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Town of Danville
Board of Selectmen
Monday, June 14, 2021
7:00 PM

6:53 PM

Meeting is Video-Recorded

Selectmen Present: Shawn O'Neil, Chair; Steve Woitkun, Vice-Chair; Sheila Johannesen, Dottie Billbrough, and Dr. Kim Farah

Others Present: Kimberly Burnham, Selectmen Administrator; Stacy O'Connor, Field Coordinator

Shawn called the meeting to order at 6:53 PM 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.

Fifth Grade Celebration: Stacy O'Connor addresses the BOS and informs them that she will again be coordinating the Fifth Grade Celebration this year. It will be held on June 25, from 3:00 PM- 7:00 PM. Shawn states that a mother had reached out to him with regards to the school not doing anything about that program. Shawn stated he explained to her that it would be done only by the parents with no school support and that "it just doesn't happen and you show up" and suggested that the mother reach out to Ms. O'Connor. Ms. O'Connor notes that she has been doing this for 5-6 years and that it does not involve the school or the PTA, it is strictly a Town event. Shawn notes that it is a good program for the kids. Ms. O'Connor notes that the kids look forward to it.

Field Events: Ms. O'Connor gave the following updates on the Town's field use:

- ✚ The Timberwolves traveling soccer team will be at Colby Pond from July 13- August 10 on Tuesday and Thursday nights.
- ✚ Colby Field is booked for Olde Home Days and the fireworks Ms. O'Connor asks if the field could be sprayed the day before Old Home Days. She notes the bugs are horrible down there. Shawn agrees that should be done. The consensus of the BOS is to spray Colby Field before Olde Home Days.
- ✚ Ms. O'Connor notes that she has received a request to use Day Field for a summer adult softball team. There is a question if the Town would accept league insurance over individual team insurance. Shawn confirms that the Town would accept an insurance binder from the league, noting if the binder is from a state-recognized insurance vendor there should be no problem. He clarifies that it would be the same process as the youth leagues.
- ✚ Ms. O'Connor asks Dottie to have the library let her know the Story-Time dates on the field to prevent double scheduling. Dottie states she believes they are on Fridays but will double-check and have Carolyn contact her (Ms. O'Connor)

There being no further issues for discussion from the public, Shawn closes the Delegate Session at 6:59 PM.

II. Agenda

Cable Committee Request to Upgrade Town Hall Media: The BOS has received a letterⁱ from Barry Hantman, Chair of the Cable Committee requesting permission to move forward on a proposed upgrade of the media equipment in the Town Hall. Shawn notes that he is aware of the costs of professional media equipment. Mr. Hantman is asking for authorization to spend up to \$15,000 on these upgrades. Shawn states that it is necessary

for this proposal to go out for a competitive bid. Sheila addresses another issue in the letter, the use of Cable Funds to pay for the maintenance of the Town website. Shawn notes it is the same company, Town Hall Streams that host the streaming and the website. Shawn asks where the cut-off should be, noting it costs \$1500 per year to maintain the Town website. Sheila states those costs should come from Town funds, and the video costs should come from the Cable fund. Shawn notes the current payment structure has been done that way for a long time, but the BOS can change it and he suggests that Sheila make that motion. Sheila starts to make the motion and expresses concern that it is not clear what she wants to do. Dr. Farah motions that the costs associated with the Town's website should be taken from the Town budget and not from the Cable Fund. Second by Shawn. There is a discussion regarding the fact that years ago, the Town website was handled by volunteers. Vote is unanimous (5-0).

Dr. Farah motions to authorize Mr. Hantman to spend up to \$15,000 to upgrade the media system in the Town Hall based on the Town policy that this needs to go out to competitive bid because it is over \$2500. Second by Shawn. Vote is unanimous. (5-0).

Security Cameras: Dr. Farah expresses concern about how the documentation has been presented. She notes that Kim had sent e-mails to the Police Dept. asking them to develop an RFP, but that has not been done. Dr. Farah states that the Police Dept. needs to develop the RFP so the BOS can go out to bid. Shawn states that he will follow up with Chief Parsons on this matter. Dottie notes that she has questions about the Town Hall cameras. Dr. Farah suggests discussing those issues in a Non-Public session.

Olde Meeting House Repairs: The BOS has received a quote from Carol Baird, chair of the Heritage Commission for repairs to the Olde Meeting House. Dr. Farah asks why the Town is paying for the repairs and not the Olde Meeting House Association (OMHA). Shawn state he believes it is because the OMHA does not have the funds to do the repairs. The quote is for \$1355. Shawn suggests the BOS ask if the OMHA has the funds to pay for these repairs. Sheila states that they (OMHA) should use their funds if they have them. Shawn explains that the OMHA usually don't have any funds, which is why they come to the Town. Shawn suggests the possibility of cost-sharing, if possible, but feels the BOS should not wait another two weeks. Shawn motions to authorize up to \$1355 to be negotiated by the Selectmen's Administrator for repairs to the Olde Meeting House as presented to the BOS. Second by Steve.

Dr. Farah expresses concern with the rush and suggests the BOS find out what the OMHA has for funds before authorizing the money for the quote. Shawn notes that he is just trying to "keep things moving". Shawn states that if the BOS wants to wait for two weeks, he will withdraw his motion. Sheila and Dr. Farah agree they would like to confirm the funding. The consensus of the BOS is that they will discuss the funding issue with the OMHA before approving the repairs. The motion dies.

