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Town of Danville
Board of Selectmen
Monday, March 6, 2023
7:00 PM

6:58 PM

Meeting is Video-Recorded

Selectmen Present: Shawn O'Neil, Chair; Dottie Billbrough, Vice-Chair; Steve Woitkun, Sheila Johannesen, and Dennis Griffiths

Others Present: Kimberly Burnham, Selectmen Administrator; Jim Seaver, Road Agent; Stacy O'Connor, Highway Dept; Ann Massoth, Director, Colby Memorial Library, Resident: Russell Currier

Shawn called the meeting to order at 6:58 PM and opens the meeting with a moment of silence for the troops who put themselves in harm's way. All stood for the Pledge of Allegiance

I. Delegate Session

Shawn opens the Delegate Session and asks if there are any members of the public not on the agenda who wish to address the BOS. As there are no members of the public who wish to speak, Shawn closes the Delegate session at 6:59

II. Agenda

Purple Heart Community Initiative: Shawn explains that Russ Currier brought this program to his attention and that he found it intriguing and asked Mr. Currier to present it to the BOS. He states that he hopes the BOS will support Mr. Currier's efforts.

Mr. Currier states he has done some research and learned that several other towns in New Hampshire have and are becoming Purple Heart communities. He explains that in order to participate, at least one person in the community must have a Purple Heart. Danville has one past resident, Kenneth Day, who was killed in action in WWII, and he believes there are other residents as well. Mr. Currier explains that he would like to bring forward the idea of making Danville a Purple Heart Community and that he believes that National Purple Heart Day is August 7. Shawn asks if this date has any special meaning. To participate, Danville would be required to adopt the program and place a sign designating the Town as a Purple Heart Community. He provides the BOS with information on the Purple Heart Community Initiative and explains the costs of the signs. Sheila asks where the Town should put the signs. Mr. Currier suggests that signs be installed on Rte. 111 at both ends of Town. Shawn notes the signs are 24"x30", approximately the size of Speed Limit signs. Dennis states this appears to be the standard (size). Mr. Currier believes they are issued by the State. Dennis confirms that the BOS would not have to design these signs themselves. Mr. Currier explains the Road Agent would contact the agency and order the signs. A proclamation is also provided for the BOS to read during the ceremony of adopting the Purple Heart Initiative. Mr. Currier explains that he worked with a gentleman from Allenstown and just used Danville's name in the paperwork. The proclamation and/or ceremony would probably be held at a BOS meeting and the Proclamation could then be framed and hung in the Town Hall.

Shawn suggests that if the BOS wishes to pursue this project they vote to move forward with obtaining the signs and when the signs are received and installed the Board could then have a ceremony and issue the proclamation. Mr. Seaver explains that if the State is providing the signs, they are the ones who will install them. Mr. Currier states that he doesn't have the information on who does the installation of the signs. Mr. Seaver explains that the State has a "sign guy" that does these installations, noting that he recently installed the Lion's Club signs for Danville.

Dennis states he likes the idea of posting the signs at both ends of the Town and asks if Mr. Currier had any particular spot in mind. Mr. Currier does not. There is a discussion regarding if the State would determine where to put the signs. Shawn notes that the signs cannot block traffic or views of the road. Mr. Currier notes that rules such as notifying Dig Safe must also be followed. Steve motions to approve the Purple Heart Initiative that has been presented and to move forward on the project. Second by Sheila. Vote is unanimous (5-0). Shawn confirms that it is the consensus of the BOS to wait until the signs come in to do the ceremony. He asks Mr. Seaver to follow through with the signs and to keep the BOS updated. Shawn thanks Mr. Currier for bringing the project forward to the BOS.

Highway Garage Fire Alarm System Update: Kim is bringing this topic back to the BOS as requested. She states that she had a conversation with Doug Taylor, the Town's electrician, and that he would not take on the responsibility and liability of hardwiring anything into what is currently installed. Kim agrees and reiterates that there needs to be two (2) separate alarm systems because the fire alarm requires a separate panel. Shawn states he understands Mr. Taylor's concerns with liability issues.

Kim states she asked International Signal for a quote on a fire alarm system. She received a "soft" quote that could save the Town approximately \$1000 for the installation, but it would result in the Town having two (2) different alarm companies having to communicate in an emergency. Shawn expresses his concern with the logistics of this, noting that he prefers having one alarm company monitoring all of the Town's activity and that fractioning it out to two (2) companies is not a wise decision. He reminds the BOS that they are discussing a fixed, one-time cost for the installation of the fire alarm and that International Signal's quote for monitoring costs was higher than the Town is paying for its current vendor. Shawn states that he is comfortable moving forward with the quote from Pulsar and confirms that it is the consensus of the BOS to move forward with this quote from Pulsar for the installation of the fire alarm system at the Highway Dept. Garage. He asks Mr. Seaver, Ms. O'Connor, and Kim to work together on this project.

