 2nd by Glenn Herrin to go with Community National Bank at 4.915% if they agree to change payment schedule to allow 1st payment due in 2026. Vote 5-0-0. Motion carries.

- Liquor License(s):

Steve Cobb - Danville Inn, First Class

Motion by Eric Bach, 2nd by Alison Low to approve the First-Class Liquor License for Steve Cobb, Danville Inn. Vote 5-0-0. Motion carries.

Steve Cobb – Danville Inn, Second Class

Motion by Eric Bach, 2nd by Alison Low to approve the Second-Class Liquor License for Steve Cobb, Danville Inn. Vote 5-0-0. Motion carries.

- VLCT training: BCA Property Tax Seminar May 14 from 9am until 2:30pm. She will be doing at Town Hall, will have to close Town Clerk Office as she is the only one there on that day.

6. Highway Report (Keith Gadapee) –

- Paving Bid – moved to Visitor Section.
- Manholes – two manholes that belong to sewer system need repair. He wondered if Selectboard wanted Highway to do or higher a contractor to handle. Location of manholes are at Creamery parking lot and Hill Street. Highway Department can fix in May.

Eric Bach thought it would be good if Highway did it.

Janice Ouellette thought the same.

Consensus is for Highway Department to fix.

- Insurance Claim – September 2024, grader fender bender, insurance deemed it no fault by Town, person is asking if Town can take some responsibility. He wanted to know if Selectboard wants person to attend Selectboard meeting.

Eric Bach noted if the Town says yes, we will set a precedence. Their insurance company should be talking to our insurance company.

Keith Gadapee noted in the past people have come to Selectboard and Selectboard said no.

Keith Gadapee noted he would respond to person.

Eric Bach wondered if Selectboard should respond instead.

- Annual Financial Plan needs Selectboard signatures.

Consensus is to sign.

- Assisting Pause Place – seeks permission to work with Laural Ruggles on Pause Place if things happen during the day, he wondered if it would be okay for him and one crew member to do items for rail trail such as moving Joes Pond Beach kiosk from beach to Train Station and install LVRT signs.

Janice Ouellette noted if they were Public Works then he could just do and not need permission.

Consensus for Highway to help.

- Sewer Hookup Out of Ordinary – Keith Gadapee discussed building lot for sale, already in system, and Road Cut Permit given to allow digging for line to be put down alongside of Road. FD#1 has agreed to run water line down other side. He wondered if he should ask H20 if this is in their wheelhouse or do we want to hire our own engineer due to wetland issues, gravity fed, and using Town corridor to get out of wet land because it is more financially feasible. Lot has been trying to be sold for years now, and he doesn't feel comfortable putting pressure line in without other eyes.

Alison Low wondered if H20 could provide perspective on who could do.

Glenn Herrin suggested calling H20.

Eric Bach noted they may have some suggestions for us.

Keith Gadapee noted they are not dumping into manhole but into main line.

Eric Bach noted they may be able to point us in the right direction.

7. Issues and Information (All)

- (a) **Appointment – NEK Broadband Representative, Kim Prior** – Glenn Herrin noted Kim Prior has agreed to be the Town's Rep.

Motion by Glenn Herrin, 2nd by Alison Low to appoint Kim Prior as NEK Broadband Representative. Vote 5-0-0. Motion carries.

- (b) **Town Services Committee Update** – Glenn Herrin discussed committee looking at which activities to take on and being about 1/3 through the list.
- (c) **Law Enforcement Coverage** – Glenn Herrin discussed first major Town Services Committee Recommendation relating to Pedestrian Safety and the as-passed Town Meeting article 8. The recommendation is to contract for up to 8 hours/week of law enforcement coverage, at a cost of up to \$25,000. Caledonia Sheriff is already providing 2 and may be able to provide 2 more, and other agencies such as other sheriffs, Lyndonville Policy, and VSP may be able to assist. He will work with Caledonia Sheriff first as the normal and least expensive provider.

Matt Choate wondered if there were still staffing issues.

Glenn Herrin noted yes, but CCSD just hired 2 additional deputies, and other local departments have also been able to bring on new officers recently.

Matt Choate wondered if this could go to interested parties from somewhere else.

Glenn Herrin noted yes.

Motion by Alison Low, 2nd by Matt Choate to approve up to 8 hours a week of law enforcement coverage at a cost up to \$25,000. Vote 5-0-0. Motion carries.

- (d) **Adoption of VT-Alert** – Glenn Herrin discussed statewide public safety alerts, great system vtalert.com, and suggests Danville adopt officially as there is no cost to the Town.

