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Town of Danville  
Board of Selectmen  
Monday, November 13, 2023  
7:00 pm

Meeting is Video-Recorded

**Selectmen present:** Shawn O’Neil, Chairman; Annemarie Inman, Vice Chair; Sheila Johannesen, Dennis Griffiths, (Joe Hester- excused absence).

**Others present:** Kimberly Burnham, Selectmen Administrator; Bud Post, Dorothea Post, James Seaver, Vanessa Boling, Rob Aliberti, Carsten Springer, Ann Massoth, Ed Lang, Eric Warner

Shawn called the meeting to order and opened 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**

Vanessa Boling of 7 Olde Road, referenced the truck repair shop at 12 Olde Road and that the Planning Board had required a row of bushes along the easement. After eighteen months the bushes are still not planted. She spoke with the Planning Board who told her to speak to the Selectmen. Shawn said a notice will be sent to the shop owners stating the plan requirements and asking for an estimate of when the work will be finished.

The build plans and construction costs for Doe Run Road were reviewed. The town engineer has inspected the road and certified that everything has been done according to the plans. Those comments were also reviewed by the Board members. Shawn mentioned that there have been other roads not completed correctly and are failing prematurely. With roads being designed for certain weight loads and longevity, it’s an unnecessary cost to the taxpayers to repair them. The Board and the town engineer have been more conscientious about taking core samples and more frequent inspections to ensure the road construction is done correctly.

Sheila made and Annemarie seconded a **motion to accept Doe Run Road, per the plan, and approved and recommended by the town engineer Dennis Quintal**. The motion **passed** unanimously.

Sheila made and Dennis seconded a **motion to release the bond**. The motion **passed** unanimously.

Dorothea said that they had Mr. Quintal at the construction site during every phase of development and that he was always available if they had any questions. She and Bud stated that Mr. Quintal is awesome and a benefit to the town. They said that James Seaver also came to the site whenever they requested his help and worked with them to ensure the quality of construction.

## II. Agenda

### **Open Sealed Bids for the 1988 Fire/Tanker Truck**

One bid was received which Shawn opened. The amount of the bid was \$4,567.89. As it was the only bid received, it was also the winning bid.

### **Community Center Firewall**

RMON had submitted a statement of work for this project. Dennis explained that he reviewed the proposal, saying it's a necessary project, the labor and pricing are good, but said he's seen the same level of service and product pricing. Dennis said he'll talk to the RMON about this and report back the Board.

### **Sale of International**

Shawn explained there is a piece of equipment that would have required a disposal cost, but someone was found who will pay \$1,000.00 for it and remove it from town property. The road agent has used all the parts he can from, leaving the value as scrap metal only. Sheila made and Dennis seconded a **motion to authorize Shawn as chairman to execute the title for sale of the 4900 Series International**. The motion **passed** unanimously.

### **Budget 4550 Library**

Ann explained the budget has been approved by the library trustees and the operating budget has only increased by \$122.00. There are some increases not under the control of the trustees, including the insurance increase and 5% COLA for salaries. It was explained that one of the employees has opted for the family plan health insurance.

Other line items were discussed. All the programs are paid out of the Community Services line, including the summer reading program, Old Home Days, and all arts and crafts. They are requesting an increase for Museum Passes as these have been popular with the patrons. They have passes for the Museum of Science in Boston, Seacoast Discovery Center in Rye, the Children's Museum of NH in Dover, and the McAuliffe-Shepard Discovery Center in Concord.

Several lines have no increase, including Database and Software Upgrades. Security cameras were purchased with the ARPA funds last year and there is an increase in the monitoring costs as previously discussed. IT support funds will go toward an upgraded website. This line also pays for the circulation program that is used by employees and by patrons at home.

Electricity is for Unitol and Tesla Energy. Ann stated the energy management system has yet to be installed. Dennis asked about the offset for the solar panels and Ann said it's different each month. She said she'll get the information, including a graph showing a trend.

