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Town of Danville
Board of Selectmen
October 21, 2019
7:00 PM

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Meeting is Video-Recorded

Selectmen Present: Scott Borucki, Chair; Shawn O'Neil, Vice Chair; Sheila Johannesen, David Knight, and David Cogswell
Others Present: Patty Shogren, Town Administrator; George Nelson, Sandown Rd Resident; Sgt. Roy, SoRock; Charlotte Scott, SoRock; Officer Justine Merced, Upper Room; Chris Tracy, Town Clerk; Donna Borucki, Recreation Committee; Sharon Woodside, Recreation Committee; Kathy Beattie, Recreation Committee; Brenda Whitehouse, Heritage Commission; Carol Baird, Heritage Commission; Wade Parsons, Police Chief; Judi Cogswell; Katelyn Ryan, Camera Operator

Scott called the meeting to order at 7:00 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. Delegates

Noise Ordinance Complaint: George Nelson approached the BOS requesting action on a noise complaint. He explains that he lives on Sandown Rd., a residential neighborhood. His neighbor two lots down has purchased a portable sawmill that he uses on the weekend. Mr. Nelson believes the noise from this sawmill violates the recently passed Noise Ordinance. He reads the second paragraph under Purpose:
"It shall be unlawful for any person to make, continue, or cause to be made or continue any excessive, unnecessarily loud noise or any noise, which annoys, disturbs, injures, or endangers the comfort, repose, health, peace or safety of others within the Town of Danville."

Mr. Nelson states the noise of this sawmill makes it impossible for him and his wife to be outside when it is running and the noise is so loud that it can be heard even in their house, forcing them to retreat to the back of the house. Scott asks if this is happening during quiet hours. Mr. Nelson's response is the ordinance is not confined to quiet hours. Scott explains the intent of the ordinance was to give the Police Dept. a tool for late night parties, not to prevent people from using equipment during the day. He notes that he has read the Police reports and agrees there is no violation. Mr. Nelson disagrees. David C. notes the key to the ordinance is the designated hours, referred to in the first paragraph. Mr. Nelson believes the issue can be resolved with a different type of sawmill. He tells the BOS he is seeking relief from this issue. Scott asks Chief Parsons if there had been any other complaints from other neighbors and there have been no other complaints. Scott also notes the neighbor had replaced the muffler on the sawmill in an attempt to lessen the noise impact. Mr. Nelson continues to quote the paragraph. Chief Parsons explains that Mr. Nelson is reading from the introduction and the specific prohibited acts are in the second half of the ordinance. Scott reinforces this explanation, noting it is the second portion of the ordinance that is enforceable.

Dave K. asks if Mr. Nelson would like the BOS to disallow chain saws. Mr. Nelson replies no. Dave K. notes he has read the three written reports that state the noise is no louder than a chain saw. He also points out this is occurring on private land, with homeowner grade equipment, and while he empathizes with Mr. Nelson, he feels the BOS is being asked to restrict the rights of property owners to use their own equipment on their own property, and that goes beyond what the ordinance intended. Mr. Nelson states he is the one who is unable to enjoy his own property. There is more animated discussion. Scott polls the BOS if they should take action against the resident. David C. states no. Dave K. does not feel the BOS can. Sheila agrees with Dave K. but feels the BOS should look at the ordinance. Shawn supports the resident's right to cut wood on his own property and to use his portable sawmill.

New Police Station Update: Chief Parsons provides the BOS with copies of the drawings he had received from Stone River. Dave K. asks if the Chief is happy with how the building committee is interacting and if they are meeting his needs. Chief Parsons states he is happy and they are making good progress, and he is very pleased with the participation involved. He notes there is still fine- tuning to be done, but he is happy with the floor plan and the concept of the outside of the building.

II. Budget Review

#4440- Welfare: Chris Tracy, Town Clerk introduces representatives for two new vendors who, with BOS approval, will be providing social services to Danville residents. Patty explains these organizations are supported by the Town to provide advocacy and social services to the Town.

