

Town of Danville  
Selectboard Minutes  
May 1, 2025  
Danville Town Hall (6:00 pm)

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

**Others Present:** Audrey DeProspero, Michelle Leclerc, Keith Gadapee, and Jack Beauparlant

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

**1. Additions to the agenda:**

- Grant Administration Policy (Alison Low)

**2. Approve minutes:**

*Motion by Alison Low, 2<sup>nd</sup> by Eric Bach to recognize the **Regular** April 17, 2025 minutes as accurately reflecting the agenda of the meeting. Vote 5-0-0. Motion carries.*

*Motion by Glenn Herrin, 2<sup>nd</sup> by Eric Bach to recognize the **Special** April 28, 2025 minutes as accurately reflecting the agenda of the meeting. Vote 4-0-1. Abstain: Matt Choate. Motion carries.*

**3. Municipal Minute: Public Records** – Janice Ouellette discussed transparency being essential under open meeting law and public records. Public Records – written or recorded information in accordance with email correspondence, and text messages even if sent by personal phone.

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

Jack Beauparlant noted he was present because of the Kingdom Drive item.

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

- Sign Loan Papers – 2023 Highway Audit Deficit Loan Bid – No loan paperwork as person forgot.
- VT Council on Rural Development – Nominate Local Leader to participate in the 6<sup>th</sup> VT Community Leadership Summit on August 11 at VT State University in Randolph.

Glenn Herrin noted he would be happy to go as he previously lived in Randolph.

Eric Bach nominated Glenn Herrin to attend the VT Council on Rural Development.

- New Private Road – Kingdom Drive – Michelle Leclerc noted Jack Beauparlant purchased 1647 US Route 2 West which has three buildings out there and two have E911 addresses. Jeremy McMullen the E911 Coordinator has approved the name of Kingdom Drive.

*Motion by Eric Bach, 2<sup>nd</sup> by Matt Choate to accept naming of road as Kingdom Drive. Vote 5-0-0. Motion carries.*

Glenn Herrin discussed adopted roads now need to be built to Class 3 standards.

Keith Gadapee noted there are no specifics for Class 3 standards.

Matt Choate inquired about signage for road.

Keith Gadapee noted private road signs are paid for by residents.

- Conference Room Cart – rolling TV cart with 65” smart tv that comes with computer. No projector will be needed anymore. Total cost is \$2,052.01 and includes on site installation. Payment will come from repairs and services. Arrival will be in a couple of weeks.

Janice Ouellette noted this purchase would allow the Selectboard more flexibility on how they organize their meeting room.

*Motion by Michelle Leclerc, 2<sup>nd</sup> by Alison Low to allow purchase as discussed. Vote 5-0-0. Motion carries.*

- Liquor License (s)

Hastings Store Second Class.

*Motion by Eric Bach, 2<sup>nd</sup> by Alison Low to approve Hastings Store Second Class Liquor License. Vote 5-0-0. Motion carries.*

Hastings Store Tobacco License.

*Motion by Eric Bach, 2<sup>nd</sup> by Alison Low to approve Hastings Store Tobacco License. Vote 5-0-0. Motion carries.*

Red Barn Brewing LLC Outside Consumption.

Michelle Leclerc noted request was approved by her on April 28 as it came in after the last meeting.

*Motion by Alison Low, 2<sup>nd</sup> by Matt Choate to approve Red Barn Brewing LLC Outside Consumption back to April 28. Vote 5-0-0. Motion carries.*

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

- Pick-up Proposals – pick up truck purchase is in this year budget, two proposals received, and this would replace the current Dodge Keith Gadapee drives. Proposals were for Dodge and Ford. Ford is \$122 lower than Dodge.

Selectboard inquired which vehicle Keith Gadapee wanted.

Keith Gadapee noted he started with a GMC, went to a Dodge, so he is suggesting the Ford.

*Motion by Matt Choate, 2<sup>nd</sup> by Alison Low to authorize purchase as presented (Ford). Vote 5-0-0. Motion carries.*

Glenn Herrin inquired if Keith Gadapee was trading the current Dodge.

Keith Gadapee noted yes. Cost is \$45,400 after trade.

- Paving Proposal – Red Barn Road - Spectrum on Red Barn Road wants road paved to driveway which is 850 feet, and they are willing to contribute money. No action is needed at this point. Town to do all the work, they would purchase asphalt and install. We would maintain. There is class 4 road off this road, cul-de-sac, storage units and residents. He wondered if the Selectboard wanted him to continue. He will set specs for the project. He wondered if Selectboard wanted him to hire/pay contractor or Spectrum.

Glenn Herrin noted he agrees with paving dirt roads, noting residents should be included in discussion.

Keith Gadapee to contact residents and other businesses on the road.

- RFP – Culvert Purchase – usually uses one vendor, however there is a new Purchasing Policy, and the cost is \$21,000, so he reached out to five. Spec sheet was given to vendors. He thought FW Webb is the best deal for Town and the lowest bid by \$34.

