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Town of Danville  
Board of Selectmen  
May 18, 2020  
7:00 PM

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Meeting is Video-Recorded

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

Others Present: April Lussier, trainee/Town Admin; Bud Post, Dorothea Post, Bruce Caillouette, Highway Dept; Patty Hess, Town Administrator

Shawn called the meeting to order at 7:07PM 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**

**Road Bond Reduction Request:** Bud Post and his wife provide a letter to the BOS from the Town Engineer Dennis Quintal regarding the reduction of a 20-year road bond for work on Simon Rd. Mr. Post had previously provided this information to the Planning Board but was informed that he needed the BOS to accept the bond first. Mr. Post has also been told a second public meeting would need to be held although the first public meeting had approved the construction pending the BOS acceptance of the bond. Shawn explains that he cannot speak for the Planning Board and is not aware of their procedures. Shawn reviews the bond request and recommends the BOS accept the proposed bond reduction. Dottie motions to accept the road bond reduction request from Bud Star Farm to \$112,669.74 as recommended by the Town Engineer. Second by Sheila. Vote is unanimous (4-0). Patty notes she will let the Planning Board know of the acceptance of the reduced bond.

**II. Old/New Business**

**Highway Dept. Update:** Shawn notes that he has been receiving inquiries regarding the status of Long Pond Rd., particularly regarding culverts, catch basins, manhole covers, etc. Mr. Caillouette reminds the BOS this project was brought up a couple of years ago during budget season. He briefly reviews the project as beginning at 200 Long Pond Rd. where a culvert runs right next to that house, crossed the street and intersected with a berm. Approximately 40-50 years ago, the water ran straight down into Long Pond and pipes were buried underground to divert the water. The pipes have since rotted and broke and a garage later constructed across the street sits directly on a corner of the pipe. Mr. Caillouette notes that technically this is the homeowner's responsibility.

Mr. Caillouette had met with Dennis Quintal, the Town Engineer last year and had put together a plan to block off the pipe, run the water approximately 400' in a culvert alongside the road to another culvert down by Adventurelore. He started the project last Monday and quickly ran into ledge. After further digging he determined the ledge went down at least 35-40'. At that point, he recovered the area, noting they would need another plan. He explained they could find a machine to break up the ledge or do more test pits to determine how much ledge actually was there. Steve asked if Mr. Caillouette had returned the catch basins purchased for the project. Mr. Caillouette states they are still at the shop, noting that if they cannot be used on the Long Pond Rd. project, he could easily use them on another project. Sheila asks why the project did not go out to bid. Mr. Caillouette explains that it is a Highway Dept. project. Sheila expresses concern the costs of the pipes was almost \$5000 and would now be just "sitting around". Mr. Caillouette explains those pipes can be used on other Highway projects, noting in particular using approximately 80' of pipe on Johnson Rd. Shawn notes his concern with the costs of addressing the ledge issue. Mr. Caillouette agrees. Shawn suggests a closer look at the issue and getting some cost estimates, noting these costs will need to be planned for and budgeted. Steve asks where the water was expected to go if the project had been able to move forward. Mr. Caillouette explains the water would eventually

end up in Long Pond. He notes that according to Dennis Quintal, the Town did not need dredging and fill permits because the water would not be directly diverted into Long Pond, it would move through the culvert system and filter down through to the pond. Mr. Caillouette explains the culvert extends past Adventurelore and across the street. Shawn clarifies the project would direct the water to run parallel to Long Pond and be diverted 400' into a catch basin. Mr. Caillouette notes there would be catch basins every 100'. Shawn asks if that is required. Mr. Caillouette notes it is not a requirement, but it makes it much easier to deal with water issues if a catch basin becomes clogged. Sheila asks if Mr. Caillouette needs to cut into the road to get to the pipe, particularly along an area that includes a telephone pole. Mr. Caillouette explains that he only needs 2' to work with.

**Tennis Court Update:** Mr. Caillouette has received two quotes for re-painting/repairing the tennis courts. The first quote is for \$9755 and included stripping the courts, filling the holes with epoxy, repairing the fence, replacing two posts and repainting the courts. The second quote is for \$9418 with similar details, but included an addendum for an additional \$2,536, bringing the total quote to \$11,954. Patty offers to scan the quotes and send them to the BOS. Mr. Caillouette notes he contacted five companies and only received two responses. Sheila confirms with Patty that the Town policy requires bids for any costs over \$10,000. Shawn also confirms that amount.