Building maintenance is expected to go over budget this year as there have been some unexpected repairs. She said they will be writing a Warrant Article for their infrastructure improvements. Ann said there was water in the basement. Different experts have different opinions on what the issue could be, with varying prices for repair. They have hired a company to run a camera up the drain to see if it's compromised. They will be asking for guidance on writing the article. Estimates just to replace the carpet in the entire building are \$32,000.00. Just redoing the downstairs carpet has been considered, but it was noted the upstairs rug

is from 2004. Ann explained that the cost of moving all the books and shelves could be more expensive than replacing the carpet. The timing will be carefully considered also to avoid closing the library. Their downstairs carpet was wet for a month. A mold expert has determined there is not a mold problem, but the carpet has a large stain.

After a short discussion, Sheila made and Annemarie seconded a **motion to approve Budget 4550 Library in the amount of \$326,471.00**. The motion **passed** unanimously.

#### **Budget 4583 Patriotic Purposes**

Eric Warner explained that they are in a good spot and they're comfortable with level-funding this year. They are all set with flags. Sheila made and Annemarie seconded a **motion to approve Budget 4583 Patriotic Purposes for \$4,533.00**. The motion **passed** unanimously.

#### **Budget 4589 Recreation**

Recreation, represented by Vanessa Boling, is asking for an increase in next year's budget. They haven't asked for an increase since 2020. There were two boardgame/trivia nights at no cost to the town. They are asking for \$100 for a prize in conjunction with the trivia game. The amount for the 5<sup>th</sup> grade graduation is level-funded at this time since they are still waiting for proposals. The Kindergarten graduation line was increased. It was parent-funded in previous years, and they are asking for an increase to off-set the overall cost.

There was a short discussion about a winter sport outing. They are trying to find options for older youth. Lego club is for youth of all ages.

Vanessa said she's asking that the funds for the monthly senior coffee hour not come out of the revolving fund anymore. The only income that is put into the revolving fund is the annual craft fair, but the coffee hour is monthly. She said it's not easy to plan frequent events when funding is once a year. She further explained there was a cost to sign up for the town-wide yard sale, last year being the first event. The money brought in for sign-ups was exactly the cost for the signs, so they broke even on this event. This yard sale was not accounted for in this year's budget. When they try new events, they use the revolving fund to pay for it.

She explained they have a good deal with Acropolis pizza for the annual tree lighting event. Acropolis is honoring their current price of \$11 per pizza. The senior luncheon is based off 55 people in attendance. The total cost covers the caterer, decorations, etc.

Signs for the craft fair were purchased three years ago. They are generic signs without specific dates so they can be reused. The same will be done with the yard sale signs.

There was a discussion of the senior trip. Sandown paid for the bus last year, which was a flat rate for the whole bus, even though there were only 20 people from Sandown and Danville in attendance. It was agreed that we can't assume Sandown will cover the cost of the bus each time. It is hoped there will be two senior outings in 2024: one in spring and one in fall. The proposal is to pay \$350.00 for each bus trip.

In an effort to offer more teenage activities, a teen hang-out event is planned as well as a Dungeons and Dragons club. Vanessa explained that they no longer pay for a bus for the Old Home Day events. In 2022 they paid for a bus, but after dropping off a resident, the bus driver left and never returned, so they are not proposing to use a bus in 2024. Fireworks are expected to increase in price.

The total for just Old Home Days is \$15,035.00. The total for the entire budget as outlined is \$27,735.00 but they are only asking for \$21,500.00. Last year they asked for a 10% increase but didn't get it. They are still using the total budget as proposed three years ago and the cost of almost everything has increased. Dennis suggested speaking with local businesses about sponsoring events and signs. Signs can be made with a business logo.

