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Town of Danville
Board of Selectmen
Monday, February 8, 2021
7:00 PM

7:15 PM

Meeting is Video-Recorded

Selectmen Present: Steve Woitkun, Vice Chair; Sheila Johannesen, Dottie Billbrough, and Joshua Horns
Shawn O'Neil, Chair, joins and chairs the meeting by conference phone

Others Present: Kimberly Burnham, Selectmen's Administrator;

Shawn called the meeting to order at 7:15PM 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

IMPORTANT NOTE: Because a member of the BOS is participating in the meeting by conference phone, all votes will be recorded as roll call votes.

I. Delegates

Shawn confirms there are no members of the public present at the meeting.

II. Old/New Business

Snow Cleanup: Kim explains to the BOS the need to hire someone to shovel and remove snow for the Community Center and for Town Hall. She strongly urges that this person be supervised by a department head. Shawn agrees, noting that Janet's husband and son had done this for years, but they have since moved. He also notes that it needs to be someone who is available after hours for the meetings that take place. Sheila states that she thought the Town had someone. Steve states that he thought the part-time Highway employee, Dan, was taking care of that issue. Kim explains that during and after storms, Dan is busy with snow removal for the Highway Dept. Kim explains that she and Gail have been keeping up with snow removal at the Town Hall, but feels that is something they cannot continue to do. Shawn reiterates to the BOS that with any snow event Dan is usually driving a truck and doing road snow removal and that he (Dan) should not be taken off those road duties.

Sheila asks if this something the janitor for the Community Center could do. Kim explains that he has a full-time job and only does his custodial duties at night and on the weekends, and that he is not actually a janitor and has a full-time job. She notes that Matt Bean of the Community Center Committee has a son that has offered to shovel, but that he doesn't have his license. She explains the Community Center is a big job including the front stairs, ramp, three back doors with steps and landings, and the parking lot stairs. Kim expresses her concern that someone needs to be there to provide guidance and supervision. Steve questions his payroll warrant for six (6) hours and wants to examine it more and give others in the community a chance to apply for that job. Sheila reminds the BOS that the Community Center has a committee that is supposed to be managing snow removal. Shawn reiterates that the issue at Town Hall needs to be addressed. Joshua suggests that they need someone who can commit to the Town Hall right now, but the BOS needs a permanent solution for both buildings. He agrees with the temporary arrangement to ensure the Community Center stays clear, but would like to put out an advertisement for a permanent solution for both buildings.

Kim confirms Joshua's request, that the BOS hire someone to ensure the Town Hall is cleared by 8:00AM. Shawn expresses his concern finding someone to come out for only one-half hour of work. Kim asks who does the Library. Dottie notes the Library's staff custodian does the Library's snow removal, but that he also has a full-time job and that she has had to shovel the library in past years.

Kim clarifies that her request is for a Town department to take over the responsibility of snow removal and asks if the Road Agent could take over the responsibility for snow removal at the Town buildings. Shawn expresses his concern with the timing, noting that would require pulling a plow driver off the road to shovel out the buildings. He notes that he does not believe this is a good decision. Shawn also notes that after a snowstorm, the Community Center is usually not an “urgent need” for snow removal. He agrees that after the storm, the Highway Dept. could plow the Community Center parking lot and shovel out the Community Center and the Town Hall as part of the storm clean-up. Kim explains that the Community Center had an event scheduled after the last storm and the citizen had to shovel out the Community Center by herself. She states that she feels someone needs to be ahead of the snow removal process. Kim reiterates that if Matt Bean’s son was hired by the Community Center Committee, someone would still need to oversee him. Shawn agrees that it is easy to add that to the Community Center and that it is the committee’s job to do that, but the BOS still needs to find someone for snow removal at the Town Hall. He notes that the Fire Dept will help out during the day, but that does not address the issue of “after-hours” snow removal. He suggests the Town Hall could have a “delayed opening”, but notes that while this is a “flexible arrangement” the Fire Dept must also answer their own calls first. Steve suggests having a conversation with Jimmy (Road Agent) and see if they can develop a plan. Shawn agrees and notes that Jimmy may not even be aware that this is an issue. Kim agrees and notes the Community Center Committee can have a teleconference regarding using Matt Bean’s son for the Community Center snow removal.

Steve asks for clarification of Matt Bean’s son’s employment status, expressing concern for Workman’s Comp liability. Sheila explains that no matter what, if someone is doing something for the Town, the Town is responsible for any injury. Kim explains that he is not paid as an employee, but as a 1099 (contractor). Steve states that “then he needs to have his own insurance just like the plow guys”. Kim states that would make it impossible for a kid to do that job. Shawn states that Matt Bean’s son should be put on as a Town employee and paid hourly.