Snow Removal: Shawn opens the discussion by noting there are a lot of logistics involved and reminds the BOS that how this issue was addressed in the past is no longer happening. He explains that previously, a family provided snow removal services for the Town Hall and the Community Center as part of their family's dedication to community service. Unfortunately, Janet Denison and her family have since moved out of Town. A past facility person used to also provide this service. The other issue is that because the BOS has chosen to outsource some facility duties, there have been some "holes" in those services that now need to be addressed, including how to deal with snow during "snow events." He notes that safety must be first when coming into Town, but the BOS cannot have the Town staff be part of that process. Shawn states that the Town Hall does have a snow blower available and that the Highway Dept. does "an awesome job plowing the parking lot in front of the Town Hall and Safety Complex, ensuring that the fire trucks can get out." The issue is the small areas that people need to walk through are hazardous. Shawn notes it's not just shoveling, but also dealing with melting snow that then refreezes into ice. He states that all the Town's facilities have salt and/or ice melt available on-site and encourages Town employees to toss out a coffee can to help keep the walkways clear. Shawn states that he does expect everyone to pitch in to help with that issue. He reiterates that the bigger question is how to deal with snow removal during "snow events."

Shawn explains that the latest issue with snow removal was this past Saturday when, during the "snow event," the Supervisor of the Checklist had to go in (to Town Hall) to provide a mandatory last registration to vote before Election Day. Because this was an advertised, public notice event, she had to be there despite the snowstorm and there was scrambling to figure out how to keep the building open and safe. Shawn states that the BOS needs to address this issue and have a reasonable approach of how to carry it out moving forward.

Kim explains that she has received a quote from the Town's contracted landscaper Auger Property Maintenance. Shawn states that he believes this service is very costly. He explains that he understands that during snowstorms, the Highway Dept.'s focus is to clear the roads, but believes that the Highway Dept. and the contracted snow plowers could help. He suggests that periodically, Mr. Seaver could direct someone to address the walkways and steps at the Town Hall and Community Center.

Shawn also states that he would like to suggest a rule change for the Community Center on how to engage people who have rented the Community Center. He expresses his concern that if the Community Center is rented and a storm comes in, it is hit or miss if the Community Center will be cleared for that event. The rule change would allow the customer to continue with the event, or have their deposit returned with no impact. Shawn states that he does not support asking the Highway staff to pause plowing the roads to clear the Community Center for an event that may or may not happen and suggests opening up this issue for discussion.

Steve states that as long as he's notified of the time of the event, he's willing to plow the parking lot of the Community Center and is willing to shovel the steps. He explains that the ramp is a pain and he can't shovel it as far down as the lower lot. Steve reminds the BOS that when he is snowplowing, he is not doing so as a Town employee (of the Fire Dept.) but as a contracted snow plower with the Highway Dept. He suggests that if there is a "snow event" during the week Mon-Fri, 8:00 AM-4:00 PM, his per diem Fire Fighters would shovel the steps and ramp for the Community Center. He notes that they did this during last week's snowstorm. Steve also notes that the past facilities manager was 75 years old and would come in at 4:00 AM to clear the Town Hall steps and walkway. He is aware that the current custodian for the Town Hall and the Community Center has a full-time job (elsewhere) but believes that if he would get up earlier, he could at least do the Town Hall on his way to work. He notes that clearing the Community Center could wait until it was scheduled to be used. Steve expresses his concern that he does not want to see the Town using the landscaping company when there are already people in Town who could do this chore. Sheila asks to comment. Shawn states that he is going around the table for this discussion and asks her to wait.

Dennis questions the pricing structure of the quote he reviewed. He believes this is a super important issue. He states that his issue is that a majority of the Town's employees are women and it is not fair for them to arrive to work dressed professionally and then be expected to go out and shovel snow. He agrees the issue needs to be resolved and he is not averse to using a third-party vendor to ensure that every single time there is a storm, the steps are cleared and the Town is covered from the liability standpoint, but he just wants to understand the numbers in the quote better. Shawn explains the costs of snow removal depend on the amount of snow that must be shoveled. The more snow a storm brings, the higher the costs of removal. He notes this is also how snowplowing contracts work. Dennis questions how many times the contractor will come out to remove the snow during an extended storm.

Kim explains the quote was for services on an on-call basis, whenever the Town needed them, and that they would ensure that the Town Hall would be cleared and ready to open by 8:00 AM and clear the Community Center as needed. Shawn notes that the costs of snow removal at the Community Center was more than the rental fee and expresses concern about spending that money if the use of the Community by the renter was a hit or miss during a snowstorm. Dennis suggests that if the renter wanted to continue to hold their event, they could be charged a surcharge for snow removal.

