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Town of Danville  
Board of Selectmen  
March 18, 2019  
7:00 PM

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Meeting is Video-Recorded, Jacob Current

Selectmen Present: Chairman Scott Borucki, Vice Chair Shawn O'Neil, Sheila Johannesen, David Knight, and David Cogswell (newly elected)

Others Present: Patricia Shogren, Town Administrator; Janet Denison, Land Use/Assessing; Chip Current, Planning Board, Thomas Donahue, His Dad and Scout Sponsor, Judi Cogswell

Scott 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. Eagle Scout Project**

Thomas Donahue presented his initial idea for his Eagle Scout project to the BOS. While passing around a sample picture of his idea, he explained that he would like to set up a collection box and fire pit for the proper disposal of American Flags. His Scout Sponsor explained the beneficiary of this project would be the American Legion, and they would be the organization that would take care of the flags at the completion of the project. Mr. Donahue's ideas include a collection box, fire pit, and several benches for the burning ceremony. He still needs to discuss the codes and safety issues with the Fire Department. He would also like some ideas of town land that may be available. Dave K. suggests that Mr. Donahue connect with the Fire Department and find out the safety requirements, scope out several locations and bring a completed proposal back to the BOS. Patty suggested that Town land around the Community Center might be a good location, as well as possibly near the existing memorial. Ms. Denison asked if Mr. Donahue had any idea of the size of the project. Shawn noted that he would like the collection box located somewhere there is already security infrastructure in place to prevent abuse of the collection box. Scott mentioned the box could perhaps be located near the Community Center. Dave also suggested that perhaps near the new Police Station or the Fire Department would also be a secure and appropriate collection and disposal location. Mr. Donahue has a year to complete this project and with this guidance from the BOS will now move forward with developing his idea.

### **II. Organization**

BOS Officers, Board and Committee Assignments: Shawn begins by stating he is happy with the job Scott is doing as BOS chair and motioned to nominate Scott to continue as Chair for the coming year. Seconded by Sheila. Vote is 4 yes. Scott abstained.

Scott notes that he is also pleased with the progress the BOS has made, noting the meeting have become calmer and more orderly. Scott nominates Shawn to continue as vice-chair. Seconded by Sheila. Vote is 4- yes. Shawn abstained.

Dave K. motioned to nominate Scott as the BOS representative on the Planning Board. Seconded by Sheila. Vote is 4 yes. Scott abstained.

Dave K. noted that he was not interested in continuing as the BOS representative to the Budget Committee. He nominates Shelia, seconded by David C. Sheila accepts the nomination. Vote is 4 yes. Sheila abstains.

Scott nominates Dave K. as the BOS representative on the Heritage Commission. Seconded by Sheila. Dave K. accepts the nomination. Vote is 4 yes. Dave K. abstains.

Dave K. notes there is no mandate for BOS representatives on the Conservation Commission or the ZBA. By consensus of the BOS, David C. agrees to attend the Conservation Commission meetings.

Dave K. would also like to keep the Police Station Committee in place to ensure continuation of the project. Dave K. requested permission from the other members to have a member of the BOS sit on that committee. Mr. Current saw no problem. David C. agreed to represent the BOS on the Police Station Committee. Judi Cogswell notes that she will also continue on that committee, though not in any town official capacity.

Dave K. asks that Chief Parsons and Bruce update the BOS on the building process. He is concerned that trees have already been cut. He feels strongly the Salt Shed and the Police Station building processes should be coordinated with the BOS, Planning Board, ZBA, and Conservation Commission. Mr. Current told the BOS that he has already spoken to Bruce regarding encumbering the funds approved this year and completing the actual building next year, noting the deadline for the EPA requirements is not until the end of 2020. This would allow the Salt Shed and Police Station be built together saving money on the site work. Dave K. noted this coordinated effort would also ensure the best use of the land. Mr. Current suggests having the site plans approved for both buildings with the Planning Board, Conservation and the Selectmen. Even though the Town is not required to follow those rules, review of the plans by those boards would ensure that all necessary requirements are met.

Dave K. also asks to add the process for bonding to be on the next meeting's agenda in anticipation of bonding the new Police Station. He feels the BOS needs to be educated in the timeline and process in an effort to have a warrant for the bond for the 2020 Town elections. Shawn notes this process requires multiple meetings and public hearings. Scott noted this is a very aggressive timeline. Dave K. suggested the parties involved could perhaps attend the first BOS meeting in April. Patty will notify Chip Current, Carsten Springer, Chief Parsons, and Bruce Caillouette of the request.

Dave K. asks that both Chief Parsons and Bruce know that the BOS is expecting NO activity to occur without first being previewed by the BOS. Whatever has already occurred needs to stop until it is reviewed by the BOS.

### **III. Bulk Pick-up**

Dave K. begins the discussion of the dates by suggesting the week after Mother's Day, to coincide with the same week in October (3rd week in May/ 3<sup>rd</sup> week in October). Scott suggests waiting until after the Recreation Dept. Yard Sale; however, that brings the dates into Memorial Day weekend. After further discussion, Patty suggests either April 27 or May 3 and Oct. 26. Janet needs to check with Casella to make sure those dates will work.

