

## Town of Danville - Town Services Committee

Danville Town Hall

Meeting Minutes - December 10, 2025

### Attendance

*Committee Members: Stacy Andre, Brian Henderson, Alison Despathy, Glenn Herrin (non-voting); Teams - Mark Tucker, Time Ide*

Stacy Andre called the meeting to order at 5:33pm, allowing extra time for snow and ad-hoc Teams meeting connections.

**Agenda changes and minutes review:** Without objection, the committee accepted the November 12, 2025 minutes as a true indication of the business of the meeting.

**Public comment:** none.

**Service Recommendations Final Update and Review:** The group reviewed and updated a Town Services Recommendation Summary with recommended tasks, responsibilities, and deadlines by service.

- Facility-Grounds tasks include maintaining and updating the tracker and reconsidering a Public Works position or organization in 2026.
- The Fire Department Administrator position should go to Town Meeting.
- The Pedestrian Safety tasks include purchasing traffic calming supplies and signs, installing them at gateways, and continuing traffic enforcement in 2026.
- The Recycling Center should have an alternate paid attendant.
- The Wastewater tasks focus on continuing the treatment plant upgrade.
- The Water District tasks focus on the Town purchasing Danville Fire District #1, if DFD#1 supports that option, as a question for Town Meeting.
- The Zoning Fees require minimal adjustments.

**Town Meeting and Annual Report Input:** Stacy will submit a summary of Town Services Committee activities for the town Annual Report. Glenn will present topics, with support from other members as needed, as needed at information meetings before Town Meeting and at the floor meeting.

**Activities Review and Future Committee Recommendation:** The committee discussed their activities and recommended continuing this initiative:

- Danville Selectboards should continue to annually appoint 1-year Town Services Committees, with short-term obligations for time-certain reviews, to operate generally between March and December each year.
- Each new Selectboard would be able to appoint members and charge them with specific duties in March, and a December completion date allows time to establish any budgetary or Town Meeting questions for the following year.

### **Additional comments / discussion:**

- Stacy thanked the members for all of their work on the requested services, as well as in identifying other areas the Town could improve, and highlighted their development of a service analysis process that future committees may follow.

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- Glenn thanked the members personally and on behalf of the Selectboard for their fantastic work - accepted or not, whether TM articles pass or fail, the Town Services Committee has done great research to make sure people can make good, informed decisions.

Brian Henderson moved to adjourn and the meeting closed at 6:36pm. Other than required administrative work delegated to members (such as Annual Report submission, Town Meeting presentations, and publication of these minutes), this completes and concludes the work of the Town Meeting Committee in accordance with their February 6, 2025 charter.

Respectfully submitted by Glenn Herrin, secretary