Sheila states that she is opposed to having a third-party vendor contracted to do the snow removal for the Town Hall and the Community Center. She states it is a lot of money and that she believes this can be done by the Town's Depts. She expresses her concern that the back stairs of the Community Center do not get shoveled and that they need to be kept open for safety reasons. She is also concerned with the same issue with the stairs leading to the lower parking lot. Sheila states that she believes the custodian should be able to clear the steps and ramp on his way out in the morning and that the BOS should figure something out with the Police and Fire Depts. For snow removal during the day. Steve notes that the Community Center is not used much during the day on Monday through Friday. Sheila agrees. Steve notes that the priority is getting and keeping the Town Hall cleared. Sheila disagrees and states that the Community Center is also the Town's Emergency Center and it must be kept clear. There is an animated discussion. Shawn, Steve, and Dennis agree that the Community Center could be cleared (quickly) if it needed to be used in an emergency. Sheila reiterates her concern that the Community Center needs to always be accessible. She also reiterates her belief that the BOS does not need to hire a contractor to do this.

Sheila expresses her concern that if the plow drivers are asked to clear the Town Hall and Community Center, they are already so tired after hours of plowing that they may fall and get hurt. Dennis notes that she has said that she

doesn't want the Highway snow plowers to remove the snow from 4:00 AM to 8:00 AM, and she doesn't want to use a contracted service, so who is going to remove the snow? Sheila states that the custodians should. Dennis asks what is going to happen if the custodian refuses, noting it is not part of his job description. The BOS now needs to rewrite the job description to include shoveling. Dennis reiterates his question of what is Sheila's solution to the snow removal issue. Sheila reiterates that she doesn't want the Highway Dept. doing it and that during the day the Police and Fire Depts should do it. Sheila states that on Friday, during the Senior Coffee hour, she had to call Kim because she couldn't find the salt at the Community Center. Kim explains that she was home very sick with COVID and that there was salt in every single room at the Community Center. There is a discussion of the incident. Sheila states that as the Chair of the Community Center Committee, it is Kim's responsibility to respond to these issues.

Dottie also believes that the custodian should be the one doing the snow removal and that she doesn't want to pay \$95.00 to have someone come in and shovel. Shawn reminds Dottie and Sheila that the custodian is not at the Town Hall every day, he is only there two times a week. Kim explains that he is also not a "facilities manager." Shawn explains that the current custodian fits his part-time hours at the Town Hall around his full-time job (elsewhere) and may not be able to add on the additional duties and time for shoveling. Dottie states that when she was the director of the Library, if the custodian, who also had part-time hours, had to use some of those hours for snow removal, he simply cut back on the hours that he cleaned the Library. The Library staff keeps the library cleared during the day. Ms. Massoth, the current director of the Library confirms that this is also the current arrangement.

Stacy O'Connor explains that the contracted snowplow drivers are not covered under the Town's Workmen's Comp policy and that if they are pulled from their trucks to shovel, there is a whole other level of legal issues if someone gets hurt. She notes that taking time out to shovel the Town Hall and/or the Community Center also makes them get behind on their plow routes. Shawn agrees with her concern regarding the Workmen's Comp issue and suggests that perhaps the students working for the Cable Committee could provide snow removal services. Kim states that she did speak to Mr. Hantman (Chair of the Cable Committee), who pointed out that they would need to work around their school schedule and would have to depend on their parents to provide transportation for them.

Dennis reiterates his concern that this is an important issue that needs a consistent solution and that the Town employees need to be able to count on the snow being removed. He states that this is also important because it deals with people's safety. He notes that it is the job of the BOS because they are in charge of the Town's buildings. He states that with a contracted service, the BOS will know that the job is going to get done, on time, and that the Town is not chasing their tails from storm to storm.

Steve suggests the BOS looks into the salaries of the custodians for the Town Hall and the Community Center and consider hiring a facilities manager who would be responsible for custodial and light maintenance duties. Dennis agrees this is a good idea, but it doesn't address the immediate problem.

Mr. Seaver reminds the BOS that he explained that the Highway Dept. would not be able to provide shoveling services during his budget discussions in December.ⁱ He expresses his concern that he received an e-mail requesting the shoveling during the last storm when he was down three (3) trucks, and the backhoe was broken. He notes that he still got the Town Hall shoveled out. Shawn thanks him for doing that. Mr. Seaver states that he would have preferred a phone call during the day rather than an e-mail at 4:00 when he was trying to get home to get some sleep before the storm.