Audit RFP Update: Shawn reminds the BOS the only bid received was from Plodzik and Sanderson. He notes that he has read the response and would recommend the BOS approve the bid. Shawn states that he feels it is a fair bid and is what he was expecting for a price. Dottie motions to accept the financial auditing bid from Plodzik and Sanderson for \$16,250. Second by Joshua. Roll call vote: Shawn- yes, Steve-yes, Sheila-yes, Dottie- yes, Joshua-yes. Vote is unanimous (5-0).

Zoning Ordinance Violation: This matter was discussed in the Non-Public session prior to the meeting.

Central Square Quote: Sheila presents a quote for access to IMC through Central Square. She notes that they worked with RMON and the software would allow the ACO laptop to access everything she was using before, including cross agency data sharing. The quote includes license fees and a yearly subscription. Joshua states that he wants the ACO to have access to IMC, but reminds the BOS they are in a default budget right now and asks where the funding would come from in that budget. He states that normally, he would suggest the BOS put the request in a Warrant Article, but the deadlines for those have passed. Any changes now would have to be made during the Deliberative Session in June. Joshua also notes the quote is “a lot of money” and reiterates his concern where that money could come from right now. He also expresses his concern that they would need a new quote for June as the current quote expires April 27, 2021.

Shawn asks Sheila to read the costs of the quote. Sheila states the client license fee is \$1,180, the server license fee is \$2,950. Steve asks for the bottom line of the quote. Sheila states it is \$14,077.50. Shawn notes there is an additional cost for the first-year maintenance contract or \$1,537, bringing the total costs to approximately \$15,600 for the first year. Joshua confirms that each following year is \$1,500 for the maintenance contract. The extra costs are for the start-up licenses, similar to what the Police Dept. paid when they set up a similar program. Joshua reiterates his concern with funding this quote from the current Default budget and his belief this would have to be discussed in the Deliberative Session to be added to the Operating budget.

Steve asks if this software is necessary. Joshua agrees it brings up the question if the BOS wants the ACO records kept in IMC or through another method. Steve states he believes the ACO needs something to complete her job and that she is getting no cooperation from IMC, but he feels this is a lot of money. He also reminds Sheila that she has

a Warrant Article for \$5000 to start a reserve fund for a replacement ACO vehicle. Steve notes that “seems like a lot of money for the ACO position”. Sheila responds that it is a lot of money when a “simple check mark from next door to release what she needs to do and that is not happening and it is a shame.” Shawn states this is oversimplifying the issue. Sheila responds that two departments can’t get along and never will get along. Steve reiterates his concern that the ACO is asking for \$15,000 for a software license and \$5,000 for a vehicle. He expresses concern that ACO van is never used and asks Sheila how many miles she had put on the van. Sheila states that she does not know and that she does not use the van for every call. Steve again expresses his concern with the expenses and asks Shawn if a motion is needed. Shawn explains the BOS cannot address the quote right now and that Sheila will have to bring it up at the Deliberative Session. Dottie and Joshua agree.

Absolute Pest Control: Shawn has received the quote from Absolute Pest Control for the Olde Meeting House. The quote is for \$500, with a guarantee. Shawn notes the BOS did not receive this in time for the FY2021 budget, but recommends the BOS move forward with it. Shawn motions to move forward with the quote from Absolute Pest Control. Second by Steve. Joshua confirms this is in regards to the sawdust issue from last summer. Roll call vote: Shawn-yes, Steve-yes, Sheila-yes, Dottie-yes, Joshua-yes. Vote is unanimous (5-0).

Default Budget Update: Shawn asks to postpone this discussion until all members of the BOS can be physically present. The consensus of the BOS is to postpone this until the next meeting.

School/Town Election Notifications: Shawn reviews the following dates for the Town and School District elections under Emergency Order #83.

- ✚ The Timberlane School District Deliberative Sessions was held on Thursday, February 4, 2021
- ✚ The Timberlane School District Elections will be held as traditional voting on Tuesday, March 9 at the Community Center
- ✚ The Town Deliberative Session will be held on Saturday, June 5 at 10:00AM at the Community Center
- ✚ The Town Elections will be held on Tuesday, July 13. Voting will be at the Community Center.

Shawn asks Kim to put these announcements in the local paper as well as all the other typical postings.

