

Town of Danville
Selectboard Minutes
June 19, 2025
Danville Town Hall (6:00 pm)

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

Board Members Absent: Alison Low

Others Present: Audrey DeProspero, Michelle Leclerc, Keith Gadapee, Michael Hogue and Walter McNeil

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

1. Additions to the agenda:

- July 3rd Meeting

2. Approve minutes:

*Motion by Glenn Herrin, 2nd by Matt Choate to recognize the **Regular** June 5, 2025 minutes as accurately reflecting the agenda of the meeting. Vote 4-0-0. Motion carries.*

*Motion by Eric Bach, 2nd by Glenn Herrin to recognize the first **Special** June 10, 2025 minutes as accurately reflecting the agenda of the meeting. Vote 3-0-1 (Abstain: Matt Choate). Motion carries.*

*Motion by Eric Bach, 2nd by Glenn Herrin to recognize the second **Special** June 10, 2025 minutes as accurately reflecting the agenda of the meeting. Vote 4-0-0. Motion carries.*

3. Municipal Minute: Differences Between Policies and Ordinances – Glenn Herrin discussed VLCT having blurb to compare differences. Policies are generally for employees and facilities and are easily changed in a warned meeting and have limited authority. Ordinances are based on state law which gives authority to towns to do something in accordance with some state law. To change an ordinance, it must go through formal meeting, posting content summary, and giving persons time to respond. Ordinances are for public and are more structured.

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

- Walter McNeil, Jr., NEKWMD – Update – Waste District Board of Supervisors met in house on June 10th. May revenues exceeded expenses by \$54,000. District hold a \$15,000 surplus however the month of June will be different. The search for a new Director has found two possible candidates. He was impressed with both candidates. The committee has settled on one and an offer has been tendered based on an upcoming in person interview to discuss benefits and salary. They are hoping to have a signed decision by Tuesday, July 8th. Paul Tomasi is ready to leave after 25 years.
- Michael Hogue – Train Station Lease – Update: Rob gone for 3-4 wees, construction items contact is Michael, floors are being done this week, restrooms the week after, and Chris from VTrans is ready to process check. Lease is a cooperative lease working together empowering Village to Village (Laural Ruggles). Memorandum of Understanding is a working document, capital asset funding is put on for 2-5 years to support opportunities and has cap limit of not to exceed.

Matt Choate noted the lease refers to Town Manager as contact which needs correction to #14 as the Town does not have a Town Manager.

Motion by Matt Choate, 2nd by Glenn Herrin to accept and sign the Town of Danville and Village to Village lease with correction noted above. Vote 4-0-0. Motion carries.

5. Town Clerk (Michelle Leclerc)

- Internal Financial Controls – checklist for municipalities and towns which the Treasurer fills out and then notifies the Selectboard.

Motion by Eric Bach, 2nd by Matt Choate to approve Janice Ouellette to sign the Internal Financial Controls Checklist for Municipalities and Towns. Vote 4-0-0. Motion carries.

- Liquor License (s) – none received.

6. Highway Report (Keith Gadapee)

- Had a meeting on Barre Avenue (class 4 on pond) with landowner who requests upgrade to culvert because every time it rains, it backs up and floods him out. Hydraulic study done, shows the current 24" culvert needing to be changed to two 5.5' diameter culverts laid in side by side. Keith Gadapee met with landowner and they do not want that, but perineal stream work needs application and if we don't do what study says state can deny permit. Funding discussed. He is seeking Selectboard guidance as this is Town road. He noted they do not have to follow rules, but they need a state permit to work in brook. The level of stream bed is not a lot different from how level of road sits. He would like Selectboard to tell him how to proceed.

Glenn Herrin wondered if the water cuts off people and how many camps are there.

Keith Gadapee noted yes, if it floods and during construction. There are 6 camps, one or two are full time.

Janice Ouellette wondered if there were any others like this and is there funding.

Keith Gadapee noted bottom of Penny Lane, Town paid portion but funding by others (Fish & Game). There may be some funding here but he would need to look into.

Glenn Herrin inquired if it cut the road or just got water logged.

Keith Gadapee noted no, it backs up and floods one camp.

Matt inquired about estimate.

Keith Gadapee noted it hasn't happened yet.

Eric Bach concerned about replacing culverts on Class 4 road.

