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Town of Danville
Board of Selectmen
May 4, 2020
7:00 PM

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Meeting is Video-Recorded

Selectmen Present: Shawn O'Neil, Chair; Steve Woitkun, Vice Chair; Sheila Johannesen, David Cogswell, and Dottie Billbrough

Others Present: Charles Brasil, Erica Brasil, Bruce Caillouette, Highway Dept., Judi Cogswell, Andrew Burke

Shawn called the meeting to order at 7:00PM 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

Property Question: Danville resident Andrew Burke inquires into a piece of property that Danville repossessed a couple of years ago. He notes the property is approximately 23 acres of mostly swamp, and is not buildable. He expresses interest in purchasing the property for personal hunting and conservation. Shawn tells the BOS that Mr. Brasil had brought this request to his attention and he had suggested that he (Mr. Brasil) present his request to the BOS. Mr. Brasil notes that he is a Danville homeowner. Sheila states she would like more information from the American Legion. Mr. Brasil provides the property ID as 4-206. Shawn notes he will put further discussion of this issue on the May 18 agenda and asks the members of the BOS to do their research for that discussion.

II. Old/New Business

Memorial Day Parade: Shawn opens discussion by noting he was waiting for guidance from the Governor, noting the new stay-at-home order extended until the end of the month. Shawn begins to explain his perspective that the parade is outside, at the end of the month, and notes the length of the lock-down. Sheila interjects that April had spoken with John Faro of the American Legion and he was suggesting cancelling the parade. Shawn confirms this information with Sheila, noting that he had spoken with Chief Parsons and that the issue was still undecided because some of the usual vendors did not want to participate. Shawn notes that Chief Parsons had thought they wanted to do some kind of ceremony at the Legion. Shawn reminds the BOS they will need to approve whatever form the parade/ceremony will take. Sheila explains that John Faro wants to do a ceremony "at the location down there". Shawn again confirms the information that the parade is out, but the Legion wants to do the ceremony at the usual time and place.

David expresses his strong opinion that he finds it ironic that the holiday to honor the men that have died to defend the Constitution can be postponed or downsized for this pandemic. He notes the parade is outside, people can social distance, and if people are afraid of going to the parade, they can stay at home. He states, "he will march down Main St. with an American Flag singing "God Bless America" by himself if he has to, but he will not denigrate that holiday or memorial for any reason whatsoever." Steve concurs with Dave.

Sheila notes that April had also said that she spoke with Mr. Hantman and that he was willing to televise the ceremony. Shawn notes that should be part of the parade's normal process anyways now that the Town has the manpower and capabilities to do so. Shawn asks if the BOS is in support of the ceremony. Dottie notes that she supports the ceremony only. David asks her why just the ceremony. Shawn notes he supports the parade in its entirety, but the issue is that they cannot force the vendors to participate in the parade. David states that if the American Legion does not want to do the parade, to find people who do want to do it. He suggests antique cars. He continues that he feels the whole thing is outside, people can stand 6' apart and wear masks, etc., but does not

believe they should not have a parade because of the pandemic. Sheila suggests postponing the parade. David objects, stating this is a holiday that honors people who have died to protect this country. He states this is not a frivolous holiday it is a solemn holiday. Shawn notes he agrees, but if the Legion is not going to organize the parade, unless someone on the BOS is willing to do it, it will not happen. He recognizes that some people will not participate, and expresses his hope that the video could offer that part of the ceremony to those who could not be there.

Shawn recognizes Mr. Brasil who expresses his opinion that he feels there have been enough cancellations, they cannot even go to church, hug our parents, and feels this is one holiday where people could be outside with their families. He also notes that he cannot imagine postponing such a day. He offers to add antique cars, noting he had organized the parade held in Town earlier in the Spring for the kids and families. He reiterates that he feels it is not right to postpone the parade because of the virus as it is outside.

Steve suggests the BOS support the Legion, and notes that if they want to do a parade that he, as the Fire Chief, would have the Fire Dept. participating. He notes the Fire Dept. is on the front lines and feels that any members of the Fire Dept. would be glad to participate in a parade. Shawn notes that if anyone wanted to organize a parade, he would personally support it. He expresses his hope that Sheila and Dottie would support that as well. Shawn notes that he does understand the predicament the Legion is in, noting that many members are in the upper ages that make them particularly vulnerable to COVID-19. He is not aware of how their decision was ultimately made. Shawn concludes the BOS supports the ceremony and if citizens can organize a parade will support that as well. He agrees with the somberness of the true ceremony, noting it puts hope in people's lives.

