

## **Town of Danville Town Services Committee**

### **Special Meeting Minutes**

Danville Town Hall

February 18, 2025

#### **Attendance**

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

Public: Janice Ouellette

Glenn Herrin called the meeting to order at 5:31pm and volunteered, with group concurrence, to act as chair and secretary for this meeting.

**Agenda changes:** None.

**Charter highlights:** Glenn reviewed the elements of the Selectboard's charter.

- The mission is to research and recommend changes in Town-provided services, specifically for wastewater, drinking water, public works in general, and law enforcement. The group can also look at other areas, as a major topic for the first regular meeting, but the intent is to finish by December.
- The Selectboard picked members who know about and currently provide services - so there will be conflicts of interest! That's a feature, not a problem; this group will make recommendations, not decisions. People should just comment on topics they know about, highlighting conflicts when they come up, not recuse themselves from research and discussions.
- The charter provides specific directions for how to conduct business in accordance with Vermont's Open Meeting Law. Members may want to consider using (free) email addresses separate from any personal ones (such as first.last.danvillevt@gmail, proton, yahoo, etc.).

**Public comment:** Jan Ouellette suggested that the group may want to look at redesigning the Town website to make it cleaner and easier to use. The group agreed that would be good and is something to look at.

**Determine next / regular meeting schedule:** Glenn suggested first determining how often the committee should meet, then selecting regular days.

- Alison talked about beginning to meet soon to get started with the workload and schedule, and Brian said meeting monthly would be a good start. The committee can always adjust as things develop.
- The members quickly identified that early evenings would be best, and everyone was generally available on Tuesdays, starting on March 11.
- The group agreed by consensus to start meeting regularly on the second Tuesday of every month at 5:30pm in the Town Office. *[NOTE: there may be a conflict with that, not identified during the meeting.]*

**Chair discussion / election:** Glenn summarized the Committee Chair requirements the charter lays out, mainly 1) running the meetings, and 2) more importantly setting the agendas. Stacy Andre graciously volunteered to be the chair, and the committee happily and unanimously accepted her.

**Town Meeting solicitation / discussion:** Glenn noted that ideally determining changes in town services would involve a survey of residents, and Town Meeting provides an eager and involved captive audience within a couple weeks.

- The committee discussed having Stacy make an announcement to solicit comments directly during the “all other business” part of the floor meeting.
- Alison volunteered to put together a simple draft survey. Members can provide comments back to her, she’ll compile them, and forward a final version to Stacy to approve for reproduction and distribution at Town Meeting. By consensus agreement, the committee authorized Alison and Stacy to develop and finalize a survey that way. Results should be available at the next meeting.

**Additional comments / discussion:**

- Glenn suggested discussing a work schedule at the next meeting, backwards planning from the Selectboard report-out due by December 18. Mark suggested the group could also report out by topic as it goes, which members agreed was a good idea.
- The group mentioned services to look at beyond the main four in the charter, such as town hall hours, winter road maintenance, wood dump/recycling, and more - identifying those will be a major focus of the next meeting.
- Glenn will email out initial agenda items about a week before the next meeting, collect feedback, and present that to Stacy to create the next agenda (should be published around March 7).

Mark Tucker moved to adjourn and the meeting closed around 6:05pm.

Respectfully submitted by Glenn Herrin, secretary