- ***SoRock (Southern Rockingham County Coalition for Healthy Youth and Community):*** represented by Sgt. Roy, law enforcement representative and Chair of Coalition and Charlotte Scott, Coordinator. Sgt. Roy provides an overview of the program financials:
  - They serve eight communities
  - They have just finished a 10-year federal grant, but did not receive funding through the new grant. Those monies went to the Northern communities.
  - They have met with Senators Maggie Hassen and Chris Pappas and with Congresswoman Jeanne Shaheen and DFC (Drug Free Communities) asking for additional funding.
  - Charlotte Scott explains the packet to the BOS. She explains funding issues with the previous grants and the reorganization of the program. She notes that part of the funding issues with DFC grants is the premise that eventually funding needs will be supported by the participating towns. Ms. Scott emphasizes that community sustainability and investment is essential to the ability of the Coalition to continue to provide preventative services for mental health, substance misuse, and elderly services such as medication safety.

Dave K. asks if these services are provided mostly to Danville residents. Ms. Scott explains they have had a presence at most of the Town Days, provided Narcan training at the Community Center, and educational programs at Timberlane schools. She notes most of their programs are community-wide.

Dave K. asks how residents access services. Ms. Scott explains the Coalition is a partnership of service organizations working together. Ms. Scott works with these services to coordinate programs. It is not an agency that provides services; it informs and distributes services provided by member organizations. Ms. Tracy explains that she would refer clients to SoRock who would coordinate access to the appropriate agencies for education and services. Ms. Scott gave an example of the two "Parenting the Second time Around" programs presented at the Community Center. Ms. Scott reiterates that SoRock would coordinate additional programs as communities requested.

Shawn asks for the dollar amount lost from federal funding and confirms that SoRock serves eight (8) communities. Ms. Scott replies there are eight (8) towns utilizing their services and they lost $125,000 of federal funding. SoRock was going to each community they served to ask for funding based on the population of each town at $1.00 per person. Dave K. notes this still represents only one-half of their funding. Ms. Scott agrees and notes they will be operating on a shoestring budget.

Sgt. Roy notes it was SoRock that provided the permanent drug boxes in four of the communities they serve. She also points out the Opioid Crisis has revealed layers and layers of long-term family problems that communities will be dealing with for a long time. SoRock is there to ensure support services are available to help with these issues.

Scott confirms with Ms.Tracy that SoRock has been included in her budget. He also asks the BOS for any further questions. There are none and he thanks Sgt. Roy and Charlotte Scott for their presentation.

- Upper Room: Ms. Tracy introduces Officer Justine Merced to explain the vendor change for Diversion services to the Upper Room. Officer Merced explains that Danville had been using Family Mediation and Juvenile Services of Atkinson for their Court Diversion services.

- The program is no longer able to provide services to Danville families and Chief Parsons and she have resigned from the Board.
- The Upper Room in Derry has agreed to provide these services and have accepted the Town's offer of $4000 as payment for those services.
- She notes a MOU (memorandum of understanding) has been executed between Family Mediation and the Upper Room and that Upper Room has multiple programs, workshops and classes to provide services to Danville families.
- Family Mediation no longer has these services available.
- Scott confirms this is simply a vendor switch for the same services.

Sheila asks how soon the Upper Room could begin to provide services. Officer Merced states as soon as a need comes up, they will provide those services. Scott asks how the timing of switching services will take place. Ms. Tracy believes that Family Mediation has paid the Upper Room for services. Officer Merced completes the explanation that as part of the MOU, Family Mediation is paying the Upper Room to provide services to Danville.

Shawn confirms with Officer Merced that pending BOS approval of the vendor change, referrals for service will go directly to the Upper Room. Sheila confirms that services will remain if the budget does not pass. Scott and Patty explain the vendors are part of the operating budget and would be funded under a default budget if the proposed budget failed. Scott confirms the BOS needs to vote approval to change the vendor. Dave K. motions Scott's request to change vendors from Family Mediation/Juvenile Services to the Upper Room. Seconded by Sheila. Vote is unanimous.

Dave K. motions to add SoRock as a new vendor to the #4440 Welfare budget. Seconded by Sheila. Vote is unanimous.