Keith Gadapee discussed the responsibility of hydraulic connected roads.

Janice Ouellette wondered if they could ask owner to pay for culvert.

Keith Gadapee noted yes and suggested he meet with ANR to see if there are other steps then decide if they want to put Town funds in.

- Biomass heating grant – he inquired if Selectboard wanted him to apply for a grant as he met with another town who got a biomass fuel system grant for 85% to heat three of their buildings. They signed an agreement with boiler company and Keith Gadapee wants to know if he can pursue same grant. He met with company who says they are a candidate. Grant is Clean Energy or Clean Heat through state.

Consensus is for Keith Gadapee to pursue grant.

Keith Gadapee noted he wants to go to Minnesota to look at this system. He was involved with purchasing the one at the school and they sent them to Ontario. He has seen the system but has not seen how it works. The dealer he is speaking with is in Littleton, NH.

- He wondered if there was any response from Carl Gerbeth regarding the camps.

Michelle Leclerc noted she mailed letters but not received a response nor have letters come back.

7. Issues and Information (All)

- (a) **Peacham Road Speed Bumps** – Glenn Herrin discussed email from Rob Balivet about removable speed bumps for the southbound lane near the Fire Station and the northbound lane near the

driveway to the Town garage. He suggests Selectboard may want to take action on this to get feedback and see how it goes. The cost is low to do at one intersection.

Keith Gadapee wondered what MUTC would say about signage for them (warning signs). He is happy about them being temporary as it could be tough on winter plowing.

Eric Bach had concerns about drilling in to surface and then having ice build up and then ending up with a pothole where the hole was.

Keith Gadapee suggested to rent message board 'slow down or speed bumps will be installed'.

Matt Choate discussed speed photo enforcement.

Eric Bach suggested crosswalk markings, visual paintings for drivers to see or temporary crosswalk signs which cause people to slow down.

Keith Gadapee didn't think they could paint a crosswalk there, but he will look into it.

Glenn Herrin suggested looking into it to give info to the Traffic Calming planning group for the Town Services Committee, he thinks it might be good to do as a pilot.

Janice Ouellette suggested flashing lights on a pole that says caution.

Keith Gadapee noted he received a call from the state about their radar speed sign which is not compliant. Signs are not supposed to blink and if you go 15 miles over it is supposed to go black.

- (b) **Town Service Committee Update** – Glenn Herrin noted the committee met on Tuesday and discussed water/wastewater. No recommendations have come out yet but what has come out on the water side is, should the Town absorb water district. No recommendation yet on wastewater but we are supposed to have a wastewater superintendent, but we need to appoint one in the future. Recommendations for water and wastewater should come out of their September meeting.
- (c) **Agent for Town and Bid Person for Tax Sale, Toby Balivet** – Janice Ouellette discussed required motion to appoint Toby Balivet as Agent for Town for Tax Sale, and requirement to appoint person as Bid Person for Tax Sale on October 8th @10am.

Motion by Eric Bach, 2nd by Glenn Herrin to appoint Toby Balivet as Agent for Town for Tax Sale. Vote 4-0-0. Motion carries.

Motion by Matt Choate, 2nd by Eric Bach to authorize Michelle Leclerc to be Bid Person for Tax Sale on October 8th at 10am. Vote 4-0-0. Motion carries.

- (d) **Vendor Procurement** – Janice Ouellette sent documents around and seeks input from Selectboard.

No input noted.

Motion by Eric Bach, 2nd by Glenn Herrin to approve addition to Town of Danville Purchasing Policy regarding Vendor Procurement Procedure for independent contractors. Vote 4-0-0. Motion carries.

- (e) **Dog Control Ordinance** – Glenn Herrin discussed potential change for Section 7: Fees and Waiver Fees. He wondered if Michelle Leclerc even needed to charge these. He discussed base fee and increase noting does Town Clerk need to enforce because this is penalty for someone caught doing something. If someone comes in to register dog after date, Michelle Leclerc is not Enforcement Officer so she can just register dogs. If we do charge, then there are currently hefty fines which could drive people to not register dogs. He spoke of waiver and state fees \$2, \$4 then letter goes out June 16-30 \$5 fee, July 1 and later is \$10.

Janice Ouellette thinks it looks fair.

