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Town of Danville
Board of Selectmen
June 20, 2016
7:00 pm

Video recorded
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Selectmen Present: Chairman Shawn O'Neil, Vice-Chair Chris Giordano, Judi Cogswell, Kimberly Farah, Sheila Johannesen

Others present: Janet Denison, Patty Shogren-Administrator, Meghan O'Neil-Recorder

Chairman O'Neil opened the meeting with a moment of silence for the troops who put themselves in harms way. All stood for the Pledge of Allegiance.

I. Conditional Use Permits

Janet Denison spoke before the Board about Conditional Use Permits. The Conditional Use Permit is used for the construction of roads, access ways, pipelines, powerlines, and etcetera. There is no known use of a Conditional Use application prior. To obtain a permit, the party would make an appointment to talk before the Board to receive a permit. The draft of the application is attached with amendments. Vice-Chair Giordano suggested the number of copies of the plot plan that must be submitted be changed from six to three copies so that the Board, Planning Board and Zoning Board each have a copy. Selectmen Johannesen suggested to replace the set fee amount with a blank line so that if the fee price changed, the application would not have to change. Clarification was made that if the review fee changed it would have to go through a public hearing and it would be easy enough to change the application document. Chairman O'Neil suggested that it be noted somewhere in the application that the Engineer Review Fee be stated that it is a "minimum escrowed amount."

No motion was made, will be discussed at a Public Hearing on July 18th, 2016.

II. Signature File

Selectmen signed Vendor and Payroll Warrant 2016-12 and a Veteran Credit. Vice-chair Giordano made the motion, seconded by Selectman Johannesen, to allow the chair to sign all insurance documents; **motion passed.**

III. Minutes

Selectman Farah made the motion, seconded by Selectman Johannesen, to approve the June 6th, 2016 public minutes as amended; motion passed.

Selectman Farah made the motion, seconded by Selectman Cogswell, to approve the June 13th, 2016 minutes as amended; **motion passed.** Vice-chair Giordano made the motion, seconded by Selectman Farah, to approve the June 13th, 2016 non-public minutes as amended; **motion passed.**

IV. Old/New Business

Town Employee Evaluation- Selectman Farah noted that a self-evaluation will be performed after the second year reflecting back on the goals that were set. Vice-chair Giordano suggested that both the Fire Department and the Library should adopt this new employee evaluation so that the town is using one evaluation format. The Fire Department and the Library are currently using their own evaluation forms. The evaluation form will be sent to all of the department heads for feedback.

Rockrimmon Trail Signage- Selectman Johannesen brought up that Chief of Police, Chief Parsons, had sent a letter to the Board concerning signage at the old Rockrimmon trailhead, forbidding street parking from dusk to dawn. Chief Parsons had never followed up with the Board. Patty Shogren clarified that Chief Parsons and Bruce Caillouette, Road Agent, had collaborated and placed the sign at the old trailhead. Selectman Johannesen was concerned about the homeowners being affected by this sign. Chairman O'Neil had clarified that Chief Parsons had spoken to the homeowners and they were in support of the sign.

Selectman Farah suggested a sign pointing to the location of the "new trail" instead of the former trail. This was agreed upon. Selectman Johannesen asked about having a public hearing for the sign because it was affecting the public. Selectman Farah stated that she and Janet had done some research and there were no RSAs stating that the town has to hold a public hearing to erect a parking sign. Vice-chair Giordano stated that the sign request was from the landowner. Conclusion was that the sign has made a positive impact in the area and there have been few complaints about parking. Bruce will be asked to follow up with the hiker sign pointing to where the new trail is.

Chairman O'Neil brought up an item of business regarding the town upgrade in lighting. The town has been converting to LED lights in a partnership with UES, where they agreed to pay for half of the conversion fees. The town has budgeted \$15,000 and to-date for the electric bill at the Town Hall and Safety Complex but have only spent \$5,000 to date. The town is already seeing the benefits; the bill has dropped approximately \$200/\$300 a month.

Selectman Farah would like the notes from last meeting to be sent to Jay Sommer from Comcast and will copy Patty on the email to get the notes sent over.

Selectman Farah followed up with Patty on a letter that would be sent to the NH DOT regarding parking on a state right of way, and the letter has been sent.

Selectman Farah clarified that on the warrants the cleaning would be \$1,000 per month and this was a savings. Patty corrected her saying that it was about equal, however the town was saving in the long run by not having to pay for vacation coverage, FICA contribution, or any other benefits.

Chairman O'Neil announced the next Board of Selectmen's meeting will be held on Tuesday July 5th, 2016 in observance of the holiday.

At 8:03pm, Selectman Farah made the motion, seconded by Vice-chair Giordano, to adjourn. The motion **passed** unanimously.

Respectfully submitted,

Meghan O'Neil
Recorder-Board of Selectmen