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Town of Danville
Board of Selectmen
February 22, 2021
7:00 PM

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Meeting is Video-Recorded

Selectmen Present: Shawn O’Neil, Chair; Steve Woitkun, Vice Chair; Sheila Johannesen, Dottie Billbrough, Joshua Horns is absent, resigned.

Others Present: Kimberly Burnham, Selectmen Administrator; Dr. Kim Farah, American Legion

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

Shawn asks if there are any members of the public not on the agenda who wish to address the BOS.

American Legion: Dr. Farah states that she is there on behalf of the American Legion. She notes that she had previously sent an e-mail to the BOS asking for the status of the Memorial Day parade. She explains that the Legion needs an answer from the BOS so they can see who might be able to participate in the parade, including military vehicles, the Boy and Girl Scouts, perhaps a piper. Dr. Farah notes she does not believe there will be any bands this year. Shawn states that he personally supports having the parade and notes that the costs of the parade were included in the FY2021 Operating Budget. Dottie and Sheila agree.

Dr. Farah also notes that the American Legion has purchased flags and will be confirming the count of how many more flags are needed. She states they are also in need of more brackets as some were broken. She explains that the Legion had purchased less expensive brackets that have not held up well and they may be considering going back to a heavier bracket. She will get all that ordering information to Kim B. Dr. Farah also notes that the Town still needs to hire someone to install the flags and take them down next Fall. Kim B. explains that it has not been easy to find someone. She contacted Atkinson and asked if their employee who does their flag installation could also install the flags in Danville and was told that was not possible. She has also asked East Coast Signal and they also said “no”. Sheila suggests that perhaps a sign company could do the installation. Shawn expresses his concern that the process involves working on Eversource poles with live wires. He reminds the BOS that Allan Hess, a certified linesman, had volunteered to do this project for many, many years. Kim B. states that she had spoken with Elizabeth from Eversource regarding the installation of the flags. Elizabeth confirmed that Eversource would support the installation of the American Flag on their poles, but would not give permission for other types of flags. (This question was raised at a previous BOS meeting). Shawn suggests that Kim B. ask Elizabeth for recommendations of someone who would be qualified and have the equipment to install the flags.

Sheila asks Dr. Farah if the Legions had the flags for the cemetery, noting that they were short last year. Dr. Farah confirms that she will make sure that everything is included in the order. Sheila also asks about getting a flag for the flag pole at the Olde Meeting House. There is a short discussion of who is responsible for that. Kim B. believes the Olde Meeting House Association would be responsible for purchasing and installing that flag.

There is discussion of the date for the Memorial Day Parade. It has always been held the Saturday before Memorial Day at 10:00AM. The 2021 Memorial Day Parade will be on Saturday, May 29. Kim B. asks who is responsible for notifying the Police Dept. for traffic control, etc. Shawn asks Dr. Farah to coordinate the logistics with the American Legion and get that information back to Kim B.

II. Old/New Business

Resignation: Shawn states that he received a letter from BOS member Joshua Horns, resigning from the BOS due to personal issues. Shawn explains that normally the BOS would advertise the opening and appoint someone to serve until the Town Elections in July. Shawn notes that only one person had signed up for Joshua's position on the ballot, and that person was Dr. Farah. He states that he feels because this is basically an uncontested position, he asked if Dr. Farah would be willing to begin to serve in that position earlier than the election and she has agreed to do so. He recommends the BOS move forward with that appointment and motions to appoint Dr. Farah to serve the remainder of Joshua Horns position until the Town Elections in July. Second by Steve. Vote is unanimous (4-0).

Dr. Farah will meet with Kim B. to complete all the required paperwork and begin serving at the March 8, 2021 BOS meeting.