Shawn made and Annemarie seconded a **motion to approve Budget 4589 Recreation in the amount of \$21,500.00**. Sheila said she's not going to vote on this. She said the tax bill is increasing and she doesn't believe parents will support many of these activities. Vanessa said it looks like a dramatic increase, however the \$500.00 proposed for a ski trip is not a lot of money for this type of activity. She said the committee has discussed a winter freeze-out in the town forest which would have no cost. This would require coordination with several committees in town.

In previous years the elderly and young children have been the focus of recreation activities, and Vanessa is trying to connect the entire community and offer events throughout the year for a broad range of ages and interests. They are trying new events, and they don't know what the town feedback will be if they don't try. Shawn said there are several residents who complain about the cost of fireworks for Old Home Days. That money could go toward other events. He said this is just a statement, not a final opinion.

Dennis asked about 50/50 raffles but was answered that this requires a supportive event. This type of raffle could work at Old Home Days or a craft fair, and they are planning to revamp how the craft fairs are conducted in 2024. She pointed out that their committee consists of three members, so they are very lacking in volunteers.

Shawn, Dennis, and Annemarie voted in favor of the motion. Sheila opposed the motion. The **motion passed**.

#### **Budget 4611 Conservation**

Ed explained the slight increase was for the 5% COLA for the recording secretary. This added to the FICA. There was an increase to account for the increase in the cost of gasoline.

Reviewing the October 5 Conservation Commission minutes, the Long Pond Association said they spent \$9,898.00 so far this year for the milfoil project out of the budgeted \$20,000.00. This is the first year of the two-year cycle. Ed said the Association is expecting to budget \$20,000.00 again this year although he has nothing formally stating this. Carsten said the Association should talk to the Selectmen regarding this.

Dennis asked about the milfoil and if we're seeing effective treatment. Ed said we are seeing an improvement, but there is now a problem with fanwort, another invasive species. They've switched to a biennial treatment plan and with no milfoil treatment this year, the fanwort may have flourished. Ed said

the spring will be the test as they treat again. Carsten explained that the milfoil treatment is not a Conservation Commission fund issue, but we are all working with the Long Pond Association to apply for grants. Shawn said he'd like to add \$20,000.00 to the budget to stay on top of the problem, leaving \$4,750.00 as the core of the Conservation budget. Carsten pointed out there is only one company that treats this.

Sheila made and Annemarie seconded a **motion to approve Budget 4611 Conservation in the amount of \$24,750.00**. The motion **passed** unanimously.

Carsten asked the Board to look at the expenditure line of this budget. He said there are some labeling issues that he'd like to address at a later date.

### **Budget 4611.09 Forestry**

Carsten said the Special Projects line is increased to \$3,500.00. This is the amount it was in 2022 for the work on Happy Hollow Road. The Forestry Committee had provided some help with the culvert project. He said if the town hadn't purchased the property to the south of Happy Hollow, there would be a much larger problem. The line was decreased for this year, but the proposal is to increase it to \$3,500.00 to allow some work on Tuckertown Road. Sheila pointed out that the Forestry Management Plan states that funds to use the road should come from the timber in the forest. Carsten said that's what they are doing. He explained that a horseshoe shaped line can be drawn around the forest as an access route to the timber, or a shorter, straight route can be drawn. He said the shorter route is Tuckertown Road and this route saves the town money. He told Sheila that the way she interpreted the numbers from the Forestry Management Plan was incorrect. Carsten explained that the plan is to establish a landing area, parking area for residents, and a staging area for the Road Agent. Shawn explained that this will allow access to landlocked timber in the parsonage lot which otherwise would not be harvested due to a lack of access. Carsten said there are other ideas for the use of the funds if the budget is passed by the town.

Dennis made and Annemarie seconded a **motion to approve Budget 4611.09 Forestry in the amount of \$4,250.00**. Shawn, Dennis, and Annemarie voted in the affirmative. Sheila opposed. The motion **passed**.

