

Town of Danville
Selectboard Minutes
May 15, 2025
Danville Town Hall (6:00 pm)

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

Board Members Absent: Alison Low

Others Present Using Teams: Greg Prior

Others Present: Audrey DeProspero, Michelle Leclerc, Patty Conly, Ray Clouatre, and Walter McNeil

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

1. Additions to the agenda:

- Parking at Fire Department (Eric Bach)

2. Approve minutes:

*Motion by Matt Choate, 2nd by Eric Bach to recognize the **Regular** May 1, 2025 minutes as accurately reflecting the agenda of the meeting. Vote 4-0-0. Motion carries.*

3. Municipal Minute: Archive Requirements – Glenn Herrin discussed State archivists having list of what you need to keep under Administrative Policy Records. Agendas retain calendar year end plus one year, minutes retain calendar year end plus three years, correspondence retain until completed, plans and policies retain until superseded plus three years, and reports until calendar year ends plus three years. He discussed access requirements, Selectboard documents needing to be available to public, descriptions for archiving, destroying and shredding and email coordinating as to what goes into the agenda. This information can be found at Vermont SARA Record Retention.

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

- Walter McNeil, Jr. NEKWMD – Update - District meets April and October in persons, all other meetings are via zoom. This past meeting held an election of officers, and Walter McNeil was elected Vice Chair of District. They have started the Executive Director search, and Walter McNeil is Chair of the Search Committee. They have met three times in March, twice in April and once in May and will be expanding the geographical area. April financial expenses exceeded revenues and May revenues exceeded expenses. Household Hazardous season started May 6, and towns are on a recurring 4-year basis, however towns can use the nearby hosting town. Danville will host in 2028. People can make an appointment with the Waste District to drop off items. Danville has a bulky waste bin now and the new bulky concern is box spring and mattress as landfill accepts but they are not being buried there, instead they are shipped to CT. People can take off fabric and wood can be burned or brought to stump dump and metal can be recycled. Mattresses don't stay buried; they rise to the top. He inquired how Danville's bulky container was doing.

Janice Ouellette noted great.

Walter McNeil inquired if it was paying for itself.

Janice Ouellette noted yes, the Town used to lose money on the two bulky waste days.

Walter McNeil noted that the intent is not for the Town to make money nor for the Town to pay out.

- Ray Clouatre/Patty Conly, Historical Society – Marker Placement for Danville Revolutionary War Grave Sites – discussed project locating revolutionary war patriots in surrounding Danville cemeteries. Their project is to promote Adopt a Patriot. They are working on a list from Nola Forbes, Librarian of DAR (Daughters of American Revolution). There are 47 known patriots in Danville, 33 are not known locations. They would like to locate stones and clean them and wondered if it was okay to do. Ray Clouatre discussed cleaning stones: slate stones should not be done as they are fragile and will fall

apart, marble and granite stones, D2 will be used on them to clean them so the lettering is recognizable, then they will then place markers and flags at location.

Patty Conly discussed Town being designated 250th town and doing things to promote it by doing the Adopt a Patriot. There are familiar names on the list and families will want to adopt. Danville was not a colony during the Revolutionary War. Cost is \$23 for marker and \$22 for flags. They would like to do newspaper postings: North Star and Caledonian Record and use Marion Sevigny fund. They are developing something for North Star to describe program next month and put in Caledonian Record.

Michelle Leclerc noted in the Memorial Day Marion Sevigny Fund there was enough money.

Patty Conley discussed North Danville Historical paying for markers and having a map on their large bulletin board to locate cemeteries and a list of patriots and who sponsored them. Their little board will be dedicated to patriots who are not located. There will also be a driving brochure available.

Motion by Eric Bach, 2nd by Matt Choate to approve supporting the Historical Society endeavor to mark graves, clean stones, promote and support Adopt a Patriot with publication in newspaper (North Star and Caledonian Record) and for expenses to be paid by Marion Sevigny Memorial Day Fund. Vote 4-0-0. Motion carries.

- Michael Hogue – Train Station Lease – not in attendance.

5. Town Clerk (Michelle Leclerc) –

- Forest Fire Warden Appointment, Jason Crocker – nominated by Fire Department per Fire Chief Dani Cochran.