Health Inspector/Code Enforcement: Kim provided a draft of the advertisement for the Health Inspector opening for BOS approval. Shawn has reviewed the ad and has no issue with it. He suggests that in addition to putting the ad in the paper and other postings, Kim should also reach out to the surrounding towns and see if their inspectors might be interested in also working for Danville. Kim notes that she has already done that. Shawn reminds the BOS that they still need to develop a cost structure for the position and asks that other members of the BOS provide input on that issue.

Default Budget: Shawn notes there was previous discussion that evening to postpone discussion on the Default Budget until the March 8 BOS meeting so that Dr. Farah is able to participate.

Zoning Ordinance Violation: Shawn explains this issue relates to the property adjacent to the Olde Meeting House. The property boundary wall (a stone wall) was removed by the new property owner. The owner was sent a Cease-and-Desist order and was told that the wall was to be restored to its original condition. The owner had asked for more time than was given in the order. Kim explains that the issue occurred because the owner put in a new driveway and the excavator had removed the stone wall. When the owner got the letter, he originally asked for more time to comply as the letter had been delayed in the mail due to an address change. However, the owner then called the next day and stated that the wall had been restored. Kim has received a letter from the surveyor stating that the wall has been restored to the "best of their ability" at this time due to the frozen ground. Shawn states that the "restoration" was not satisfactorily done and needs to be done right, but he is willing to give the owner the time necessary to reconstruct the wall correctly. He asks that Kim communicate this to the owner. Kim asks if the BOS would lift the Cease-and-Desist orders so the owner can continue with the project. Dottie reminds the BOS that the Heritage Commission also needs to approve the restoration of the wall. Shawn suggests that the BOS confer with Town Counsel before lifting the Cease-and-Desist orders to ensure the wall will be restored correctly.

Greater Derry Community Health Services: Chris Tracy has received notice that Greater Derry Community Health Services will no longer be serving the Danville area. The BOS had budgeted \$2000 for that organization. Shawn recommends keeping the current funding status quo until the Deliberative Session, or if another service can support Danville, reallocate those funds to that organization. Dottie notes the letter states the services will continue until July 31 and asks if the Town has to pay them a portion of the budgeted amount. Kim explains that July 31 is when the current contract with Greater Derry Community Health Services ends and that payment would not be due unless the contract was renewed.

RMON Quote: Kim asks for clarification of a quote from RMON, the Town's contracted IT support service. Shawn explains this is for their normal "PC migration path", which is the rotating cycle for replacing equipment. This is a normal and anticipated expense and the quote does not need BOS approval.

Minutes: The BOS review the minutes for the February 8, 2021 BOS public session. Dottie motions to accept the February 8, 2021 BOS public minutes as written. Second by Sheila. Vote is unanimous (4-0).

Non-Public Minutes: The BOS review the Non-Public minutes for January 25, 2021 session #1 under RSA 91-A 3:II(e). Dottie motions to accept the minutes for the Non-Public January 25, 2021 session #1. Second by Sheila. Vote is unanimous (4-0).

The BOS review the Non-Public minutes for January 25, 2021 session #2 under RSA 91-A 3:II(b). Dottie motions to accept the minutes for the Non-Public January 25, 2021 session #2 as written. Second by Sheila. Vote is 3-yes, 0-no, 1-abstention. Steve abstains. (3-0-1).

The BOS review the Non-Public minutes for February 8, 2021 session #1 under RSA 91-A 3:II(e). Dottie motions to accept the minutes for the Non-Public February 8, 2021 session #1 as written. Second by Sheila. Vote is unanimous (4-0).

The BOS review the Non-Public minutes for February 8, 2021 session #2 under RSA 91-A 3:II(d). Dottie motions to accept the minutes for the Non-Public February 8, 2021 session #2 as written. Second by Sheila. Vote is unanimous (4-0).

The BOS review the Non-Public minutes for February 8, 2021 session #3 under RSA 91-A 3:II(d). Dottie motions to accept the minutes for the Non-Public February 8, 2021 session #3 as written. Second by Sheila. Vote is unanimous (4-0).