Mr. Seaver states that he has spoken with other Road Agents in surrounding towns and they have full-time grounds and building maintenance people who take care of everything, parking lots, stairs, and custodial services. He has received some sample job descriptions for this position. He notes that Kingston has two (2) full-time people under the Highway Dept., Plaistow has three (3), and Fremont and Sandown have a Highway Dept. employee who also cleans the town's buildings as well as works on the roads. Shawn confirms with Mr. Seaver that if he added this type of full-time employee, they would not be used for plowing. Mr. Seaver confirms this and notes that with a new Police Station, it would be another building that will need to be taken care of, so this new hire would be used strictly to maintain the Town's buildings. He explains that currently, he assigns Steve a short route and the Town's parking lots

and that he will continue to have Steve stay focused on that. Mr. Seaver also states that keeping the roads and the Fire Station cleared are his two (2) most important priorities.

Sheila expresses her concern that this seasonal issue only is during the winter and asks what this new employee would be doing the rest of the year. Mr. Seaver explains that they would be responsible for all the Town's grounds. They would be doing all the landscaping, mowing, trimming, etc. Shawn confirms that this employee would replace the current landscaping contract with Auger. Dennis confirms that the Town has essentially outsourced this role, while other towns have these services in-house under their Highway Depts. Mr. Seaver notes that the Town has grown, has lost volunteers, and needs to move on from those times. Dennis states the Town is spending money either way and feels that the BOS should add snow removal to the grounds maintenance contract. Mr. Seaver reminds the BOS that if they choose to add a grounds and buildings maintenance employee, they will also have the additional costs of purchasing the necessary equipment. Steve asks if this position would be part-time or full-time. Mr. Seaver confirms it would need to be a full-time position because there is a lot of work to do.

Shawn believes that for the rest of the season, the BOS will need to contract with Auger and pay their price for snow removal until further discussion. Steve disagrees noting that it is late in the season and there shouldn't be many more snowstorms. More discussion follows. Dennis suggests hiring Auger just to clear the snow from overnight storms and having the Fire Dept. keep the snow cleared during the day. Shawn suggests that perhaps the Town Hall could have a delayed opening of 9:00 AM on a Snow Day and give the Fire Dept a chance to clear the snow. Dennis agrees this is a good idea. Shawn reminds the BOS that depending on the Fire Dept to do the snow removal could be interrupted if they needed to respond to a call.

Shawn reiterates that the BOS needs a plan right now for the rest of the season. He apologizes to Mr. Seaver for putting him on the spot with the e-mail. He reiterates his suggestion that the BOS agrees to have Auger provide snow removal services for the overnight storms and have the Fire Dept. provide snow removal services during the daytime. Shawn asks the BOS how they would handle the issue of snow removal from Town Hall for the after-hours committee and board meetings. He expresses his concern about paying for snow removal for the meetings and then having them canceled. He suggests the BOS mandate that the Town Hall is closed for after-hour meetings on snow days and that these meetings be rescheduled. Dennis asks if the BOS could have Auger provide snow removal services for after-hour meetings that are mandated to take place by RSA or are on a strict time limit. He suggests that if a committee is canceling their scheduled meeting due to a snowstorm, they notify Kim no later than 2:00 PM. There is a discussion regarding who's responsible for posting the cancellation of meetings on the Town's website. Kim states that she believes she can negotiate with Auger for snow removal by need rather than have them scheduled to provide snow removal services for every storm. Steve asks if there is a minimum charge in the quote. Kim states there is not. She notes that she tried to get three (3) quotes, but the other two vendors she contacted were not available.

Mr. Seaver notes the issue is just so confusing that he suggests that he will find a way for the Highway Dept. to clear the Town Hall steps for the remainder of the season and then address the issue next year. Dennis disagrees and suggests that the BOS have Auger on an on-call basis to ensure that the shoveling issue is covered. He states that he doesn't believe the BOS is asking for a lot of shoveling between the two (2) buildings. Sheila reminds the BOS that at the Community Center the snow also needs to be removed from the back stairs of the building and the stairs going down to the lower parking lot, as well as the back stairs at the Town Hall. Dennis reminds the BOS that the Town is a business and this is part of its responsibility to cover itself and that the BOS can't assume that winter is over. Sheila asks to call the conversation. Shawn states that new information has been added to the discussion. Sheila motions to move forward with Mr. Seaver's suggestion that the Highway Dept. will do the snow removal for the rest of the season. Second by Dottie. Shawn opens the motion for discussion.

Ms. O'Connor states that the BOS needs to look at the issue legally if one of the snow plowers gets hurt, even just by getting out of the truck. She explains that this will impact the Town because now the Highway Dept. is down a snowplow driver and there will be a whole route with no plow truck. Kim reminds the BOS that it has been hard to get people to step up. Ms. O'Connor states she understands. Shawn agrees with the issues of Workmen's Comp and

liability that are there even for the Fire Fighters doing the shoveling. Ms. O'Connor reminds Shawn that when Steve is plowing, he is not doing it as a Town employee, but as a subcontractor for the Highway Dept.