### **Budget 4290 Emergency Management**

Rob Aliberti and Garret Coscia explained the Emergency Management Plan is outdated. Rob had discussed with Don DeAngelis, the Epping Fire Chief, who said an outdated plan is an impediment to getting grants. Rob said it will require a lot of time to rewrite the plan so that it is current. There is a line in the budget that will allow for some compensation for the time spent. As a member of another fire department, he will be attending a 16-hour training course for ICS-300 soon. This is a benefit to Danville as the cost is coming from the other town's budget.

Rob also explained that the Epping Fire Department pays for many of the classes for their department members. The idea is that Garret may be able to attend some of the classes if Rob cannot.

Mileage reimbursement was discussed. Many of the in-person classes are in Concord. Only some of the training courses are on-line.

There was a short discussion of CivicReady and CivicPlus as two distinct tools. Dennis explained that CivicReady has the functions the Chief uses today, one of which is the automated informational messaging service. He said we're using other features of this program but we're not using the emergency notification service. After a short discussion, it was agreed to take out \$4,200.00 from the budget, the cost of CivicReady.

Shawn, speaking of CodeRed, gave the example of a propane fire and the ability to notify just those living within a certain radius. Dennis said this program does that also. He said this can be used by the Highway Department for similar notifications. Shawn said he'd support having both programs for a short period of time to ensure that the program has working features needed by the town. Dennis said that, by law, a resident has to have signed up for notifications; they cannot be signed up arbitrarily. Dennis said the database of resident names and numbers is owned by the town but is in CodeRed's possession and they do not want to share it. Shawn reiterated that he's supportive of having both programs for a period of time. Dennis suggested having both programs for an entire year, testing both programs simultaneously for different scenarios. Advertising and notices for CivicPlus will need to be sent to the public, to inform them that a system other than CodeRed will be used.

Sheila made and Annemarie seconded a **motion to approve Budget 4290 Emergency Management in the amount of \$10,882.00**. The motion **passed** unanimously.

#### **Minutes**

The minutes of November 13 were reviewed. Sheila said she has the emails to be attached to the minutes. Shawn said he has attachments also. Corrections were made to the minutes. Regarding returning the jar of applesauce offered to the Board members at that meeting, Sheila clarified that the Board of Selectmen should not be accepting gifts.

Sheila made and Dennis seconded a **motion to approve the November 13, 2023 public minutes as amended**. The motion **passed**.

#### **Signature File**

The title for the International was signed by Shawn. The Casella contract was signed. The cost structure for Auger was reviewed. Sheila made and Annemarie seconded a **motion to authorize the Chairman to sign the Auger contract**. The motion **passed** unanimously.

Someone was hired for snow removal for \$25.00 per hour, with a minimum of ten hours per week for the months of December through March. Kim will coordinate this to make sure this works. Auger will be the backup if he's not available. The rates for next years' medical plan through HealthTrust were reviewed. Sheila made and Annemarie seconded a **motion to authorize the Chairman to sign the HealthTrust contract 2024 rates**. The motion **passed** unanimously.

NH Coop documents were reviewed. There are only three lines for Selectmen signatures. This is for the replacement of two poles.

Two sump pumps have to be replaced in the Town Hall and the proposed bill was reviewed. Sheila made and Annemarie seconded a **motion to approve the replacement of two sump pumps in the amount of \$1,280.10**. The motion **passed** unanimously.

**Announcements/Other Business**

The next Board of Selectmen meeting will be held November 20 at 7pm in the Town Hall. The budgets to be discussed will be Personnel Administration and Executive.

Tree lighting and Senior Luncheon Saturday November 25<sup>th</sup>, beginning at 1pm.

Deborah Christie has retired as the Selectmen recording secretary. She was wished the best of luck in her retirement.

Annemarie clarified that we were paying for an Adobe license and PandaDoc and she had previously questioned why we had two different signing authorities. The issue has been resolved.

The meeting adjourned at 8:46pm.

Respectfully submitted,  
Janet Denison