

Town of Danville - Town Services Committee

Danville Town Hall

Meeting Minutes - August 12, 2025

Attendance

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

Public: Todd Eaton (AOT guest expert)

Stacy Andre called the meeting to order at 5:30pm.

Agenda changes and minutes review: Mark Tucker moved and without objection, the committee accepted the July 8, 2025 minutes as a true indication of the business of the meeting. There were no changes to the agenda.

Public comment: none.

Pedestrian Safety: Todd Eaton, Vermont Local Roads Branch Manager for the Agency of Transportation, discussed traffic calming measures with the committee.

- He shared a toolbox, which Stacy will send to the body, and observed that roughly 15% of drivers habitually speed - and they are increasingly inattentive since the COVID-19 pandemic. The preeminent method for slowing drivers down is to pull them over or for them to see someone else pulled over.
- He highlighted that in accordance with the Manual on Uniform Traffic Control Devices (MUTCD), the objective for traffic calming measures is to get drivers' attention without distracting them from driving.
- Todd discussed the effectiveness of different types of measures.
 - Speed bumps/tables definitely work, but often drivers brake suddenly and then speed up even more.
 - Gateway projects like signs, narrowing, and islands can work well in transition areas; crosswalk bulbouts and islands are effective within community zones.
 - Designs should consider long-term maintenance concerns like snowplowing.
 - Painted lines, like the shared use pilot Danville did on Peacham Road, can be effective but are not necessarily MUTCD-approved.
- The group discussed actual observed speeding around town, as volunteers measured with a radar gun from the summer AARP Walk Audit. Drivers aren't necessarily often speeding, but there are regular times (7:00-8:00am and 3:30-4:30pm) that residents may see and overgeneralize. Todd reinforced that Regional Planning Commissions offer traffic studies that can inform enforcement coverage. Glenn will pass the observations on to the Sheriff.
- The committee discussed incorporating traffic calming measures in the ongoing sidewalk project for Peacham Rd and Hill St.
- Todd summed up traffic calming measures by observing that when people complain about them, it means they're working in slowing drivers down.

Facility / Grounds Management: Planning lead Keith Gadapee led discussion of options for managing the different properties and types Danville owns; generally - active government buildings, community / leased buildings, highways and Rights-Of-Way (ROWs), and recreational areas / town lands.

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- The committee agreed that every building/property should have a lead contact ("Lead") for maintenance issues.
- Brian Henderson volunteered to create a tracker of buildings/grounds with essential services and standards for them such as mowing, plowing, HVAC, painting, etc., including a preliminary take on who does what.
- The group discussed potential options for responsibilities:
 - A Facilities Manager manages maintenance for all Town properties
 - A Facilities Coordinator tracks properties and coordinates maintenance between the Leads and the Selectboard
 - Each Lead coordinates maintenance individually through the Selectboard (de facto current state that does work, but imperfectly)
- The group discussed potential options for job duties (to be ratified when all recommendations are integrated):
 - Public Works (PW) Director is Facilities Manager or Coordinator; acting as or supervising Road Foreman
 - Road Foreman or PW Director supervises an employee (reclassified highway worker or new position) as the Facilities Manager or Coordinator
 - Selectboard Assistant acts as Facilities Manager or Coordinator
 - New Facilities Manager or Coordinator position works for the Selectboard
 - Building/grounds maintenance is a task for each building Lead (implies an employee role even though often filled with volunteers)
- The committee agreed that this topic would best be considered and included in the discussion of a Public Works Administrator, scheduled for October.
- The committee discussed and generally agreed that the Town cannot support everything. The Town Plan has long-term, publicly presented and adopted goals for Danville that include facility, grounds, and service issues.

Website, Other Service Quick Updates, Board Recommendations, and Public Comment: No significant updates or comments.

Additional comments / discussion:

- The committee discussed regular meeting times and agreed to shift to the second Wednesday of every month at 5:30pm (instead of the second Tuesday).
- *[Note: the November meeting was originally delayed a week later to avoid Veterans Day; that meeting will tentatively be November 12, but the committee may decide to hold it on November 19.]*

Tim Ide moved to adjourn and the meeting closed at 6:45pm.

Respectfully submitted by Glenn Herrin, secretary