Dottie confirms that Mr. Seaver, Andy Ward, Dan, and Spencer are Town employees for the Highway Dept. Ms. O'Connor explains that they drive the big plow trucks and are plowing the roads. Sheila states that it is Mr. Seaver's job to figure out how to do the snow shoveling. Ms. O'Connor agrees that Jim will do whatever it takes to get the job done. She expresses her concern that the subcontractors do not have Workmen's Comp insurance. Shawn states that if the Highway employees do the shoveling, the Workmen's Comp issue is addressed. Ms. O'Connor expresses her concern about asking the employees to shovel after 27+ hours of plowing.

Steve notes that there is a Police Officer on duty twenty-four (24) hours a day and states that if the Fire Dept. can shovel, why can't the Police Dept also shovel the Town Hall? Dennis explains that Steve has been very generous offering to have his staff shovel but he would never ask the Fire Dept. or the Police Dept. to do snow removal.

Shawn states that BOS needs to view the issue in two (2) parts. The first part is to finish the (current) winter season. The second part is to re-evaluate the issue and the possibility of having an in-house employee in the future. He calls the question on Sheila's motion. Vote is 3-yes (Sheila, Dottie, and Steve), 2- no (Shawn and Dennis), 0 abstentions. (3-2-0). The motion passes. Mr. Seaver will ensure the Highway Dept. provide snow removal for the Town Hall and Community Center for the rest of the season.

Shawn asks Mr. Seaver to get quotes for the necessary equipment so the BOS can evaluate the total costs of having in-house groundskeeping. Mr. Seaver states he will also get more samples of the job descriptions. Dennis confirms the BOS would be exchanging the expenses with in-house services and outsourcing.

Library Humidification Project (ARPA): Ann Massoth, Director of the Colby Memorial Library, addresses the BOS, reminding them that they had requested that she attempt to get three (3) quotes for this project. She explains that she was unable to find a third vendor to provide a quote and only has the two (2) quotes from her discussion last Fall.ⁱⁱ Ms. Massoth states that she would still prefer to go with the quote from MacKenzie as they are an established vendor for the Library and is familiar with the building's HVAC systems. Dottie motions to appoint MacKenzie to oversee the Colby Memorial Library's humidification project. Second by Sheila. There is further discussion.

Sheila confirms that this has been approved as an ARPA project. Shawn confirms that the earlier quote was for \$8737.32. Ms. Massoth notes that this was a 30-day quote, but believes that an updated quote should not be much different. Dennis asks for clarification of the quote. Shawn confirms that the quote of \$8737.32 is for the total costs of all three units. He reminds the BOS that they have already approved this project and that Ms. Massoth was presenting the project again only because she had been asked to try to get a third quote. The BOS will keep the two quotes received on file. Ms. Massoth reminds the BOS that the MacKenzie quote requests a 50% deposit when the contract is signed.

Dennis expresses concern that the second quote reflects the costs associated with the removal of the old humidification units and that these costs are not reflected in the MacKenzie quote. He is concerned there may be additional charges that have not been listed. Shawn suggests the BOS authorize him to sign the contract with MacKenzie and that Ms. Massoth will clarify this issue with the vendor. Dottie motions to approve the bid for \$8737.32 from MacKenzie to replace the humidification system for the Colby Memorial Library. Second by Sheila. Vote is unanimous (5-0). Ms. Massoth assures the BOS that she will notify them if there are any major changes to the quote.

III. Old/New Business

Minutes: The BOS review the draft minutes for the Thursday, February 16, 2023, BOS public meeting. There are no corrections or comments. Sheila motions to approve the minutes as written. Second by Steve. Vote is 4-yes, 0-no, 1-abstention (4-0-1). Dottie abstains due to her absence at that meeting.

Shawn reads the Town announcements listed below. He notes that the Rabies Clinic works well like a drive-through at the Safety Complex. Dottie notes that she and Sheila helped last year.

Recordsforce Document Scanning Project (ARPA): Shawn explains that the BOS failed to include the monthly maintenance costs for this software in the proposed FY23 Operating Budget. The costs are \$350 per month. They have received the first bill. He is asking the Board to approve paying the FY23 costs from the ARPA funds and to remember to budget for these costs accordingly in the FY24 budget. He is requesting that \$3500 be approved from the ARPA funds to pay for the remaining ten (10) months of the Recordsforce maintenance fees for FY23. Dottie makes the motion. Second by Steve. Vote is unanimous (5-0). Sheila asks Kim to provide her with a copy of the bill for her records.

New Police Station Building Committee: The BOS has received a letter from Mr. Bradbury, the Committee Chair, requesting the nomination of Noel Gordon to the New Police Station Building Committee. Mr. Bradbury explains that Ms. Gordon has agreed to volunteer to provide clerical and administrative duties and to assist with technology needs. Sheila motions to approve Noel Gordon's appointment to the New Police Station Building Committee, Second by Dottie. Vote is unanimous (5-0).