**Salt Shed Update:** Mr. Caillouette had previously e-mailed two RFP drafts to the BOS for their review. One was for the site work, the second for the Salt Shed. Steve notes that Mr. Caillouette is requesting a shed a bit bigger than Hampstead. Shawn notes that he is comfortable with the RFP's presented. Sheila asks who is responsible for sending them out for bids. Patty explains that Beth does that because she has all the contact information. She notes that she also gets a copy to post with the NH Municipal Association. A book is also used as a reference. Shawn asks that the bids be mailed directly to the BOS so the Town Administrator can record them. Sheila confirms that the reason for two RFP's is one is for site work and one is for the salt shed, and notes she would specifically like those sent out to the company that did Hampstead's salt shed because it was a local company. Mr. Caillouette confirms that he has always urged the BOS to use local businesses. Sheila questions if it is legal for Mr. Caillouette to talk to companies regarding questions with the RFP's. Patty notes there is usually a pre-bid meeting that allows companies to have their questions answered. Sheila asks if the BOS should schedule a pre-bid meeting. Shawn explains it depends on the scope of the work, noting the Salt Shed project is probably self-explanatory. Shawn clarifies the sealed bid process refers to the actual bidding and opening of bids and that if someone calls needing further information on a specification, that is not a violation of the process. Sheila expresses her concern that with the amount of money involved, she feels there should be a pre-bid meeting to ensure all the questions are answered and everyone gets the same information all at once. Patty notes such a meeting could create spacing issues with the number of people who might attend. Shawn suggests the meeting be held on-site and asks Mr. Caillouette to add that to the RFP as well as directions to the site.

**New BOS Member:** The BOS has received three applications for the seat opened by David Cogswell's resignation. Shawn personally thanks all three candidates who applied for their commitment to the Town and an often "thankless job". The candidates are Roger Whitehouse, Joshua Horns, and Charles Underhill. Shawn notes that two candidates are active in the community and serve/have served on various committees. He notes that Mr. Underhill is a relatively new resident. Shawn notes he is glad that Mr. Underhill is interested in serving the Town and suggests that perhaps he could volunteer for other boards or committees, particularly noting the Budget Committee to become familiar with how the Town works and operates. Shawn notes that Mr. Whitehouse has served on several committees; and that Mr. Horns has also served previously served as a Selectman and on the School Budget Committee. Shawn expresses his opinion that he feels Mr. Horns is the best candidate. Sheila states that she also knows Joshua Horns and feels he could easily step into the position. Sheila motions to appoint Joshua Horns to the position of Selectman for David Cogswell's seat until the March 2021 elections. Second by Shawn. Vote is unanimous (4-0). Patty reminds Shawn that Mr. Horns will need to be called and the other candidates will need a formal letter of appreciation and result of the BOS decision.

**Tax Abatement:** Shawn reviews the Governor's Emergency Order #25 regarding property taxes. Patty explains the order is not really abatement but allows Towns and Municipalities to waive and/or defer interest and fee charges on unpaid property taxes. Shawn expresses his opinion that he would like to address these issues on a case-by-case basis. He understands the State has authorized totally waiving interest and fees on delinquent taxpayers but

feels that should be used only when needed. He reminds the BOS the Town does not hold a large reserve in the unassigned fund balance. He explains the DRA recommends towns hold 5%-17% of their total tax bill in reserve. The Town only has 6%-7% in reserve. Shawn notes this is accomplished by the BOS being fiscal hawks, managing the Town's cash flow, staggering bills and deferring spending when cash flow is at its lowest. If a large influx of people do not pay their taxes on time this could force the Town to go to a TAN (Tax Anticipation Note). The Town would have to take a loan, probably from TD Bank, resulting in interest charges. Patty asks if residents can ask for waivers through a "good cause" application. Shawn notes he does not personally support a blanket waiver of interest on unpaid taxes. Dottie notes that some of the GOFERR grant money they are applying for can go towards paying the interest on a TAN. Shawn expresses concern that some of the reimbursements in the grants are paid under the FEMA reimbursement rate of 75%, leaving the Town responsible for the other 25%. Dottie notes the FEMA funds are for the Police and Fire reimbursements and refers to the letter that specifically noted that federal funds could be used for TAN interest, plus cleaning and sanitizing supplies. Patty informs the BOS that Mr. Hantman has requested Plexiglas for all the ballot clerks and voting for September. Patty advised him to get a price quote for the costs. She outlines the process and extensive paperwork necessary for reimbursement, noting it is time consuming and then the Town must wait for reimbursement. Shawn notes the process is labor intensive. Shawn suggests giving Kim Burnham (Tax Collector) direction so that she can implement the process.

Patty tells the BOS that many of the tax payments are being received from tax escrow accounts as well as other tax payments. She reminds the BOS that the banks may withhold tax payments if there is a blanket waiver of interest and fees. Sheila notes that not everyone pays their taxes through escrow accounts and there are people who may need assistance. Patty explains that residents can fill out the paperwork for "good cause" and meet individually with the BOS. Shawn asks for a consensus of the BOS to maintain the status quo of the current property tax due date, interest and fees. After consideration, Sheila and Dottie agree to the consensus.

