

Town of Danville  
Approved Selectboard Minutes  
Special Meeting Warned Pursuant to 1 V.S.A. § 312 (c)  
December 15, 2025  
Danville Town Hall (11:00 am)

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

**Board Members Present Using Teams:** Eric Bach and Matt Choate

**Board Members Absent:** None

**Others Present Using Teams:** None

**Others Present:** Michelle Leclerc, Keith Gadapee, Greg Prior

**Meeting called to order** by Janice Ouellette at 11:00 am.

**1. Additions to the agenda:**

- None

**2. Selectboard Assistant Resignation and temporary assignment of duties**

With the sudden resignation of Audrey Deprospero, the immediate temporary delegation of duties was decided as follows:

- Michelle will monitor emails and phone calls made to the selectboard assistant. (email address will be changed to reflect the position, just as Michelle's is structured. The new email address will be [selectboardassistant@danvillevt.gov](mailto:selectboardassistant@danvillevt.gov).)
- Michelle and Glenn will share duties on website management. There will be some reorganization here as well. For example, we might eliminate the "Departments" link, combine the agenda and minutes for the Selectboard onto one page, as is done with the Town Services Committee, and organize agendas and minutes by year. Consensus was that Glenn could modify structure as he saw fit.
- Alison will handle agendas and minutes. Glenn suggested that the agendas and minutes, as well as other files, may have to be reorganized on the Sharepoint drives so that all staff, board, and committee members can readily locate them.
- Keith will handle buildings and grounds issues, and capture and direct issues that require board action as necessary.
- Janice will do the email coordination required for setting up special meetings.
- Glenn and Michelle will handle the postings of agendas since they have keys to the bulletin boards. There was a question from Greg about defining the standard operating procedure for posting regularly scheduled meetings. Jan replied that the purpose of the meeting today to define an interim process for the board in the absence of a selectboard assistant.
- Committee coordination. Glenn will liaise with the Planning Commission, and will help to reorganize files, so that Michelle can find them as needed.
- There was a question about what to do about posted office hours for the Selectboard Assistant. There are to be no posted office hours at this time.

**3. New Selectboard Assistant Hiring Process**

It was decided that Eric and Janice would draft a job description to be shared at the January 8<sup>th</sup> meeting of the Selectboard. They will coordinate by email to determine a good time to meet. There is a possibly current job description in the Personnel folder on the Sharepoint, and Glenn will circulate it. There was a question about whether the job description would specify a 25-hour per week commitment. It was agreed that the answer will be informed by final job description, as well as the insights that might be gained during this interim process, since there is a possibility that existing staff may be able to absorb some of the responsibilities. One time-sensitive consideration to keep in mind, however, is that we need to include a line item in the soon-to-be completed budget for town meeting. Glenn reminded the board that the long-range considerations of the

Town Services Committee included options for hiring a town manager (not likely to be recommended), but also a Town Administrator (which is a step between a selectboard assistant and a town manager), as well as director of public works. While these are longer-range considerations, we should keep them in mind in the interim hiring plans.

There will be a hiring/interview committee, scheduled to meet after the start of the new year, composed of Michelle, Keith, and someone else from the Town Services Committee. Michelle and Keith will reach out to Stacy Andree to see if she is available. Matt said that he would like to be on this committee and can provide an interview tool for the process. Alison said that she would also like to be on the committee. The purpose of this committee would be to narrow the field to possibly two candidates who would then be interviewed by the full selectboard.

#### **4. Set Agenda for December 18<sup>th</sup> Meeting**

The following items were identified for the agenda, which will be compiled by Alison and circulated to all selectboard, as well as Keith and Michelle:

- Liquor licenses
- Snowmobiler parking – not sure if someone is coming but we need to make a space on the agenda
- Shared pathway updates
- Parking lot updates and conceptual plans
- Selectboard report for Town Report at Town Meeting Day
- Town Meeting warrant articles
- Town Services Committee report out and final recommendations
- Update to Zoning Fee Schedule
- Interviewing for recycling position – this will require Executive Session
- Town Meeting Day coordinator
- Planning Commission road classifications
- North Danville School Association updates
- Disruptive behavior policy
- Municipal Minute – NVDA
- Walter to talk about recycling
- Budgets, of course

Alison will circulate a draft agenda today and post it tomorrow. Reminder that emails and discussions regarding the setting of agendas are not subject to Open Meeting Law.

#### **5. Adjourn – Motion by Janice Ouelette to adjourn at 11:39 am.**

Minutes taken by Alison Low and submitted at 7:59 pm on December 15, 2025.