

Town of Danville - Town Services Committee

Danville Town Hall

Meeting Minutes - November 12, 2025

Attendance

Committee Members: Stacy Andre, Brian Henderson, Michelle LeClerc, Mark Tucker, Alison Despathy, Keith Gadapee, Tim Ide, Glenn Herrin (non-voting)

Public: Greg Prior

Stacy Andre called the meeting to order at 5:36pm.

Agenda changes and minutes review: Without objection, the committee accepted the October 8, 2025 minutes as a true indication of the business of the meeting.

Public comment: none.

Zoning Fees: Planning lead Brian Henderson led discussion of the task analysis, options, and [recommendations](#) for updating the town Zoning Fees.

- The fees have not changed since 2020, when they were already low. The current fees do not come close to covering zoning and Development Review Board (DRB) fees, much less deterring people from ignoring the Zoning Bylaw.
- Brian discussed the current operations and reviewed 2 options.
 - Continue with the current fees, generating ~\$2,000 income for ~\$20,000 in zoning and DRB expenses (not recommended).
 - Adopt a new fee schedule that better covers the costs of administering the Zoning Bylaw and encourages people to follow it properly.
- The group discussed the purpose of the fees, with most members supporting cost coverage as opposed to generating extra revenue.
- The group considered whether commercial projects should have double fees, with members mostly supporting not having different fees for businesses.
- The committee recommended adopting the new fee schedule generally as presented, with minor adjustments for ease of implementation as needed.

Public Safety Employee: Planning lead Glenn Herrin led discussion of task analysis, options, and [recommendations](#) for whether the town should hire a paid employee to work on Public Safety Issues.

- Glenn reviewed the potential roles an employee could take on: Fire Department (FD) Administrator, Town Constable, Town Health Officer (THO), Highway Auxiliary, and Emergency Management Director (EMD), and their associated requirements and current issues.
- Glenn reviewed the input from a public meeting on October 29 in identifying one optimal role set (FD Admin, THO, and EMD) and sporadic or regular part time working hours (as opposed to full-time).
- Glenn presented 3 potential options as recommendations to the Selectboard:
 - 1: Recharacterize an existing Highway position to also cover the FD Admin, THO, and EMD roles - only if an existing highway worker is interested.
 - 2: Hire a new per-diem position to cover the FD Admin, THO, and EMD roles for up to 400 hours/year (~8 hours/week, ~\$10,000/year).

- 3: Hire a new part-time position to cover the FD Admin, THO, and EMD roles for 4-16 hours/week (up to ~800 hours/year, ~\$20,000/year).
- The committee agreed with the part-time options and discussed the potential roles, supporting the FD Admin as the main requirement and probable synergy with the THO and EMD duties (as well as issuing parking tickets).
- The committee discussed the potential role shift from volunteer to paid employee - there could be improvements, but there would also be changes in expectations. While there are likely benefits such as increased grant income, they may not materialize and it may be hard to quantify or justify the cost.
- After discussion, the committee agreed to forward the baseline recommendation to hire a part-time employee as FD Admin, THO, and EMD, to be set as a Town Meeting article to decide the budget and work hours (if any).

Pedestrian Safety: Planning lead Glenn Herrin reviewed the status of Pedestrian Safety measures and updated [recommendations](#), particularly for traffic calming.

- A primary driver for these projects was the discussion, guidance, and funding (\$40,930) from the 2025 Town Meeting Article 8.
- For Public Awareness, the recommendation is to continue collecting and analyzing data and continue providing updates and opportunities for feedback.
- For Traffic Enforcement, Glenn reviewed the Sheriff hours and current status; the recommendation remains to contract for ~35 hours/month in 2026.
- For Traffic Calming, Glenn highlighted measures that the planning team and public discussions found would be best for residents and law-abiding drivers.
 - Gateway treatments in transition zones are the most effective, with a full town treatment being a speed limit sign, a gateway sign, a Radar Speed Feedback (RSF) sign, and pavement markings with speed limit and transverse lines.
 - The key locations are areas where paved higher-speed roads enter villages.
- Glenn reviewed the funding status per TM25 Article 8. These recommendations would spend ~\$21,100 in 2025 and ~\$19,830 (the balance) in 2026.
- After discussion, the committee recommended forwarding the recommendations as presented to the Selectboard, with exact placement to be adjusted as needed.

Other Service Quick Updates: Alison Despathy highlighted that she is working with Tim Ide to identify the exact actions the Town and Fire District would take to approve a town purchase, including probable Town Meeting article language.

Public Comment: Greg Prior noted management of any new position will be essential - Danville has fantastic volunteers, but they don't have bandwidth to do everything. He suggested the Town could hire a project manager short-term (1-3 years) to clearly define and improve processes that volunteers could then implement and continue.

Michelle Leclerc moved to adjourn and the meeting closed at 7:26pm.

Respectfully submitted by Glenn Herrin, secretary