Motion by Eric Bach, 2nd by Matt Choate to approve the Fire Department's nomination of Jason Crocker as Forest Fire Warden. Vote 4-0-0. Motion carries.

- Sullivan, Powers & Co., PC – Sign Off on Services to be Performed & Fees – wants new letter signed because we are a cash basis town, previously done as modified cash.

Consensus to sign.

- Excelsior Road – 2 camps mail returned undeliverable - needs to be torn down to get off books.

Eric Bach noted we need to take down or have it be someone else's property.

Michelle Leclerc noted the mail came back as undeliverable.

Janice Ouellette wondered what options they have.

Michelle Leclerc suggested sending Highway Crew with excavator and truck to take it down.

Matt Choate noted the last discussion with Keith Gadapee; it didn't seem like he wanted to do even though it was not a major demo project.

Eric Bach has concerns for items inside such as propane tanks.

Selectboard discussed asking Keith Gadapee to look at it and see if crew can do it safely, if not comfortable, come back to Selectboard.

Michelle Leclerc noted she could ask Keith Gadapee.

- Liquor License (s) – Red Barn Brewing Outdoor Special Event Permit for May 24 from 2pm until 9pm at Red Barn Brewing.

Motion by Eric Bach, 2nd by Glenn Herrin to approve Red Barn Brewing Outdoor Special Event Permit for May 24th from 2pm until 9pm at Red Barn Brewing. Vote 4-0-0. Motion carries.

- Notification of Joes Pond Association application for herbicide.
- Letter or call received on the new Ford 350 pickup truck for the Highway department that there is a \$1,500 rebate, so Keith Gadapee is buying a bed liner, mud flaps and a tailgate protector for the truck.

6. Issues and Information (All)

- (a) **Fire Department Parking Lot** – Eric Bach discussed call from Fire Chief Dani Cochran about six cars parked in their lot taking up almost all of their parking and they could not access building safely. He discussed parking signs, working with LVRT and increasing circulation of Sheriff for enforcement.

Glenn Herrin will speak with Laural Ruggles (LVRT).

Eric Bach discussed ticket creation and appointing specific individual. The Chamber hires a private security firm but Selectboard would need to appoint them.

Janice Ouellette wondered about giving Dani Cochran authority.

Eric Bach noted they don't need to give her authority, as she can do it, she has authority to do such.

Michelle Leclerc wondered about Keith Gadapee and Highway Crew as they drive by all the time, they can check plus Peter Craig is also part of the Highway and Fire Department so he can check also.

- (b) **Gazebo Proposal** – no submissions.

Glenn Herrin suggested putting a card at the gazebo asking if anyone can help fix it.

Eric Bach discussed Charette findings of pressure washing Hill Street Park, he noted that the Village Improvement Society will handle.

- (c) **Heat Proposal**

Dead River – oil – 5,000 gallons \$2.7240 or 6,000 gallons \$2.7064. There is an additional cost of \$3,340.80 plus tax at \$2.00 per gallon for 1,670.40 unused gallons from 2024-2025 contract.

Irving – oil – 5,000 or 6,000 gallons same price \$2.399 fixed
Propane 600 gallons \$1.4579 variable

Bournes
5,000 or 6,000 gallons same price \$2.799 fixed
Propane 3-year fixed price \$1.699

Freds – oil – 6,000 gallons \$2.799 plus tax
Propane 600 gallons at \$3.45 plus tax

Motion by Matt Choate, 2nd by Glenn Herrin to accept oil from Dead River at 5,000 gallons at \$2.7240. Vote 4-0-0. Motion carries.

Motion by Eric Bach, 2nd by Glenn Herrin to accept Bournes 3-year fixed propane at \$1.699. Vote 4-0-0. Motion carries.

- (d) **LEMP (Local Emergency Management Plan)** – Glenn Herrin noted that suggested corrections received and changed. Content wise for FEMA reporting updated. Changes were organizations that serve vulnerable populations (added and updated).

Motion by Glenn Herrin, 2nd by Eric Bach to adopt the 2025 Local Emergency Management Plan. Vote 4-0-0. Motion carries.

