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Town of Danville  
Board of Selectmen  
September 12, 2016  
7:00pm

Video-Recorded

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

Others present: Janet Denison, Maureen Francis, Ed Morrison, Barry Hantman, George Manos, Ed Lang, Carston Springer, John Hughes

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 Session

Maureen Francis informed the Board about the lack of communication and information regarding the September 13<sup>th</sup> primary election. Senior citizens did not have adequate access to information because the notice on the sign in front of the Town Hall was not put up in a timely fashion. She requested to have more of a notice and through different mediums to inform all citizens.

She also pointed out that the sound quality of the recorded meetings picks up a lot of background noise. This is exacerbated when copies are made during the meeting.

Town moderator, Barry Hantman, informed the Board of the issues he had with setting up the polls in preparation for elections. The Selectmen are responsible for making sure that setup and breakdown occur. Barry said the booth lights and parking lot signs and cones still needed to be done. The BOS stated they would look into this and ensure it would not happen again.

Selectman Farah suggested that this be added to the agenda of the next meeting so a written plan can be prepared in preparation for the election in November.

II. Appointment of School Budget Committee Member

Two applicants, George Manos and Ed Lang, applied to fill the vacancy as one of the Danville representatives to the School Budget Committee. Chairman O'Neil asked if Mr. Lang had children in the school district, he does not. Selectman Farah asked if either applicant had researched the trend of the school budget from previous years. Mr. Lang had not looked into the history and Mr. Manos had been busy with other official business. Selectman Cogswell asked Mr. Lang about previous experience with numbers and budgets. Mr. Lang's job deals with ordering parts, and budgeting.

Selectman Farah made the motion, seconded by Vice-Chair Giordano, to appoint George Manos to the School Budget Committee; **motion passed**. Selectman Cogswell voted no.

III. Continuation of Public Hearing on Permit Fees

Ed Morrison, Town Building Inspector, reviewed the formula for how permit fees were calculated. It was based on the premise that square footage, renovations, and new constructions are part of the same category. The new formula is based off of the Town of Brentwood because it has a similar size to Danville. There was also more clarification about definitions of structures and buildings and what will require a permit.

Fines will be either \$100 or half of the permit fee, whichever is less, for projects started without a building permit. Vice-Chair Giordano said that there was and RSA that establishes fines for permits. The RSA reads that there is \$275 fine for the first offense and \$550 for each day after. Mr. Morrison informed Vice-Chair Giordano that the State Law covers all municipalities, but all municipalities are able to have their own work violation permit fees.

Vice-Chair Giordano made the motion, seconded by Selectman Johannesen, to adopt the fee schedule as presented; **motion passed.**

Referring to the additional checklist that Mr. Morrison provided, Selectman Farah suggested that the DPW be changed to Road Agent.

#### IV. Meeting Minutes

Selectman Farah made the motion, seconded by Vice-Chair Giordano, to approve the August 29<sup>th</sup>, 2016 minutes as amended; **motion passed.**

#### V. Signature File

Selectmen signed Warrant 2016-17 and Warrant 2016-FD#8. Selectmen signed a 1-year Comcast contract extension with the same terms as previously agreed upon.

#### VI. Old/New Business

Vice-Chair Giordano asked about the Cheney Lane Bond. He noted that there is still work that needs to be done and the Town Engineer is supposed to put together an RFP so it can go out to bid. He wondered if this information had been communicated to the Town Engineer. The Board should follow up with this.

Selectman Farah noticed that there was an invoice from Bruce Mayberry for the impact fee study. She questioned if we had received the study. Vice-Chair Giordano informed her that the Planning Board was reviewing the study and a copy will be sent to the Selectmen.

Selectman Farah reminded Board that the calculation for people who have a second trash can needs to be done, to figure out the new cost based on the new increase.

Selectman Farah asked about the letter that was supposed to be sent out to Rockrimmon Co-op. Janet informed her that the letter had been sent but there was no response.

Selectman Farah had reviewed the budget and the Trustee salary is already over budget. This may be an error, but would like this to be followed up and clarified.

The Board discussed the Selectmen who will be present for the September 13<sup>th</sup> polls. For the budget next year, cardboard voting booths will be budgeted to replace the curtains that are currently used. The Board discussed the re-tasking of setting up/ breaking down the polls.

Selectman Farah brought up the issue between the ACO and Police Chief last week. She suggested a debriefing be done to look at the lack of communication to prevent future miscommunication. She stated maybe someone from MRI could facilitate this discussion. Chairman O'Neil said that the jurisdiction was up to the Attorney General's office. Selectman Johannesen explained her side of the story. Police Officer Michelle Cooper walked into the meeting, to address Selectman Johannesen. She stated that Sheila was discussing details of the incident that are not public knowledge and the discussion needed to cease.

Selectman Farah underscored the need for communication between the ACO and the Police Chief.

Vice-Chair Giordano made the motion, seconded by Selectman Cogswell, to adjourn at 8:50pm; **motion passed.**

Respectfully submitted,  
Meghan O'Neil-Recorder