**Signature File Review:** Shawn reviews an application for an elderly exemption request; however, it is missing the required documentation. Shawn notes that Janet Denison took care of these types of items and the BOS will need to update the process for the person who has taken her position. Patty and Shawn discuss details of the process, verifications and paperwork needed.

**Heritage Commission:** Shawn has two applications for openings on the Heritage Commission. Both applicants have been recommended by the Heritage Commission. Elaine Lynch has been recommended for the three-year alternate position. Her term will expire in 2023. Kathy Dennis has been recommended for the two-year alternate position. Her term will expire in 2022. Dottie motions to approve both candidates as alternates to the Heritage Commission. Second by Sheila. Vote is unanimous (4-0).




**LUCT Tax:** Shawn reviews three warrants for LUCT tax on three properties. Shawn asks when the LUCT tax is transferred to the Conservation Fund. Patty explains the funds are transferred as they are received. He requests that these funds be held in the general account for 60 days before being transferred, noting the Town has until the end of the year to transfer those funds.

**Zoning Board:** Shawn reviews an application from Jason Holder for the Zoning Board. Sheila motions to appoint Jason Holder to the Zoning Board. Second by Dottie. Vote is unanimous (4-0).

**Comcast Contract:** Shawn has received another signature page for the Comcast Contract due to a previous issue with the signatures. Patty explains that Comcast had requested the whole packet be sent back to them. The office then closed due to COVID-19 and they could not find the packet. She notes that she has paid them and requested that a copy be sent back with Shawn's signature.

**Minutes:** The BOS review the draft minutes for the May 4, 2020 BOS meeting. There are several name corrections noted:

- ✚ Line #21- The person who expressed interest in the town-owned property was Andrew Burke (not George Brasil)
- ✚ Line #33- John Farrell

-  Line #37- American Legion
-  Line #80- John Farrell
-  Line #192- Jason Holder

Dottie motions to approve the minutes for the May 4, 2020 BOS meeting as amended. Second by Steve. Vote is unanimous (4-0).

Shawn reads the Town Announcements listed below.

**GOFERR Grant Update:** Sheila updates the BOS on the GOFERR grant process. She has the initial grant paperwork that needs to be signed. This paperwork must be submitted by June 1 to start the grant process. Patty notes it would be best if the paperwork were submitted as early as possible due to anticipated heavy demand. Sheila and Dottie have talked to various Town departments regarding what each will need to meet the State's criteria for cleaning and sanitizing. They are putting a list together and ask Shawn for permission to begin ordering supplies. Patty notes the Town Hall has been unable to order hand sanitizer through their usual vendors because it is always out of stock. Sheila notes that Big Lots has hand sanitizer for \$50.00 a gallon. Dottie notes that Flag Hill Winery in Lee has hand sanitizer for \$43.00 a gallon.

Shawn reminds the BOS they need to start thinking about how departments can begin to re-open. He would like the Town Hall departments to determine how they can safely re-open to the public. Patty outlines how the various Town Hall offices have adapted and continue to adapt to do their jobs. She notes a particularly difficult issue with the public's ability to get rabies shots in order to license their dogs. The local veterinarian has closed. Arrangements have been made with another veterinarian in Salem to provide the shots. Patty notes the State has not provided any waivers of the fines for unlicensed dogs by the June 1 deadline.

Sheila and Dottie outline several of the State mandates required for re-opening, noting that the procedures need to be worked out. These include taking employee temperatures, a standardized questionnaire, sanitizing and cleaning every two hours, hand sanitizer for employees and the public, etc. Dottie suggests that members of the Safety Committee could possibly provide services such as the temperature checks and questionnaire. She notes the Safety Committee has two people from each building. The Town would need to purchase the equipment required.

Patty asks what the Town's liability is if anyone gets COVID-19 and claims they caught it at Town Hall. Dottie explains that if any employee has a temperature they must be sent home. If they test positive for COVID-19, the State will initiate contact tracing and notify anyone who has come in contact with that person.

Shawn reiterates that he would like a plan for re-opening from each department. He reviews the grant application Sheila provided and suggests that because she is the contact person, she should also be designated to have signing authority and then provide the documents to the BOS for completion of the signatures. There is no objection from the BOS.

### **III. Town Announcements**

#### **Open Committee Seats:**

-  Cable Committee: one opening

**May 18 is "I Love Reese's" Day.** Dottie has provided the appropriate refreshments to the BOS

There being no further items to discuss, Shawn motions to adjourn. Second by Steve  
Meeting is adjourned at 8:05PM

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

Respectfully Submitted  
Deborah A. Christie