Signature File: Shawn reviews the contents of the Signature File. There is a brief discussion with Kim regarding emergency contacts. Shawn explains to the BOS that during the pandemic, the School Board had moved to a digital signature service in order to get documents signed in a timely manner. They had chosen to use Pandadoc which has worked well with the large number of documents the School District handles. He notes this has allowed board members to receive, review, and sign documents outside of board meetings and that this new process has expedited the actual meetings. Shawn suggests that this might be something the BOS could consider to streamline their meetings as they (the BOS) could get a majority of the documents signed before the actual meeting. It would also be an important tool for documents that needed to be signed quickly, rather than trying to get the necessary signatures in person. Kim states she has looked at the service offered by Adobe and that it requires a small monthly fee. Shawn explains his understanding that the fees may be based on the number of documents that are put through the service. Kim asks how a digital signature is legal. Shawn explains the process to her, noting that the documents are sent securely through the service's server and requires a pre-authorized account and sign-in process. Kim confirms that Shawn would like her to continue researching this process and providers. Dottie agrees the BOS could explore the idea.

Shawn reads the Town Announcements listed below.

Election Issues: Shawn opens a discussion of the ballot irregularities that have happened in Windham. He states that he believes in the "truth of the election system and that it needs to be aboveboard and verifiable." He notes that Danville uses the same voting machines as Windham, who had discovered significant voting irregularities with their machines. Shawn states the only true assessment is a hand re-count with a paper trail.

Shawn expresses concern if the Town has the true numbers from the November elections, and if the tape from the voting machine was accurate. Dottie notes the ballots were counted and matched the tape. Shawn emphasizes that the count is only to reconcile the total number of ballots cast, not how they were allocated. He reminds the BOS the issue with the Windham elections is how the votes were allocated. He notes the issue would have never been exposed except for the contested races.

Shawn explains that he is just starting the conversation if the BOS should do a hand recount. He explains that he would like to know if the voters of Danville were disenfranchised. The only way to ensure the totals were accurate is to officially do a hand recount of the ballots. Steve and Sheila agree. If the BOS chooses to move in this direction, they will need to bring in Barry (Town Moderator) to ensure the chain of custody of the ballots remains intact and

that the recount is done properly. Sheila states that she is curious as well and the BOS should “go for it”. Shawn notes that he believes the BOS does have the right to pursue this issue. Dottie suggests the BOS confer with Barry on the issue. Shawn states that he will reach out to Barry and start the process and will also connect with Town Counsel to address any legal issues that may exist.

Warrant Articles: Steve notes that the Warrant Article the BOS wrote regarding the appointment of the Highway Dept. Road Agent did not appear in the list of Warrant Articles. Shawn explains that when the BOS moved the Deliberate Session and the Town Elections under Executive Order #83, that the deadlines for the submission of the Warrant Articles, sign-ups for the Elections, etc. did not change, so any Warrant Articles the BOS wrote past that deadline would not appear on the ballot. However, the currently appointed Road Agent will complete the term of the previously elected Road Agent, so that is not an issue for this year.

Steve also confirms that the BOS will be discussing the Default Budget at the next meeting. Shawn explains that he and Sheila have been working out the details and reconciling the numbers in the Default Budget which will be discussed at the next meeting.

III. Town Announcements

Calendar:

- ✚ **Monday, March 8-** Board of Selectmen meeting 7:00PM at the Town Hall
- ✚ **Tuesday, March 9-** Timberlane Regional School District Voting by Ballot- Community Center
8:00AM- 8:00PM
- ✚ **Saturday, June 5-** Town Deliberative Session at the Community Center 10:00AM
- ✚ **Tuesday, July 13-** Town Elections (voting by ballot) at the Community Center 8:00AM-8:00PM

There being no further items to discuss Shawn adjourns the meeting.
Meeting is adjourned at 7:50PM

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

Respectfully Submitted
Deborah A. Christie