*Motion by Alison Low, 2<sup>nd</sup> by Eric Bach to approve FW Webb culvert purchase for \$21,738.48. Vote 5-0-0. Motion carries.*

- Road Cut Application – not the norm, can approve without Selectboard authorization. Road across from Town garage, water/sewer line to be laid on either side of road. Water line owned by FD#1 to curb stop. It is a Class 3 road. Two services are the responsibility of landowner.

Alison Low inquired how this affected Shared Pathway.

Keith Gadapee noted it was just a bit past it. He noted that FD#1 is fine with it, and it should be done before we pave Peacham Road.

Janice Ouellette wondered why the owner is not paying for engineer.

Keith Gadapee noted they were not there yet.

Glenn Herrin thought owner should be responsible for cost.

Keith Gadapee noted we do not own the effluent pipe and we need to make that clear.

Glenn Herrin discussed approving permit, getting engineer and depicting who is responsible forward.

Keith Gadaepp will note on application who owns line, engineering fees may apply, and they have to work with ANR.

- Paving finished today on North Danville Road.

## 7. Issues and Information (All)

Janice Ouellette changed order of items, Municipal Planning Grant, is Addition to Agenda, discussing first.

- (a) **Municipal Planning Grant** – Alison Low discussed preconstruction, conceptual design, public engagement process: Charette, designs to be sketched, schematics, and permit stage. The focus is on making it a shared use parking lot which will have solar canopy and EV charging and tie in with transit, which will promote walkability. There is an 18-month completion deadline, 10% match by Town, will include a lot of volunteer time and a public survey will be sent out.

Janice Ouellette discussed holding Special Meeting to approve signing the agreement.

Alison Low noted she has worked with other communities who did not need to hold a Special Meeting.

Discussion on \$3,300 match, requisition and the hope to not exceed that amount.

Keith Gadapee discussed motion at Town Meeting about 8 years ago when the Town purchased the land. He noted they need to let the voters know what is going on.

Alison Low discussed preconstruction work, having designs, available information for Town Meeting, five letters of support, pop up Charette, and robust public engagement process.

- (b) **Gazebo Proposal** – Posted in three places in Town, on FPF, and twice in Caledonia Record but none received.

Eric Bach to reach out to specific people.

Janice Ouellette noted he only needed to solicitate from two or more qualified vendors. She suggested taking the North Star Monthly and pick contractors as it meets purchasing policy.

- (c) **Grant Admin Policy** – Alison Low worked on and presented to Selectboard today.

Matt Choate would like a chance to review.

Alison Low will be absent from the next meeting.

Janice Ouellette suggested to put on Agenda for first meeting in June to discuss.

- (d) **Shared Pathway & Sidewalk Project** – Janice Ouellette discussed Special meeting on the 28<sup>th</sup> to sign contract with VHB, in person design meeting to determine what VHB will need, walking project if specific areas of concern and date to be determined.
- (e) **Town Services Committee Update** – Glenn Herrin discussed Special Meeting Tuesday, they went through list of services, figured out which ones they want to take on: Recycling and Bulky Waste added to list, Facility and Grounds Maintenance to include all areas and buildings, and to look at website, Zoning Fees, Emergency Medical Fees and Community Garden.
- (f) **Website** – Janice Ouellette discussed meeting scheduled for Monday to discuss improvements that can be done now to make the site user friendly.

Matt Choate discussed hospital redoing both inter and intra website in SharePoint, huge upgrade, interfaces seamlessly with SharePoint.

Glenn Herrin noted they have examples of other websites to look at. He discussed calendar noting it has been receiving grief and he wondered did they really need a calendar, how many people actually use it, and if they really needed to put non-Town items on it.

Matt Choate thought if it is a Town website then it should have other town items on it.

Eric Bach explained how items put there are copied and pasted from other sources.

Selectboard discussed keeping calendar, making site user friendly, moving Boards/Commissions under Government, and having Services a standalone heading.

Eric Bach wondered if they could have a Calendar event where people can submit their own items and then an admin okays the subject matter.

Discussed was two calendars: Community Calendar and Government Calendar.

- (g) **Newsletter Update** – Janice Ouellette noted a number of articles have been received for submission and she is editing them and then will ship off to Chelsea Hewitt to build a pretty newsletter. This newsletter should be out in June and then the next newsletter will be in September.
- (h) **Building Policy for Public Inappropriate Behavior** – Eric Bach discussed having a few instances of where we interacted with public, and it does not go well. We do not have something set up for specific steps for broad umbrella for interactions, a consistent way to reach out and address items. We should have a policy in place for disruptive community members so it doesn't single someone out. Thinks it is worth looking into and coming up with an outline or scope of steps to follow, who to bring it to and how to address it.

Matt Choate noted he would be happy to tackle this policy. He wondered if other municipalities have addressed this already. He noted the hospital has one for their own employees and one for managing disruptive person, there is a process of steps for things you do. He will have a draft for next meeting.

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

**9. Adjourn** – *Motion by Alison Low to adjourn at 7:25 pm.*

Minutes taken by Audrey DeProspero submitted May 2, 2025 at 12:54 pm.