***(Addendum note: Casella has approved April 27 and Oct. 26 as the bulk pick-up dates.)***

Scott asks the BOS if they want to use the same system (i.e. forms must be filled out and returned to Town Hall). Dave K. reminded the BOS that Casella raised the issue of not knowing the addresses for many of the forms. He also notes this is a safety issue as well. After discussion, the consensus of the BOS is that all bulk pickup addresses MUST have a house number on the mailbox or on a clearly visible post in order for pick-up to occur. Casella will be instructed that if house numbers are not visible, they will not pick up at that address. This information will be added to the forms. Forms will be due back to Town Hall ten (10) days prior to the scheduled pickup so Casella can plan the trucks, routes, and man power necessary.

Scott would like to remind the Public the purpose of bulk pick-up is to remove those items that cannot fit in the Toters. This included mattresses, old furniture, etc. It DOES NOT include bundled scrap wood, construction debris, etc. He reminds all Danville residents they have access to the Raymond Transfer Station for disposing of those types of materials.

Janet reminds the BOS this is the last year of the Casella contract. They would like to renew for three (3) years if they are awarded another contract. Shawn notes the BOS needs to start the bidding process in time to put the new contract in next year's budget.

#### **IV. Old/New Business**

**Home Business Application:** The BOS has received a completed application for a horse boarding/retirement horse business at 43 Sandown Rd. Janet explains this property is approx. five (5) acres and has existing stables. The consensus of the BOS is this is an agricultural use and does not fall under the BOS purview for a home business. However, the owner will need to go through the building permit process for any new structures. Dave K. reminds Patty that the owner still needs to be notified the BOS determination the home business application is not necessary in this instance.

**New Police Cruiser:** Chief Parsons has asked the BOS to authorize the purchase of a new Police Cruiser. The cost is approximately \$40,000. The funds would be spent from the Police Detail revolving account that currently has \$44,487.32. Dave K. noted the very reasonable price. Scott noted this is special pricing from the fleet sales representative through the Plymouth County Commission contract. Sheila motioned to authorize the purchase of the Police cruiser not to exceed \$40,000. Seconded by David C. Vote is unanimous.

Shawn notes this will draw down the Police Detail revolving account and depending on how much is replenished through the summer, a warrant article may be needed in next year's budget to replenish that account.

**Minutes:** Dave K. motioned to accept the public minutes as presented. Seconded by Sheila. Vote is 4 yes. David C. abstained. Dave K. motioned to accept the non-public minutes as presented. Seconded by Sheila. Vote is 4 yes. David C. abstained.

Dave K. motioned the BOS to give permission to David C. to review previous non-public minutes from the past few months in order for him to have a complete understanding of the issues involved. Seconded by Sheila. Vote is 4 yes. David C. abstained.

**ACO equipment and access:** Sheila spoke to Brenda at Rockingham County Dispatch regarding the laptop and access to the software needed to file her reports and was told she needed permission from Chief Parsons. She emailed Chief Parsons and cc'd Brenda, but as of today had not received a reply. Sheila informed the BOS she then talked to Patty, and Chief Parsons had told her that she (Sheila) would need to do a background and fingerprint check to have access. He then wrote a letter to Rockingham County Dispatch stating the Danville Police Dept has nothing to do with the ACO; he does not oversee the ACO, that all ACO calls are to go directly to the ACO, and that all equipment requests must go through the BOS. Sheila noted that she did not sign off on her election to the position until today (Monday 3/18) because without access, she could not do her job.

Scott stated that if Sheila successfully completed the background checks, she should have access to the equipment and the software necessary to file her reports. Dave K. expressed concern if ACO calls would be handled pending the completion of the background check process. Scott noted the background checks should only take a week to 10 days. After discussion it was determined that Sheila could get calls from Rockingham Dispatch via cell phone and keep a hand log until she receives the computer and software access. Sheila also noted that she would need access to the ACO equipment (e: g: nets, leashes, jackets, etc.) as well as the password to access the Dog License List. Dave K. motioned that once Sheila has completed her background checks, the BOS authorizes the Town to issue the laptop to her and the Town Clerk will provide the password for the Dog License List. The BOS also authorizes the Police Department to release the ACO equipment to Sheila. Seconded by Shawn. Vote is unanimous. Scott notes the Town Clerk should forward and questions or concerns to the BOS.

David C. read the town announcements.

#### **V. Town Announcements.**

**Open Committee Seats:**

- ✚ Heritage Commission- 1 alternate position
- ✚ Planning Board- 2 alternate positions
- ✚ **NEW** Cable Committee- 3 seats

**Recreation Committee**

- ✚ Senior Coffee Hour: Friday March 29 at the Community Center 10:00AM. Seniors may also sign up for the Senior Trip
- ✚ Rabies Clinic: Saturday, April 6 at the Safety Building 10:00AM-1:00PM. Sponsored by the Danville Police Dept. and Danville Recreation Committee.
- ✚ Spring Craft and Vendor Fair: Saturday, April 13 at the Community Center from 9:00AM- 3:00PM  
If you are interested in reserving a space, contact [recreation@townofdanville.org](mailto:recreation@townofdanville.org)
- ✚ Mother's Day Pancake Breakfast: Saturday, May 4, at the Community Center from 8:00AM- 11:00AM.
- ✚ **Save the Date!** Senior Trip has been scheduled for Saturday, June 22 for Squam Lake. Cruise and Lunch included. Watch for further details in the near future!
- ✚ Recreation Committee will be forming a sub-committee for Old Home Day.  
If interested, please contact them at [Recreation@townofdanville.org](mailto:Recreation@townofdanville.org)

There being no further discussion. Shelia motioned to adjourn. Seconded by Dave K. Vote is unanimous  
Meeting is adjourned at 8:04 PM

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

Respectfully Submitted  
Deborah A. Christie