Joshua notes that in the January 25 BOS minutes there is a note that no official vote was taken when the BOS originally set the new dates. Shawn agrees this was an oversight and the BOS needs to officially set those dates. He suggests the BOS formally correct that by voting on the above notifications. Shawn motions to accept the new dates as discussed in the above notifications as follows: School Elections: March 9; Deliberative Session: June 5; Town Elections: July 13. Second by Joshua. Roll call vote: Shawn- yes, Steve- no, Sheila-yes, Dottie-yes, Joshua-yes. Vote is 4-1-0. The motion passes.

Minutes: The BOS review the minutes for the January 25, 2021 BOS public meeting. Shawn notes that line #175 notes the issue with the missing vote and asks that be amended to reference the February 8 Minutes for the official vote. Dottie motions to approve the minutes of the January 25, 2021 BOS public meeting as amended. Second by Joshua. Roll call vote: Shawn-yes, Steve-yes, Sheila-yes, Dottie-yes, Joshua-yes. Vote is unanimous (5-0).

The BOS review the minutes for the February 1, 2021 BOS public meeting. Sheila asks if the letters from Town Counsel are attached to the minutes. Kim explains the letters were inserted into the minutes. Kim asks Shawn if he wanted only the response from Town Counsel included in the minutes. Shawn asks that the responses from both attorneys be included in the minutes. Kim notes that will be done before posting the approved minutes. Shawn also asks that line #83 remove the date as it is not recorded correctly and is not necessary for the discussion. Joshua motions to approve the minutes for the February 1, 2021 meeting as amended. Second by Dottie. Roll call vote: Shawn-yes, Steve-yes, Sheila-yes, Dottie-yes, Joshua-yes. Vote is unanimous (5-0).

Signature File: Kim reviews the contents of the Signature File with the BOS. She notes that she has e-mailed Shawn the Tax Map Maintenance Proposal for the Town of Danville and there is also a Veteran’s Tax Credit application. Shawn asks the BOS wait to review these until the next meeting, noting the deadline for the Tax Credit application is April 1, 2021. The consensus of the BOS is to review these at the next meeting.

Kim notes there is also a Customary Homes Occupation application. Shawn recommends the BOS approve the application because Gail has done her “due diligence” with the applicant completing the application.

Sheila asks that the application be read into the minutes “so that people understand what is going on with their neighbors”. She states that she will not sign the application unless it is read aloud. Joshua agrees to read the application aloud.

- ✚ Applicant Name: Kathleen Lancaster
- ✚ Home Office Name: N/A
- ✚ Street Address: 4 Lancer Lane, Danville, NH
- ✚ Phone Number: (redacted)
- ✚ Name of Business: Hollywood Square Design LLC
- ✚ Type of Business: Customization of apparel, glassware, candles, etc.
- ✚ State Business ID: (redacted)
- ✚ Description of Work: Vinyl sublimation, embroidery, glass etching, candles, etc.
- ✚ Minimal Impact Criteria with attached sworn statement:
 - No employees other than the homeowners
 - No customers, vendors, or distributors will come to the premises
 - No hazardous chemicals will be used or stored on the premises
 - No outside storage of equipment or materials associated with the home occupation will take place
 - The home occupation will not generate unsightliness, noise, smells, fumes, or other substances that would adversely affect the character and safety of the neighborhood
 - Business signage will be allowed in accordance with Article 7-D
 - The home occupation is conducted sole in the dwelling unit or is conducted primarily off-site such as a service tradesman that would provide his/her services away from the residence.
 - There is not more than one (1) commercial motor vehicle associated with the business and that motor vehicle has no more than two (2) axles and a gross weight of 15,000 pounds.

Upon completing the reading of the application, it is sent back around the table for BOS signature.

Sheila explains to Steve that the BOS used to keep home business applications in the office and would notify the Police Dept and Fire Dept. of these addresses especially with regards to chemicals that may be present. Shawn reminds Sheila this application stated there would be no chemicals involved. Sheila states that “things happen as years and days go on with businesses.”

Kim reminds Shawn there are Non-Public minutes to be approved. Shawn asks to postpone them until the next meeting as he can’t see the Non-Public minutes. The consensus of the BOS is to postpone review of the Non-Public minutes until the next meeting.

III. Town Announcements

Calendar:

- ✚ **Monday, February 22:** Board of Selectman Meeting 7:00PM at the Town Hall
- ✚ **Tuesday, March 9-** Timberlane School District Ballot Elections (Voting): Community Center 8:00AM-8:00PM
- ✚ **Saturday, June 5-** Town Deliberative Session: Community Center at 10:00AM
- ✚ **Tuesday, July 13-** Town Ballot Elections (Voting): Community Center 8:00AM-8:00PM

There being no further items to discuss, Shawn adjourns the meeting.

Meeting is adjourned at 8:00PM

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

Respectfully Submitted
Deborah A. Christie