Glenn Herrin noted if all is okay with it then he will put on the next agenda to adopt.

Eric Bach discussed not registering dogs is an issue for Health Officer because he doesn't know how to track them down and it then becomes lots of work to track down unregistered dogs.

Glenn Herrin suggested moving location to another section in ordinance such as registration of dogs.

Matt Choate was not opposed to increasing the fines.

Glenn Herrin noted this ordinance would not be used often.

Michelle Leclerc noted it is the same persons every year.

Glenn Herrin suggested to double the fines leave the waiver.

Matt Choate agreed.

- (f) **Boundary Trees, Steve Cobb** – Janice Ouellette discussed meeting with Steve Cobb who supports cutting trees down. The Highway Department has agreed to cut down the trees and remove the stumps. Keith Gadapee suggested removing the maple tree also because roots would not be good under the new pavement when the parking lot is complete. Suggested was for Highway to have this completed this year. Also noted was landscape architect will be involved with parking lot design.

Motion by Eric Bach, 2nd by Glenn Herrin to have Highway Department remove trees on property line with Danville Inn and Town Hall parking lot. Vote 4-0-0. Motion carries.

- (g) **Policy for Public Inappropriate Behavior** – Matt Choate, tabled until a later date.
- (h) **North Danville Community Club 4th of July Celebration Assistance** – Eric Bach discussed North Danville doing parade and community day on the 4th for several years and needing assistance with traffic control. Selectboard have assisted in the past. Matt Choate, Eric Bach and Janice Ouellette volunteered.
- (i) **E-coli Testing at Joe's Pond (Kellie Merrell)** – Janice Ouellette for Alison Low discussed Kellie Merrell being available to do testing at Joes Pond beach for \$25 a test.

Motion by Eric Bach, 2nd by Glenn Herrin to approve Kellie Merrell to do testing at Joes Pond beach at \$25 per test. Vote 4-0-0. Motion carries.

Michelle Leclerc discussed milfoil noting that the company went up to do removal for \$11,000.

Eric Bach noted signs for beach, if needed when blooms are seen are located upstairs in Town Hall.

- (j) **NVDA Offer to do up to 4 Speed Studies in Town** – Janice Ouellette for Alison Low discussed NVDA to do up to 4 speed studies in town and Selectboard needing to make a decision whether we want them to do and pick sites. Doug Morton will do and wants concentration on Town highways and not Route 2.

Glenn Herrin noted planning group of TSC is meeting next Tuesday and would like involvement to help pick sites.

Keith Gaapee noted a test down Peacham Road was done but may not be new enough information.

Eric Bach spoke about AARP walk ability and sites they suggested: Hill Street, Peacham Road, Brainerd and North Danville.

Janice Ouellette thought North Danville both ends from St. J and from Danville. She noted if they could not narrow to 4 then they may do 5.

Consensus is Peacham Road, Brainerd, Hill Street, and both North Danville ends (down hill into village then closer to Bruce Badger where the speed limit changes).

- (k) **Burial No Vault Massey Cemetery** – Audrey DeProspero discussed resident contacted Cemetery Sexton about a no vault burial in the Massey Cemetery. Cemetery Sexton could not find any rules for the cemetery. Investigation found on June 17, 2021 a consensus by the Selectboard was to allow burials without vault but the paragraph before consensus indicated Pope Cemetery. Seeking consensus for approval for no vault burial in Massey to clarify this gray area.

Consensus no vault burials are allowed in ALL Town owned cemeteries.

- (l) **Sign on Green: Danville Congregational Church Vacation Bible School** – Audrey DeProspero discussed Danville Congregational Church seeking to put up a 6'x2' banner on the Green for vacation bible school, as they have done so in the past from June 20 until second week in July.

Consensus is yes.

- (m) **July 3rd Meeting** – Selectboard discussed schedules and noted was Glenn Herrin not attending but may be able to attend virtually.

Janice Ouellette suggested to change to July 2nd at 6pm. Noted was DRB meets but they can use laptop to record in another location at Town Hall.

Consensus is to meet on July 2nd at 6pm instead of on the regularly scheduled date of the 3rd.

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

9. Adjourn – Motion by Glenn Herrin to adjourn at 7:38 pm.

Minutes taken by Audrey DeProspero submitted June 20, 2025 at 12:35 pm.