Erica Brasil notes that a ceremony would require people to be closer than an actual parade. There is discussion among those present how a parade could be organized, including suggestions of antique cars and kids on bikes. Shawn suggests contacting the High School Seniors. Mr. Brasil states he will do his part to help organize a parade. Shawn asks Steve to coordinate this effort. Steve notes he will support the Legion. Judi Cogswell suggests that Mr. Brasil contact John Faro at the Legion as he may be thinking no one was interested in a parade. David suggests getting a list of contact numbers. Mrs. Cogswell notes that she will also contact Chief Parsons. Mr. Brasil asks regarding the logistics of parking 40-50 antique cars for the ceremony. He notes that at the earlier parade, Chief Parsons had firmly requested that everyone stay in their cars. Shawn suggests people could park at the Community Center, noting there is a PA system there. He also suggests they could park in the ball field and still hear the ceremony from their cars. Shawn closes the discussion.

Highway Dept/ Salt Shed: Bruce Caillouette requests a signature from the BOS in order to get plastic bags. The BOS gives Shawn authority to sign the form. Mr. Caillouette re-presents the vendors and plans for the Salt Shed for new members of the BOS. He reviews several of the vendors. ATS builds high-arc wooden sheds. They sell just the plans; the Town would need to contract a builder for the shed. Iron Horse/Calhoun, Clarsband, and Wheeler provide vinyl roof salt sheds. Mr. Caillouette spoke to the representative at Calhoun regarding substituting a metal roof for the vinyl and they did not think that would work. He explains the vinyl roofed sheds are a full wooden structure. Wheeler also only provides the plans. He also notes there is not as much warranty on the Wheeler product. Mr. Caillouette explains there are light-duty and heavy-duty vinyl. The standard (light-duty) has a 15-year warranty and lasts 15-20 years. The heavy-duty vinyl has a 20-25 year warranty and lasts about 25 years. The cost to replace the vinyl roofs is about the same as a regular shingled roof. The sheds take about two days to assemble. Mr. Caillouette notes that an 80x60 building is constructed differently so that panels of the vinyl roof can be replaced rather than having to replace the entire roof.

Mr. Caillouette reminds the BOS the prices reflect last years' costs. Iron Horse/Calhoun is a local company and supplies everything, the concrete blocks, plywood, etc. That is the company that installed Hampstead's Salt Shed. Clarsband is a national company that would send the plans to a local concrete manufacturer. Mr. Caillouette explains that once he has the site cleared, he would need someone to come in and prepare the site for the shed construction. He notes he would like to use the gravel from the Town pit under the power lines as fill. Shawn asks how much gravel will be needed. Mr. Caillouette estimates approximately 500 yards of fill, about 20-25 truckloads. Steve asks what Hampstead paid for their salt shed. Mr. Caillouette could not remember, and noted

that their shed is smaller than what he is requesting. He notes he would like an 80x60 or a 60x80 whatever will fit best on the site. Last years' estimate was for \$191,000 for the complete installation once the site preparation is completed. Steve asks if the company paves the site. The site would have to be paved separately. Shawn confirms with Mr. Caillouette that the paving would be an additional expense to the project. Mr. Caillouette explains the company would check the site to ensure it is prepped, compacted and pitched correctly before constructing the shed.

David clarifies the BOS would need to determine the style of the salt shed before going to the vendors for pricing. Mr. Caillouette explains that only two of the vendors are comparable- Iron Horse/Calhoun and Clarsband. He quickly reviews several other vendors and explains to the BOS why he feels their products were not appropriate for this project, particularly due to either construction materials or the expense. He notes the ideal building is not economically feasible for the Town. Shawn asks Mr. Caillouette regarding the use of metal-domed roofs, noting he has seen them displayed at various fairs. Mr. Caillouette notes he has not seen these in use as salt sheds.