- (e) **County Sheriff Contract** – Glenn Herrin discussed April 17th increase from 2 hours to 8 hours for rest of year. County Sheriff hired 2 new deputies. They will spend for year \$12,200 to get 8 hours from June onward. Official email with change needed which Glenn Herrin will send.

Motion by Glenn Herrin, 2nd by Eric Bach to amend the contract with Caledonia County Sheriff's office to increase the not to exceed amount to \$12,200 for current contract year. Vote 4-0-0. Motion carries.

- (f) **Shared Pathway & Sidewalk Project** – Janice Ouellette discussed meeting with Municipal Project Manager from Dubois and King and VHB, they went over scope. Public meeting to be held after conceptual plans. May conceptual plans, 2026 preliminary plans, permitting and plans, acquisition by Town of Danville, 2027 final plans and 2028 bid construction. Monthly coordination meetings start July.
- (g) **Town Services Committee Update** – Glenn Herrin discussed meeting on Tuesday, they verified list of services they are going to look at. They are adding recycling/bulky waste and facility grounds management. Leads have been set and timeline set. Task analysis and first phase is wastewater/drinking water. Schedule is on website.
- (h) **Website** – Janice Ouellette discussed website being cleaned up. KeVaCo has been working on design.
- (i) **Vendor Procurement** – Janice Ouellette discussed procedure: more so independent contractor. Procurement, handout of memo Janice Ouellette drafted to be sent to all independent contractors who work for town (W9, Certificate of Liability, non-employee work agreement, contract, liability hold harmless agreement, and business marketing material. When we sign up someone to work we would send them the memo.

Matt Choate inquired if we would send them the list of documents.

Janice Ouellette noted yes, she will work on a general contract and needed documents. She wondered if they needed a policy.

Eric Bach thought it would be helpful.

Matt Choate suggested appendix to Purchasing policy.

Janice Ouellette discussed solicitation process and need to come before Selectboard. Selectboard send out initial one, doc lives on server, begin calendar year, and Town Clerk goes thru and sends document.

Michelle Leclerc noted this was so they don't pay for workers comp or insurance.

Janice Ouellette to work on addendum for June meeting.

- (j) **File Share Access** – Glenn Herrin discussed making folders in Shared directory for Town Clerk, Town Treasurer, and Selectboard Assistant. Documents set for other people as read only so they can't change. File share not publicly available but persons can come in and ask to see them.

Consensus okay

- (k) **Warrant Signing** – Janice Ouellette discussed last year they voted to have Chair sign on behalf of Selectboard until March 2025 and she has been continuously approving since then.

Motion by Eric Bach, 2nd by Matt Choate to grant permission to Selectboard Chair to sign Warrants on behalf of Selectboard until March 2026. Vote 4-0-0. Motion carries.

- (l) **Policy for Public Inappropriate Behavior** – Matt Choate discussed outline draft, modeled after disruptive behavior. Details of policy discussed along with standards of behavior and management of disruptive behavior, awareness, training, reporting and tracking. Matt Choate to continue work on policy.

(m) **Grant Administration Policy**

*Motion by Glenn Herrin, 2nd by Eric Bach to adopt Grant Policy and Procedures as presented.
Vote 4-0-0. Motion carries.*

- (n) **Request for Qualifications for Parking Lot (MPG)** – Janice Ouellette discussed looking over, Alison Low did a great job on it. There are items Alison Low needs to do before sending out. There is a minor correction that Janice Ouellette will let Alison Low know about. RFQ has to be back at beginning of June, proposal June 24 and selection June 27.

- (o) **VCF Grant Application** – Janice Ouellette discussed VT Community Foundation Spark Grant for Dog Park Committee for up to \$5,000.

*Motion by Eric Bach, 2nd by Matt Choate to approve Selectboard Chair to sign Fiscal Sponsor Agreement.
Vote 4-0-0. Motion carries.*

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

8. **Adjourn** – *Motion by Glenn Herrin to adjourn at 8:09 pm.*

Minutes taken by Audrey DeProspero submitted May 17, 2025 at 10:00 am.

Audrey DeProspero