Motion by Eric Bach, 2nd by Alison Low to adopt VT Alert as emergency notification system. Vote 5-0-0. Motion carries.

- (e) **Joes Pond Milfoil Letter of Support** – Janice Ouellette discussed Joes Pond Association looking for letter of support from Selectboard saying yes Selectboard do agree with their approach.

Motion by Eric Bach, 2nd by Alison Low to approve Janice Ouellette to sign letter of support for Joes Pond Association regarding Aquatic Nuisance Control Permit Application. Vote 5-0-0. Motion carries.

- (f) **Purchasing Policy** – Janice Ouellette discussed changes made put the Town in compliance. Changes were to technical requirements criteria, procedures for allowability of cost, and debarment and suspension for both state and federal. If Town did not comply it would put them on a list that would not allow them to apply for grants.

Motion by Eric Bach, 2nd by Alison Low to adopt edits to Purchasing Policy. Vote 5-0-0. Motion carries.

- (g) **Grant Management Policy Revision** – Jancie Ouellette discussed Town having basic policy, VLCT working on a model policy and sending around a policy from Bradford. She noted they need to revise their policy and make it more comprehensive. Financial accountability, printing out reports to have expenses, new account: Chart of Accounts, other organizations that get grants, taking money out of Building Fund, Preservation Trust Grant, and project checking account (get money up front, transfer funds) discussed.

Alison Low discussed decision making process, grant management agreement, manner in which Town gets reimbursed, where money coming from, timelines, who is doing reporting, copying TC, interacting with Town, writing grants to fit Town priorities.

Noted was Alison Low will draft an editable policy for each member to work from.

- (h) **Shared Pathways & Sidewalk Project** – Janice Ouellette discussed Ken Robie negotiating items, special meeting needed when conceptual plans completed, revised proposal draft contract, the go ahead needed by May 1st, special Selectboard meeting needed before next meeting to approve the contract, and meeting with stakeholders in May.
- (i) **Dog Park Update** – Alison Low discussed coop sponsorship, budget, outreach, marketing, sales and pitch, representing Town, how to proceed (come to Selectboard once they have marketing materials), colorful fact sheet, site plan, vision, letter to local businesses and having Selectboard review before it goes out.
- (j) **Dog Park Grant Opportunity (Vermont Community Foundations)** – Alison Low discussed grant not opened yet, she reached out to Vermont Community Foundations, and they are eligible. Spark Community Grant opens on the 22nd. They fall under health and wellbeing. Town would need to be sponsor and responsible for the grant. Award is up to \$5,000. If they had a grant in hand, it would be easier.

Motion by Eric Bach, 2nd by Glenn Herrin to approve Alison Low to apply for Vermont Community Foundations Spark grant up to \$5,000 to benefit Dog Park. Vote 4-0-1. Alison Low abstained. Motion carries.

- (k) **Walkability Audit with AARP** – Alison Low discussed schedule of June 11 to look at three areas (Hill Street, Peacham Road and Brainerd) to be visited simultaneously. People will be given clip boards and vests. All are invited. There will be 6-8 people in each group and observations are based on a checklist. June 5 prior to Selectboard meeting they will host virtual training for this event.

Janice Ouellette thought it sounded like a good idea.

Alison Low noted AARP is paying for everything.

- (l) **Green Use:** Pope Memorial Library would like to use the Green on May 26 for the annual plant, bake and book sale. They will place tables on the green for their bake sale and use some lawn space for their plant sale. Their hours would be from 9am until 1:30 pm.

Motion by Alison Low, 2nd by Glenn Herrin to approve Pope Memorial Library to use the Green on Monday, May 26 for their annual plant, bake and book sale from 9am until 1:30pm. Vote 5-0-0. Motion carries.

- (m) **Green Use:** The Danville Town Band would like to use the Green to present two concerts and free ice cream social this summer on Sunday, June 22 and Sunday, August 17. They would use the bandstand from approximately 6pm until 8pm and would place banners advertising concert on the Green on the previous Mondays. They have provided the Town with two concerts last summer and in years past.

Motion by Alison Low, 2nd by Eric Bach to approve use of the Green by the Danville Town Band on Sunday, June 22 and Sunday, August 17 for ice cream social and concert from 6pm until 8pm and to allow advertising the previous Monday before each event. Vote 5-0-0. Motion carries.

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

9. **Adjourn** – *Motion by Eric Bach to adjourn at 7:54 pm.*

Minutes taken by Audrey DeProspero submitted April 18, 2025 at 1:45 pm.

Audrey DeProspero