2022 Town Report: Shawn states that the 2022 Town Report has been completed and the process went very smoothly. He thanks Kim and Janet Denison, who assisted from "far, far, away in Utah." Shawn explains that the annual Town Report was a special project for Ms. Denison and that she always put a lot of TLC into it. The report has been posted on the Town's website (under the Board of Selectmen's tab.) The 2022 Town Report has been dedicated to John Burnett Jr. who bequeathed a 42.5-acre parcel of land to the Town to be kept as conservation land. A framed copy of the Town Report has been provided for his daughter Mary. Shawn asks that Dottie present this to her.

Shawn explains that in past years, various groups and people in Town would distribute the Town Reports. As that practice faded away the Town started mailing the Town Reports to the residents, but he too often saw these reports being thrown into the trash. A later Warrant article was approved to change the process to just have the Town Reports posted online to reduce the printing and mailing costs. Shawn emphasizes that the practice since then has always been to provide a printed copy of the Town Report free of charge to anyone who requested one. He expresses his concern that the same issue is happening with the current practice of mailing the Warrant articles and their explanations each year. He notes it cost \$500 to mail these and with the printing costs, the total costs exceeded \$1000. He suggests the BOS consider a Warrant article for the 2024 ballot to discontinue this practice with the Warrant article mailers and just put it online as they currently do with the Town Reports.

Sheila expresses her concern that many people in Town do not have computers and that many do not leave their homes. She believes that mailing this information is the only way to ensure that every household receives notice of what they are going to be voting for in the Town's elections. She states that she believes the residents/voters do use these mailers to make their voting decisions.

Dennis agrees with the idea of eliminating printing and mailing the Warrant article mailers but providing the option of people being able to request a printed copy. He believes it is more fiscally sound to cover the costs of providing those copies to the minority of the people who want them and can't get them online. Kim states that many towns now only offer these documents online. Shawn reiterates that he will be proposing this change via a Warrant article in 2024.

Eversource Access: Dottie states that she spoke with Kim last week regarding an issue with Eversource access. She explains that as she was going by Tuckertown Rd. she noticed that the gate was down and there was a sign noting that Eversource crews were working there. She is questioning why Eversource would be using Tuckertown Rd. for access when they have multiple other entrances, as well as who opened the access gate for them.

Dennis states that he saw the e-mail and that Eversource was using a third-party vendor to deploy drones for research. The company was not familiar with the area and stopped at Tuckertown Rd and that's how they got access.

Kim agrees. Dennis explains that this was more of a mistake. Shawn expresses his concern as to how Eversource and/or this vendor had a key to the gate. Dottie explains that her neighbor, who owns property on Tuckertown Rd., walked down and saw that these were actually Eversource trucks. The neighbor asked the crew if Eversource had received permission to use the road from the abutters and was told that it had done so. Dottie notes that her neighbor was never notified. Kim asks if Eversource has to notify abutters for this kind of access. Sheila states that Eversource is supposed to notify the BOS whenever they are working in Danville. Dennis notes that Tuckertown Rd. is a trail that is open to passage. Dottie clarifies that with the exception of emergency vehicles, trucks are not allowed.

Steve expresses his concern that Eversource just had this same kind of incident accessing through GH Carter and that the BOS had negotiated with them in good faith (about this issue). Shawn believes the BOS needs to bring Eversource back for re-education. Kim confirms the third-party vendor was TCS. Steve states that they could have launched their drones from GH Carter. Kim states that the response from TCS was that “they weren’t aware of the lay of the land.” She notes that she had a conversation with Eversource’s Danville representative and reminded them that Eversource should take care to notify the BOS when they are coming into Danville and to request permission if they are accessing the Town’s and/or residents’ property. Dennis reiterates his concern with how Eversource had a key to the access gate on Tuckertown Rd. There is a discussion of how Eversource may have gotten a key to open the access gate at Tuckertown Rd. Shawn states he believes that Eversource kept a copy of the universal key from an earlier project and used that. He expresses his anger at the continuing issues with Eversource’s practice of access through the Town’s properties without notice or permission.

Grant Letter: Dennis confirms that the BOS has signed a grant letter that he is sending to Rep. Chris Pappas requesting consideration for a grant from the Community Funding Program for the new Police Station.

Appreciation: Dennis states that was his first full year as a Selectman and he has learned a lot of things. He notes that this will be Steve Woitkun’s last BOS meeting as he is not running for re-election. He thanks Steve for his willingness to serve for the last three years, noting that he did not realize how big the job was until this past year and it’s not easy. Shawn agrees and reminds the BOS that Steve will continue to serve the Town as its Fire Chief.

