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Town of Danville
Board of Selectmen
July 5, 2016
7:00 pm

Video-recorded

Selectmen Present: Chairman Shawn O'Neil, Judi Cogswell, Kimberly Farah, Sheila Johannesen

Excused absence: Vice-chair Chris Giordano

Others present: Patty Shogren-Administrator, William Dunkerley, Peter Lachapelle, 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. Delegate

William Dunkerley spoke before the Board about his home business, Dunk's Mushroom Products. His business is using home-grow kits to produce culinary mushrooms from a company's waste. Questions about his business were asked in order for the Board to grant his application for a home business. Dunk's Mushroom Products will not have customers, vendors or distributors come to the premises, no hazardous chemicals or materials will be used, no outside storage of equipment on homeowner premise will take place, no excessive noise, fumes or smells will be produced, no signage will be used (without a variance from Planning Board), and there is no commercial vehicle in use.

Selectman Cogswell made the motion, seconded by Selectman Farah, to approve the application; **motion passed.**

II. Signature File

Selectmen signed Vendor and Payroll Warrant 2016-13, 2015 Tax Abatement, the MS- 535, and two warrants for timber yield.

Selectman Farah made the motion, seconded by Selectman Johannesen, to accept the Purvis 2-year contract extension of \$2,000 per month; **motion passed.**

The purchase of terrorism insurance was discussed and it was decided to not carry this coverage. The fee for terrorism insurance is \$261 annually. Selectman Cogswell made the motion, seconded by Chairman O'Neil, to authorize the Chairman to sign policy disclosure notice of terrorism insurance coverage and to not accept the coverage; **motion passed.**

Selectman Johannesen made the motion, seconded by Selectman Farah, to allow Chairman O'Neil to sign umbrella liability coverage insurance documents; **motion passed.**

Selectman Farah made the motion, seconded by Selectman Johannesen, to appoint Chairman O'Neil to the Recreation Committee; **motion passed.**

III. Minutes

Selectman Farah made the motion, seconded by Selectman Johannesen, to approve the June 20th, 2016 public minutes as amended; **motion passed.**

IV. Old/New Business

Inspector SOP-

Selectman Farah stated that the new Inspector Standard Operating Procedure had gone out for review. The feedback from Ed Morrison, Building Inspector, was that it was unnecessary for the Board to be notified but there should be

someone who is informed of inspections. It was agreed upon by the Board that Janet would get involved if an inspection failed and needed to be re-inspected.

Selectman Farah made the motion, seconded by Selectman Cogswell, to adopt the SOP as amended; **motion passed.**

Employee Evaluation-

There was no feedback from department heads. The Board will proceed with the employee evaluation that was drafted and will distribute them to employees. Selectman Farah suggested that evaluations will happen every July to reflect on the goals that were made the previous year. For this first year, the employee goals will be due by September 1st. Since this will be the first year using the new evaluations form, the evaluation of the goals will be due on July 1st, 2017 giving each employee 10 months to work towards the goals they and their supervisor have made for themselves. On July 1st, 2017 the employee will create new goals, and one year later they will evaluate their progress on these goals.

The hope is to have all town employees use the same evaluation form including the Police and Fire Departments. However, because the Fire Department already has their own evaluation form, it is expected that they will provide the new evaluation in addition to the already existing evaluation form that may address specific department requirements, such as training, for their department.

Employee Manual-

Chairman O'Neil suggested that the clause "Paid back annually" under Personal days in the Benefits Matrix of the Employee Policies Manual be removed. The three personal days that are allowed will be under the "use it or lose it" policy.

Selectman Cogswell made the motion, seconded by Selectman Farah, to remove the clause "Paid back annually" under personal days in the Employee Policies Manual beginning January 1st, 2017; **motion passed 5-0.** The change will begin on January 1st, 2017.

Trash RFP-

The Public Hearing for the Pay as You Throw (PAYT) Trash Program will be held on July 18th, 2016. This RFP includes the PAYT program as well as the current way of trash disposal to explore the different options for trash and recycle removal to reduce costs.

Selectman Farah made the motion, seconded by Selectman Cogswell, to request the RFP go out to bid; **motion passed 5-0.**

Conditional Use Permits-

Consensus of the Board for the draft of the Conditional Use Permit is that it was all set to move forward.

Chairman O'Neil informed the Board about the work that was being done on the Conservation land on Back Road and the Town Forest with the Rockingham County inmates. They will be back to do more work in the future.

On July 18th, 2016 at 7:15pm the Public Hearing for the Pay as You Throw trash program as well as the Conditional Use Permit Fees will be held.

Selectman Farah asked that the letter to NHDOT concerning the right of way has been sent. She stated that Barry and Jay Summers - Comcast, connected to address issues in the Franchise agreement.

Selectman Farah and Patty Shogren have been working on the Trust funds and have been making progress.

At 8:27pm, Selectman Cogswell made the motion, seconded by Selectman Farah, to adjourn; **motion passed.**

Respectfully submitted,

Meghan O'Neil
Recorder- Board of Selectman