#4440- Welfare: Ms.Tracy presents the #4440 Welfare budget for $66,037. She notes that Center for Life Management has not been funded in this year's budget. She explains that she has asked multiple times for information on services provided to Danville residents and has not received a response to any of those inquiries. She also noted she had informed Center for Life Management that without providing that information they would lose funding from the Town. Patty notes the only change is the pre-approved COLA increase. After further review of the budget, Shawn asks that due the increase in, and level of service to Danville residents, to increase funding for Meals on Wheels from $2200 to $2500. The consensus of the BOS is to increase this line as suggested noting the new budget is for $66,337. Shawn motions to approve #4440 Welfare for $66,337. Seconded by Dave K. Vote is unanimous.

- **#4440- Welfare approved for $66,337**

#4589.10- Recreation: Donna Borucki, Sharon Woodside, and Karen Beattie present the Recreation budget for $17,750. Ms. Borucki notes most of the increase is the result of now having to pay for buses for Old Home Days. Several other items also had small increases. Patty notes the bus cost for the 2019 Old Home Days was $1200. She reminds the BOS the Town was charged because the bus company is no longer using the Community Center for their trainings. Scott notes they still show up on the Calendar and confirms that is merely an error and they are not meeting there. Shawn motions to accept #4589.10 Recreation budget for $17,750. Seconded by David C. Vote is 4-yes. Scott abstained due to conflict of interest.

Ms. Woodside passed out an income/cost worksheet to the BOS. Scott confirms that Old Home Day expenses are covered should the BOS change waste companies. Sheila offers to provide an alternate vendor for the tent /table rentals that may save money. Ms. Woodside expresses her concern for the need of replacement for a door at the Community Center and a broken refrigerator. Patty notes these repairs would come from the general fund, not the Recreation budget. Ms. Beattie notes the Rec does not make money on its various events. Even the craft fairs provide only a small amount of income. Ms. Borucki explains the Committee is changing the Senior programs due to the very small turnout for the Senior trips. They will now be hosting two Senior Luncheons in place of those trips. Ms. Woodside notes this change was very popular when announced at the Senior Coffee. Ms. Borucki notes there were only 14 sign-ups for the trips, but 50 sign-ups for the Luncheon.

Dave K. confirms with Sheila, the BOS Budget rep, that she will represent the BOS position (on each budget) clearly to the Budget Committee.

- **#4589.10- Recreation approved for $17,750**

#4199.10 Heritage Commission: Brenda Whitehouse and Carol Baird present the Heritage Commission budget for $2,150. Ms. Whitehouse noted the increases were from the pre-approved COLA increase and $1.00 for stamps. Shawn motions to approve #4199.10 Heritage Commission budget for $2,150. Seconded by David C. Vote is unanimous.

- **#4199.100 – Heritage Commission approved for $2,150**

Dave K. asks the BOS to set up a date and time for a non-public meeting requested by the Heritage Commission relative to potential litigation and an ordinance issue. After some discussion regarding other non-public meetings already requested, Patty will schedule them and let everyone know.

Ms. Whitehouse informed the BOS the roof on the Stage Coach Stop needed to be cleaned and they were anticipating receiving a bid shortly. Dave K. explains that once they determine the need, the BOS can put it into next year's budget. Ms. Baird explained the roof is actually wooden shingles and because of surrounding trees, the shingles were growing moss. The danger is the moss can actually get into the shingles, destroying them. After some receiving some advice, it was determined the best way to address the issue is to use a roof cleaning solution and a brush. The building is small and they are anticipating it will not cost much to remedy the situation. Patty notes that if they get the price to her she will put it in the Facilities budget. Dave K. notes the vermin issue has been budgeted in the Heritage Commission budget. The consensus of the Heritage Commission was to leave those costs in their budget, as it is part of their regular maintenance for their buildings.

#4583.10- Patriotic Purposes: Patty presents this budget for $4,533. She notes this budget is level-funded. Shawn motions to approve #4583.10 Patriotic Purposes budget for $4,533. Seconded by David C. Vote is unanimous.

