

Town of Danville - Town Services Committee

Danville Town Hall

Meeting Minutes - June 10, 2026

Attendance

Committee Members: Stacy Andre, Julia Rapczynski, Brian Henderson, Glenn Herrin; non-voting/support: Keith Gadapee, Michelle Leclerc, Jan Ouellette

Stacy Andre called the meeting to order at 6:04pm.

Agenda changes and minutes review: no changes.

Recreation Committee Options-Recommendations: Planning Lead Glenn Herrin and Julia Rapczynski led group discussion of Recreation options.

- There is a **state law** for municipal recreation, though it mainly authorizes the Town to conduct public recreation and specifies titles.
- The two developed options compared were:
 - **Recreation Director** - one person, who can respond and act very quickly but would have somewhat limited capacity
 - **Recreation Board** - a group, who would have to hold open meetings to conduct business but would have many hands to share the workload
- Glenn recommended advancing **both options**, since each had very different advantages, for the Selectboard to choose between.
- After some group discussion of potential procedures, Stacy suggested that instead of the board (or director) being an extra level of management, it would be better in an **advisory or assistance role**; the group agreed and modified the recommendation to emphasize “advising” over “developing”.
- The group agreed **5-7 members** would be an optimal size, with **3-year terms** (though statute dictates terms for the very first members of a board).
- The body agreed the recommendations, as modified, would meet the Selectboard’s requirement for this service. Glenn and Julia will also produce a **first-draft charter and policy** to pass on, potentially for the Selectboard to modify and then give to future appointed officials to refine.

Fundraising - Grant Activities Task Analysis: Planning Lead Stacy Andre led group discussion of a process to inventory, track, and understand Town fundraising and grant activities. Stacy and Judy Corso had worked with Alison Low and Michelle Leclerc to gather information.

- The identified purpose is to **establish a baseline understanding of current activities** before evaluating whether additional oversight, coordination, policies, or services are necessary - the group agreed.
- Stacy reviewed known facts and key unknowns - this is a **very big topic** area.
- Stacy presented 6 information gathering pathways
 1. **Organizational Inventory** (groups operating in town)
 2. **Funding Inventory** (master tracking document for organizations and activities)
 3. **Town Involvement Assessment** (current Town participation)
 4. **Funding Gap Analysis** (things not being pursued)
 5. **Community Capacity Assessment** (available support and needs)
 6. **Benchmarking Other Communities** (what other towns are doing)

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- Glenn thought this was such a broad topic that providing “just” the **first 2-3+ products as a tool** that town staff could maintain over time would be fantastic.
- Keith pointed out that the Selectboard has recently adopted a **new Grant Management Policy** that supports and will benefit from this approach.
- The group agreed the pathways approach that Stacy and Judy are taking is a great way to move forward.

Additional comments / discussion:

- The focus for the July meeting will be **Fire Stations Task Analysis** (Brian and Glenn) and **Road Classification Task Analysis** (Glenn, Brian, and Judy).

With no further business, Stacy adjourned the meeting at 6:46pm.

Respectfully submitted by Glenn Herrin, secretary