Steve notes that he likes the construction in the Iron Horse/Calhoun plan that was used in Hampstead. Mr. Caillouette reminds the BOS that everything has to be in the shed- salt and sand, noting that sand has to be under cover. He notes he will put a Request for Proposal (RFP) together for the BOS to review and approve. He would like a shed that is 80x60. Sheila notes that Hampstead just stores salt in their shed. Mr. Caillouette responds that he does not know how Hampstead handles their materials. He reminds the BOS that both salt and sand have to be covered, and explains that covering the sand with a tarp does not work. It freezes, there is a lot of waste, and it is cast aside and contaminated with rocks. Shawn agrees the EPA rule is for salt. Mr. Caillouette notes he mixes salt into the sand to prevent it from freezing, but it still has to be covered. He gives an example of the EPA requiring the loam piles be hydro-seeded during road construction to prevent the dust from blowing.

Steve asks if the materials storage would be separated. Mr. Caillouette confirms all the sections will be separated by concrete blocks. He notes the roof arch needs to be at least 40' high so the snow will slide off. He notes that he is not concerned with being able to dump deliveries inside. Shawn asks how much money is in the Salt Shed capital reserve account. Mr. Caillouette notes it is approximately \$295,000. Shawn notes this has to cover all the materials, prep work, and paving. Steve suggests that Mr. Caillouette get a price on the Iron Horse/Calhoun building with the heavy-duty vinyl roof. Sheila reminds him that the project has to go out to bid. Steve asks how many vendors are there for this project. Mr. Caillouette explains he will put the whole project out and any interested vendors can respond. The BOS can then pick from those companies. David notes the importance of the specifics such as size, pitch of roof, construction materials, etc. Shawn notes the BOS will need to review and approve the RFP. Mr. Caillouette will put together two RFP's, one for the site work and paving and one for the actual construction of the building. Sheila asks why they have to be separate RFP's. Mr. Caillouette explains that the companies that do the buildings do not do the site work.

NHDOT Truck Surplus: Mr. Caillouette tells the BOS that he and Mark went and checked out approximately twenty (20) trucks the NHDOT was going to put up for auction. He explains that in previous years Towns had the opportunity to purchase these vehicles before they went to auction, but this year that has changed and Towns now need to bid on the trucks at auction. This year's auction has been postponed due to COVID-19. Mr. Caillouette notes he is interested in three trucks. Two are 6-wheeler dump trucks that are all set up as plow trucks. He notes these are the older of the trucks but are actually in better condition. The third truck is a 2011 GMC 2-wheeler old State Patrol truck that he would use instead of his own personal pick-up. Mr. Caillouette explains that he asked about possibly relaxing the bid requirements for the trucks, noting the Town would be willing to pay a bit extra, fair market value, to reserve the trucks, but has not heard back yet. He believes the Town could get all three trucks for about \$25,000. The only work that would be needed would be to swap out the sander mechanics. Mr. Caillouette notes this would cost less than retrofitting the old fire truck. He thought the remainder of those funds could be used to have all three trucks thoroughly checked out and any maintenance needs addressed. Mr. Caillouette would like some direction from the BOS on this matter.

Steve asks if the purchase of the two dump trucks would eliminate winter contractors. Mr. Caillouette explains that one of his trucks will not pass inspection and is done, and another contractor is selling his truck and he (Mr.

Caillouette) is not sure that truck will be replaced. This means the Town will be down two trucks this coming winter. Mr. Caillouette notes he has the drivers for these trucks. Sheila reminds the BOS the funds were encumbered to retrofit the fire truck and asks if that can be repurposed to purchase the NHDOT surplus trucks. Shawn notes he would have to check if that was possible. Steve suggests putting the fire truck up for sale and using those proceeds towards the purchase of the NHDOT surplus trucks. Shawn expresses his concern if the Town could get what the fire truck is actually worth, noting the age of the truck does not reflect the longevity in the motor as there are very few miles on the fire truck. Mr. Caillouette notes the NHDOT surplus trucks have just over 100,000 miles. Shawn notes no decision can be made until the Town hears back from the NHDOT regarding the bid process and what the actual costs may be. Steve confirms with Mr. Caillouette that the Town already has the plows needed for these trucks. There is a short discussion of the costs of retrofitting the fire truck. Mr. Caillouette notes that a brand new truck/plow/sander set up is approximately \$150,000. Shawn will check on the rules of encumbering funds.