- **#4583.10- Patriotic Purposes approved for $4,533.**

#4619.99- Town Forest Management: Patty presents this budget for $1,110. She notes this budget is also level funded. Shawn motions to approve #4619.99 Town Forest Management budget for $1,110. Seconded by David C. Vote is unanimous.

- **#4619.99- Town Forest Management approved for $1,110**

III. Old/New Business

Tax Rate Breakdown: Scott thanks Shawn for working with Patty on completing this form. Shawn notes the Dept. of Revenue changed their program allowing only one administrator to access the information, and the system defaulted to Patty as the administrator. This resulted in some phone tag and a short delay completing the form. Dave K. confirms the town did not use "unexpected income" in the calculations as previously discussed. Dave K. motions to allow Shawn and Patty to adjust the DRA form to ensure a $5.03 tax rate for the municipality based on turning back money to the Revenue fund and an overlay of $14,700. There is discussion of the definition of "overlay," noting it is actually a reserve fund for abatements, etc. Scott notes the correct amount is $14,529. Dave K. accepts that amount as a friendly amendment. Seconded by Sheila. Vote is unanimous.

Dave K. again thanks Shawn for using his expertise to handle this issue. Shawn notes that everyone on the various Boards worked hard to get their reports filed in a timely manner to ensure that tax bills could be mailed by November 1 with a due date of December 1. He reminds the BOS of past years when delays caused the tax bills to be due at the end of December during the Holiday season. He read the following breakdown of the tax rate:

- Local Education- $19.76
- State Education - $ 2.23
- County- $ 1.04
- Municipality- $ 5.03

Total tax rate: $28.06

It is noted the Town tax rate decreased by $1.00. Scott notes the overall rate increased by only .12 and the Town was very generous in approving the warrants for this year. Patty notes that in conversations with Janet, there has been an increase in deed transfers and sales.

Abatement Request: This item was previously tabled in order to get a legal opinion on the issue. It is sent around for signature based on that opinion.

Healthcare Contract: Patty presents the contract to the BOS for review of services and costs. She notes she had explored other vendors; however, there was no cost advantage to changing at this time. She explains that Healthcare handles all the billing and service provisions as well as providing excellent coverage. Dave K. motions to allow the Chair to sign the insurance contract as presented. Seconded by Sheila. Vote is unanimous.

Homeland Security, Emergency Management, Local Hazardous Mitigation Plan: Shawn notes this plan has to be updated every five (5) years and the current plan will expire this year. The project will cost $10,000. There is a grant available for $7,500, and the Town must provide matching funds of $2,500. This update will bring the plan into compliance. Shawn will be working with a consultant from Civil Defense. Dave K. suggests encumbering Emergency Management funds for the costs incurred. Patty reminds the BOS there is $8500 in that line and it will be funded with that same amount for FY2020. Shawn motions the following as provided:
"The Select Board, in a majority vote, accepted the terms of the Pre-Disaster Mitigation Grant program as presented in the amount of $7,500.00 to update the Town of Danville Local Hazard Mitigation Plan. Furthermore, the Board acknowledges that the total cost of this project will be $10,000.00, in which the town will be responsible for 25% match $2,500.00" Motion is seconded by Sheila. Vote is unanimous.

Scott motions to authorize the Vice-Chair to sign all documents related to the grant. Seconded by Sheila. Vote is unanimous. ***"BOS Vice-Chair Shawn O'Neil is authorized to sign all documents related to the grant."***
Dave K. asks who is responsible for the required reports. Shawn states that he believes those will be completed by the State.

Municipal Resources Software: Patty asks the BOS if they have any specific questions regarding this new software, or if they would like to have a representative attend the next BOS meeting prior to discussion of the contract. If so, she asks that they let her know so she can forward that information to the representative. Patty notes this is good software, easy to use, and will really save time.

Minutes: The BOS reviews the minutes from the October 7, 2019 meeting. There are additions, corrections and several typos noted.