Request for Non-Public: Shawn states that he will be requesting a Non-Public session after tonight’s public meeting under NH RSA 91-A 3:II (c). Dottie states that she will also be requesting a Non-Public session under NH RSA 91-A 3:II (a). Dottie motions to open the Non-Public sessions as requested. Second by Sheila. Roll call vote: Shawn-yes, Steve-yes, Sheila-yes, Dottie-yes, Dennis-yes. The Non-Public session begins at 8:16 PM.

Kim states that if the session under NH RSA 91-A 3:II (a) is regarding her, she would like the opportunity to bring this matter to the floor in a public meeting. ⁱⁱⁱ Dottie states that she wants to discuss this issue in a Non-Public session, stating that it is simply a question. Kim states that if it is a question is about her, she wants it asked in public and on camera. Shawn states that the BOS must honor Kim’s request to discuss this issue in a public session. Dottie cancels her request for this to be discussed in a Non-Public session. Sheila confirms, for the record, that Kim is asking for a public discussion of an issue that the BOS has with her. Kim states that she understands.

Dottie opens the discussion by stating that at the end of the year, Kim had submitted a timesheet for 137 hours that go back to 2021. These hours included hours that had been carried forward from FY2021. Dottie states that she does not understand how these hours were carried over from FY2021 to be paid in FY2022 and would like to see the form that Kim signed when she was hired that determined what employee group she was assigned to. Dottie states that she believes that Kim is in Group 2 but has submitted hours as a Group 3 employee.

Kim offers to retrieve her personnel file containing the paperwork. Shawn states that over the past years that Kim has served as the BOS’ Administrative Assistant, her position has evolved into a Group 3 due to the additional hours she has been assigned. Dottie disagrees. She states that when an employee is hired, they are assigned their group and that can’t be changed. Kim states that she never changed her group and that Dottie is questioning her integrity by stating that she had changed her group from one classification to another. Kim states that the only thing that was presented to her when she was hired was a job description for the position.

Dottie states that Patty Hess did the paperwork, not the BOS. Kim disagrees, stating that Ms. Hess did not do her paperwork and leaves to retrieve her personnel file. Shawn reminds Dottie that someone else had the BOS Administrative Position after Ms. Hess retired and before Kim's hiring and that Ms. Hess had stayed only a short time to train Kim. Shawn also states that Kim's job description has changed drastically as the Town's needs have changed. Dottie agrees the BOS needs to address that if the Administrative Assistant is doing more than what is stated in the job description. Shawn states that if that were the case, the BOS would be updating Kim's job description every week.

Shawn states that he told Kim on day #1, that he never knows what's coming through the door and how can you plan for that? You have to dynamically change as the needs of the Town change. Dottie agrees. Shawn states that the BOS can't be hardline. They can use the general guidelines. He notes that employees in Groups 2 and 3 are people who put in normal hours and go home. At the end of the year (Kim) is putting in extra hours because the BOS is deep into the budget season, the DRA forms are due and the staff is overtaxed. Shawn expresses his concern that despite this, (Dottie) is coming down, and demanding that Kim contact this person, do this, do that. Shawn states that he told Kim to tell Dottie to bring her requests to the BOS table to discuss and that it is ridiculous that Dottie bombards her almost every day. Dottie disagrees. Kim states that Sheila came into her office upset because she didn't have a key to the BOS office so she could sign the pay warrants and yelled at Kim's staff. There is an animated discussion of a recent contact that Sheila had with Kim when Kim was out sick.




Kim states that she was hired for eight (8) hours per day for four (4) days per week for a total of thirty-two (32) hours. Dottie states that she recalls that the conversation was that Kim was hired for 28-32 hours.

Dennis states that anytime an employee's job and/or role expands, specifically beyond the hours that a group defines, it is incumbent on the BOS to officially move that employee to another group. He notes that this is mainly just an administrative thing, but that there needs to be uniformity for all the Town's employees. Shawn states that he will take on this responsibility. He states that he sees the day-to-day and talks with Kim multiple times each week and sees the amount of time and dedication she has put into her work, that she has gone above and beyond, and how she has dealt with demands that Sheila and Dottie have requested. He notes that he would not blame Kim for saying that enough is enough. He notes that he has told Kim that when Sheila and Dottie are demanding this "stuff" from Kim, she is to have them go through him as he is the elected Chair for the BOS. Shawn reiterates the process must change.

Dottie reviews Kim's personnel file and notes the documents she was looking for are not there. Shawn reminds her that Kim was hired just two (2) years ago, so she (Dottie) was on the BOS at that time. Dottie reiterates her belief that Patty Hess did the hiring and paperwork. The document she is looking for states the pay rate, the hours to be worked, the group assignment, and benefits and that is not in Kim's file. Kim states that she was never presented with that document. Dottie states that she did not know that the paperwork was missing.