Sheila asks when Mr. Caillouette will begin setting up and painting the tennis courts at Goldthwaite Park, reminding him the parks are not closed. Mr. Caillouette notes he had not planned to do that during the COVID-19 crisis expressing concern that would encourage people to gather and play. Steve confirms that painting the tennis courts would require contracting with a specialty company. Mr. Caillouette will check on the issue. Sheila also asks if the Scout project at the park has been checked and maintained. Mr. Caillouette responds that it is checked regularly. Sheila confirms that the generators are also checked regularly. Sheila notes the Police Department is not checking/maintaining the gate because it is still locked. Shawn will check on that noting the gate is supposed to be open from “dawn to dusk”.

Ball Fields and Parade: A resident notes that he was late to the meeting and missed the discussion regarding the Memorial Day Parade. Shawn gives a quick overview of the discussion: the American Legion was going to hold their ceremony and several residents were going to try to put together a parade.

CIP Representative: Shawn explains the BOS needs to appoint a representative for Danville to the school district’s CIP Committee. He notes that John Hughes, who had stepped down from the Budget Committee has stepped forward and is willing to participate in that position. Steve motions to appoint John Hughes as the Danville representative on the school’s CIP Committee. Second by David. Vote is unanimous (5-0).

Signature File: Shawn reviews the contents of the Signature File and notes there are two appointment requests.

- ✚ The appointment of Jason Holder to the Conservation Commission. Sheila motions to appoint Jason Holder to the Conservation Commission. Second by Dottie. Vote is unanimous (5-0)
- ✚ The appointment of Sayre Devito to the Conservation Commission. Sheila motions to appoint Sayre Devito to the Conservation Commission. Second by Steve. Vote is unanimous (5-0)

Kimball Terrace: Shawn informs the BOS that Mr. Caillouette has written a letter to the NHDOT Region 6 manager regarding the water issues at Kimball Terrace as discussed at the previous meeting. He also notes that he and Patty had also written a letter to the NHDOT Commissioner from the BOS to reiterate that discussion between the Road Agent, Town Engineer and the NHDOT Region 6 Manager to show the necessity of the NHDOT addressing the road water issues at that location. He notes it is not just a winter issue as there was water flowing across the road today. He notes that NHDOT needs to address the drainage issue all along Rte 111-A as it is all draining down to the backside of the Community Center where the Town had considered putting a well pump. Shawn notes the swamp is extremely deep in that area and it is the State’s responsibility. The BOS has had a chance to review the letter. Steve motions to authorize Shawn to sign the letter to the NHDOT Commissioner, Second by Dottie. Vote is unanimous (5-0).

Minutes: The BOS reviews the minutes from the BOS meeting of April 20, 2020. Shawn follows up on an issue in those minutes, confirming with Sheila that the ACO van has been repaired, inspected and is back on the road. Sheila motions to accept the minutes of April 20, 2020 as written. Second by Dottie. Vote is unanimous (5-0)


Shawn reads the Town Announcements listed below.

COVID-19: Sheila notes that in compliance with the Governor's orders, the BOS should begin addressing how to move forward towards opening the Town Offices. She explains the BOS should be discussing procedures for sanitizing Town Hall, updating employee illness policies, developing procedures for working with the public including face coverings and social distancing, etc. as per the Governor's guidance. Sheila also notes that in today's address, the Governor mentioned there were grants and reimbursements available to the towns and municipalities to cover costs related to COVID-19. Danville has received an allocation of \$106,622 that the Town can apply for. Shawn asks Sheila to spear head that process. Dottie offers to assist her if needed. Sheila provides the website: www.goferr.nh.gov/caresact/municipal-countypayments. Dottie notes there are also FEMA grants available for Fire departments and First Responders to cover the costs of cleaning supplies, etc. She feels the Town should be applying for many of these funds before they open the Town Offices. Sheila notes there are deadlines that need to be met for these grants and reimbursement requests.

Resignation: David Cogswell reads the following statement to the BOS. *"Due to personal reasons, I am resigning from the Board of Selectman effective tonight at midnight. Thank you very much."* He then leaves the BOS meeting. Steve asks what the next step will be. Shawn explains the BOS will need to post the position and take applications. The BOS will appoint someone to serve in Mr. Cogswell's place until the next election.

III. Town Announcements

Open Committee Seats:

 Heritage Commission- 2 alternate positions

May 4- Star Wars Day and No Diet Day

There being no further items to discuss Dottie motions to adjourn.
Meeting is adjourned at 7:55PM

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

Respectfully Submitted
Deborah A. Christie