- Line #9- Peter Lachapelle from Waste Management needs to be added to the Attendance list.
- Line #16- Mr. Springer's name is corrected
- Line #33- Dave K. believes the minutes should read that *two Danville firefighters would go out to Ohio for the final inspection and the truck would be delivered to the dealer in Claremont*.
- Line #39- Bob Sharp is the name of the Fire Ward in attendance
- Line #47- Gary Drive is Jerry Drive
- Line #82- The disposal fee is $113 per ton
- Line #107- should add that Casella has a 4% annual increase
- Line #200- "knocked" should be "noted"
- Line #216- "car" should be "care"
- Line #253- "louse" should by "lousy"
- Line #254- should read "price of umbrella policy "from" a previous meeting
- Line #333- "ling" should be "line"
- Global Change- Adam Charters should be Adam Charter (no "s")

Sheila motions to accept the minutes of October 7, 2019 as corrected. Seconded by Dave K. Vote is unanimous.

Umbrella Insurance: Dave K. notes that he would have liked Mr.Caillouette to be at the meeting for this discussion. He suggests holding off on this discussion until Mr. Caillouette presents his budget on Nov. 18. Scott

suggests leaving this item on the agenda and if Mr. Caillouette attends a meeting prior to presenting his budget, the BOS will discuss it at that time.

Master Plan Update: Dave K. asks Scott if the Planning Board had updated the Master Plan with all the capital improvement projects. Scott responds that he is not sure if the Planning Board was going to offer any changes. Patty notes she really wanted the Town Hall parking lot included in the updated CIP. Dave explains the CIP is for projects 3-5+ years out as a way of putting money away annually to fund those projects when they come due. Scott notes he supports putting the Town Hall parking lot in the budget as a warrant article. Dave K. suggests projecting $150,000 a year in the CIP for the next ten (10) years potentially for a new Police Station. He recommends putting the Police Station in the CIP based on two recent court rulings that used the Master Plan as a basis for the judgments. There is discussion if Town approval would be needed for CIP updates to the Master Plan. This will need to be looked into. Dave K. also suggests planning for the future of the Town Hall building, noting the Town should also be saving for that project. He urges the BOS to project plans for facility needs into the CIP updates.

There is discussion regarding the Planning Board meeting on Thursday. Scott does not believe he can make it to the meeting on time and is looking for a BOS representative, especially as the Planning Board is having issues getting a quorum. Dave K. is surprised that appointed alternates do not attend the meetings, noting they need to attend to keep up with the issues. He notes that future alternate applicants will be questioned on their willingness to participate in the meetings.

Dave K. receives a consensus from the BOS to follow up with the Planning Board and update the CIP page with $150,000 for ten (10) years for a new Police Station.

New Meeting Space: Patty asks Scott if, with the new technology updates to the Community Center, the BOS meetings could move there. She notes those working at the Town Hall are desperate for additional space and could reconfigure the current meeting space to make more workspace. Scott voiced his uncertainty if that change could work and there is discussion regarding how many groups are currently already meeting at the Community Center as well as being able to book events there. David C. suggests the installation of a folding wall creating a smaller BOS meeting room. This could help create an additional meeting room or more work space, yet allow the option of a larger space should a meeting bring out a large public audience.

Heritage Commission Update: Dave K. informs the BOS that the entire Hawke inventory has been moved to the second floor of the Town Hall. He also notes that he has made use of a table and several chairs on the second floor, as well as chairs found in the Little Red Schoolhouse to create a work area for the Commission.

Patty asks that the BOS be prepared to discuss the Municipal Resources Software at next week's meeting.

Scott reads the Town Announcements listed below.

IV. Town Announcements

Open Committee Seats:

- Heritage Commission- 1 open position and 2 alternate position
- Budget Committee- 3 open positions
- Forestry- 1 open position

Recreation Committee

- Holiday Craft and Vendor Fair will be held Sunday, Dec. 8 from 9:00AM-3:00PM

There being no further items to discuss. David C. motions to adjourn. Seconded by Shawn. Vote is unanimous. Meeting is adjourned at 8:50PM

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

Respectfully Submitted
Deborah A. Christie