Kim states that this is not the first time that Dottie has taken a picture of her timesheet or the first time that she is accusing Kim's integrity. She refers to a previous Non-Public session where Dottie accused her of working too many hours. Dottie states that it is a bad opinion on the BOS if the past administrator did not have the proper paperwork completed and the responsibility is on the BOS. Shawn notes that Ms. Hess has been gone for three (3) years and can't defend herself on this issue. He states that he will take ownership of this and will see that the paperwork is completed. Shawn asks if the consensus of the BOS is that Kim is in Group 3. Dennis agrees noting that she clearly works more than thirty-two (32) hours per week. Shawn motions to classify Kim as a Group 3 employee. Second by Steve. Sheila asks where the additional money will come from in the budget. Shawn calls the question. Vote is 3-yes (Shawn, Steve, and Dennis). (3-?-?). Shawn states the motion has passed and Kim is now to be classified as a Group 3 employee. Dottie states the correct paperwork needs to be done. Shawn assures her that he will make sure this is completed.

IV. Town Announcements Calendar

-  **March 14- Tuesday:** Town Voting Day at the Community Center, 169 Main St., from 8:00 AM- 8:00 PM
-  **March 20- Monday:** Board of Selectmen's Meeting at the Town Hall at 7:00 PM
-  **April 8- Saturday:** Danville Rabies Clinic at the Kimball Safety Complex (back of the building)
10:00 AM-1:00 PM

As there are no further items to discuss, Shawn reiterates his request for a Non-Public session under NH 91-A 3:II (c). Steve motions to approve Shawn's request. Second by Dennis. Roll call vote: Shawn-yes, Steve-yes, Sheila-yes, Dottie-yes, Dennis-yes.

The public session of the BOS meeting ends at 8:29 PM.

Minutes derived by video provided on the Town of Danville website.

Respectfully Submitted
Deborah A. Christie

ⁱ **Snow Removal from Town Buildings:** Kim asks for clarification on how snow removal will be handled at the Community Center and the Town Hall. She explains that she went to the Community Center tonight and that nothing had been taken care of. Mr. Ward states that it was salted twice. Kim states that the ramp and the back stairs were not done. Mr. Seaver notes that there hadn't been enough time. Steve states that he thought the Community Center hired someone to shovel. Kim states that she believes the Highway Dept. does it. Mr. Seaver explains that he doesn't have "his guy" to do it this year. Mr. Ward explains that the Highway Dept. was taking care of that at 2:30 AM last winter. There is a discussion about how snow removal should be handled. Shawn explains that the previous Land Use Administrator had volunteered her son to do the snow removal for the Community Center as a community service project. He asks if the custodian can do the snow removal. Kim explains that he only cleans inside and is not a facilities manager. She notes that he usually shovels the entrance to the Community Center. Kim asks if the contracted drivers can do the snow removal. Mr. Seaver explains that the minute a contracted driver steps out of their truck, the Town needs to carry Workmen's Comp insurance on them. That is why he can only use Town employees for snow removal. He notes that is why Hampstead's contract pays Workmen's Comp because their contracted plow drivers have to get out of their trucks to load their sanders with town equipment. Town of Danville NH Board of Selectmen's Minutes. December 12, 2022. Pg.10. Online at www.townofdanville.org. March 6, 2023.

ⁱⁱ **Library Humidification Installation:** Ann Massoth, Director of the Colby Memorial Library and representing the Library Board of Trustees explains that they are proposing to use ARPA funds to replace and update the Library's humidification system. There are three (3) burners in the building that each have a humidifier built onto them, and during the annual inspection and service, all three have ceased working....Ms. Massoth notes that the quote from MacKenzie discusses how this prevents respiratory infection by minimizing the formation of bacteria, viruses, etc. She states that she feels that makes it a good fit for the ARPA funds.... Steve states that he had to have three (3) bids for his ARPA request for radios. Ms. Massoth explains that she has two (2) bids that are almost identical. She notes that the Library has worked with MacKenzie for many years and likes their work. Steve asks how her proposals fit into the ARPA guidelines. Ms. Massoth and Sheila explain that it would fall under air quality. Dennis agrees, noting the fact that humidity affects health. Dennis states that he's "not opposed to competitive bids, and the total of the project does not require it, but he would support a third bid.... Ms. Massoth notes there is a third company that Plaistow uses and she can get a third bid from them. She will complete the process, including getting building management quotes, and will bring the complete bundle back to the BOS. **Town of Danville NH Board of Selectmen's Minutes. October 31, 2022.** Pg 3. Online at www.townofdanville.org. March 6, 2023

ⁱⁱⁱ **State of New Hampshire. NH RSA TITLE VI-PUBLIC OFFICERS AND EMPLOYEES. CHAPTER 91-A-ACCESS TO GOVERNMENTAL RECORDS AND MEETINGS. Section 91-A:3 Nonpublic Sessions. –**

II. Only the following matters shall be considered or acted upon in nonpublic session: (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. Online at www.gencourt.state.nh.us/rsga/html. March 6, 2023.