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Town of Danville  
Board of Selectmen  
August 14, 2017  
7:00pm

Selectmen Present: Chairman Shawn O'Neil, Vice-Chair Judi Cogswell, Sheila Johannesen, David Knight, Scott Borucki

Others present: Janet Denison, Bruce Caillouette, Beth Caillouette, Maureen Francis

Video-Recorded

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.

Public Hearing: Chairman O'Neil stated the public hearing was being held to accept funds from the state as a Highway Block Grant to be used for new projects for the town's infrastructure of roads. Cogswell made the motion, seconded by Johannesen, to open the public hearing for public for discussion; motion passed. There was no discussion or questions and Knight made the motion, seconded by Johannesen to close the public hearing; motion passed.

Cogswell made the motion, seconded by Johannesen, to accept the \$94,048.36 Highway Block Grant from the state; motion passed 5-0. Patty stated the funds were non-lapsing. Road Agent Bruce Caillouette updated the BOS on the status of the Kingston bridge project that affected Beach Plain Road and on the culvert repair on Long Pond Road that began today and was expected to be completed around September 8. Bruce stated he was in contact with the school busing system and arrangements have been made for the buses if the project is not completed before school starts.

#### I. Delegate Session

Janet Denison stated that the MS-1, due 9/1/17, required the finalization of town assessments and there were a few open items that needed the Board's review and decision. Janet discussed the failure of the Baptist Church to submit 501(c) documents to the town as required by the Department of Revenue (DRA) for the past two years. After numerous attempts and certified mail as well as phone messages from the Assessor to the Pastor, Janet stated she sent them a final letter stating that the failure to provide the required documents required her to remove the exempt status from the properties and they would owe approximately \$33,000 in taxes.

Janet stated that the church has since contacted her and they were completing the required documents. She noted to the Board that a parcel of land that was currently exempt did not meet the exemption requirements; a backland parcel consisting of 12 acres in Danville and 8 acres in Sandown (Sandown taxed this property) and asked the Board to remove the exempt status from the property. Following discussion, the Board instructed Janet to remove the exempt status of the property and notify the church to apply for current use before the 9/1/17 due date of the MS-1. Also in preparation for the MS-1, there are two veteran credits and two elderly exemptions that cannot be verified. The recipients have been contacted as part of the audit required by the DRA but have not responded to several letters from the town. The Board agreed to remove the tax credits from these properties. Administrative abatements can be done if the residents were not able to respond to the audit letters due to some misfortune.

In regard to the previously discussed properties with zoning violations, Janet stated one property had cleaned up their property but the second had not responded to mail or to certified letters sent although they did sign for the certified letters. Janet was instructed to send one more certified letter to the owner giving notification of court action and potential fines if there is no response.

Maureen Francis updated the Board on the status of the senior bus trip. She stated all seats were filled; 41 Danville residents, 14 out-of-towners. O'Neil reminded Maureen of the need of a roster with emergency contact info.

## II. Signature File / Minutes

Appointments: Cogswell made the motion, seconded by Knight, to appoint Justine Merced to Family Mediation, noting that the seat had been open for three-plus years; discussion followed. Johannesen questioned appointing a resident of Massachusetts to the seat. It was determined that Justine, a police officer who also ran the RADkids program at the school, was an employee, part of the community, and as a volunteer position was not required to be resident. Motion for approval was on the table and the motion passed 4-1, Johannesen voting no. The position expires in April 2020.

Knight made the motion, seconded by Johannesen, to appoint Walter Baird to ZBA; motion passed 5-0.

Cogswell made the motion, seconded by Johannesen, to appoint Roger Denison as an alternate to ZBA; motion passed 5-0.

Selectmen reviewed the memo and documents to be sent to Terra Realty from Janet and asked that Dennis Quintel's report be included and to note that the Town is aware that Terra has not yet applied for a permit.

Selectmen signed 4 tax payment plans, a veteran credit, Policy 1-1 TOC, 2017-16 payroll, vendor, and library payroll and the FD monthly payroll 2017-8.

Knight made the motion, seconded by Borucki, to accept the 5/31/17 minutes as presented; motion passed.

## III. Old / New Business

Johannesen made the motion, seconded by Cogswell, to approve the updated employee manual presented by Patty; motion passed.

Selectmen discussed the RFP for Granite Run and decided it was up to Janet and Bruce to determine the end date. Bids will be opened by the BOS. Knight commented that the residents in Granite Run needed to be notified prior to work beginning.

Johannesen stated the weeds around the buildings at 599 Main Street needed cut.

Knight made the motion, seconded by Cogswell, to adjourn at 8:16pm; **motion passed.**

Respectfully submitted,

Patricia Shogren, Town Administrator