Stage Coach Stop Roof: Shawn notes this issue of cleaning and repairing the roof for the Stage Coach Stop was raised by Carol Baird, chair of the Heritage Commission and there is no documentation for the discussion. Dottie reminds the BOS this is an issue that was raised last year when the Heritage Commission had asked to have the moss cleaned from the cedar shingle roof and it was never done. Shawn notes he thought the BOS was going to ask the Highway Dept. to do that and suggests the BOS asks Jim (Road Agent) to coordinate the project and get it done. Steve states that he will touch base with Jim. Dr. Farah suggests that the issue could be addressed by power-washing the roof shingles. Steve notes that in the previous discussion last year, he and Joshua Horns had discussed a product that could be used, and that power-washing the cedar shingles could damage them. The product they had discussed could be sprayed on and would kill the mold and moss, then would be rinsed off by the rain. He notes they could probably also use the fire truck to rinse off the product. Steve states the product costs approximately \$33 per gallon and that the project will probably only need one gallon. He reminds the BOS that the bids the Heritage Commission received to do this project were "ungodly high". Dr. Farah notes the issue appears to be only on the front part of the building's roof and that the shingles look fine, they just need to be cleaned off. The consensus of the BOS is to address the roof issue internally. Shawn asks Kim to keep the BOS updated on this issue.

III. Old/New Business

Signature File: Shawn notes there is a pest management agreement from Ehrlich for \$195. Sheila motions to authorize the Chair to sign the agreement from Ehrlich for \$195. Second by Dr. Farah. Vote is unanimous (5-0).

Dr. Farah questions the accuracy of a warrant submitted for payment. She notes there is a reference to the Timberlane School District on the cover letter, but nothing in the warrant to reflect that. There is a discussion and a review of the structure of the warrant.

Minutes: Minutes for the May 17, 2021 “non-meeting” are on the agenda. Shawn reminds the BOS those “minutes” were amended and approved at the June 1, 2021 meeting.

The BOS review the minutes for the June 1, 2021 BOS public meeting. Dr. Farah motions to approve the minutes. Second by Dottie. Sheila asks that a copy of the sign-in sheet be attached to the minutes. She would also like to attach the correspondence from Counsel regarding the question of the candidacy filing window as well as a copy of Shawn’s e-mail to Counsel. Shawn confirms with Sheila that she is requesting to make Counsel’s legal opinion public. Shawn states that he will provide the whole e-mail trail. There is a discussion regarding the timeline of the e-mails and when it was shared with the BOS. Shawn reiterates that he specifically asked for the opinion “in light of the candidates’ filing window still being open” and that he wanted to be sure that was conveyed. Counsel wanted to talk to Bud Finch at the Secretary of State’s Office. There is a different opinion than was conveyed by the conversation at the June 1, 2021 BOS meeting. Sheila reiterates she wants everything attached so the public can see the whole transaction. Shawn states that he has no problem doing that.

Dr. Farah requests the following amendments and corrections to the June 1, 2021 minutes:

- ✚ Remove the word (Applause) from the document
- ✚ Line #175-176- correct the “P” to lower case “p”
- ✚ Line #208- correct “Mr. Griffithh” to “Mr. Griffiths” throughout the remainder of the document
- ✚ Line #263- remove “and...Jan. 25” and replace with “ the emergency order executed on January 22, and on January 25, in the middle of the filing period, the BOS voted to shift the election to July 13.”
- ✚ Line #292 and #295- change “Legal Counsel” to “legal counsel”
- ✚ Line #342 change “would be” to “were”

Shawn calls the motion to accept the June 1, 2021 BOS public minutes as discussed and amended. Vote is unanimous (5-0).

The BOS review the minutes for the June 1, 2021 Non-Public BOS session. Dr. Farah states that the last sentence is unclear. The consensus of the BOS is to discuss that issue in a Non-Public session.

Shawn reads the Town Announcements listed below.

Trustees of the Trust Funds: Dr. Farah states that she would like to hear from the Trustees of the Trust Funds regarding the Eaton Trust. She notes that trust should be being dissolved as it has terminated its’ life and the funds are supposed to be going back to the Town. Shawn asks Kim to get an update on that issue.

Town Calendar: Sheila asks that Olde Home Days be added to the Town calendar. Dottie believes the dates are August 28 and August 29. Dr. Farah asks Kim to confirm the dates. Sheila also suggests the BOS schedule their annual meeting at the Olde Meeting House. Shawn notes his preference is for scheduling it earlier in the summer, towards the July end so there is enough light to conduct business.

Kim informs the BOS that she will receive the proof of the Town Warrant Articles tomorrow from RIM. She has also heard back from NH DOT relative to Main St and the Old Heritage Cemetery lot regarding the letter the BOS just sent out. She explains that the Town was not given the same opportunity as the homeowner was given for the

inspection of the driveway. The Town asked DOT to give the Town the same respect and to have all meet with regards to the driveway approval. She notes that the gentleman called today and is available from 7:00 AM to 3:30 PM to whoever is available to meet with him. He would just need a couple of days' notice.

Sheila suggests that the Highway Dept. meet with him. Dr. Farah notes that the Heritage Commission definitely wants to meet with him. Shawn questions why DES would have anything to do with the Highway Dept. Dottie clarifies with Kim that she is referring to NH DOT, not DES. Shawn notes that if the meeting is with NH DOT, it would be in regards to the curb cut and the Highway Dept. does need to be involved in that. Dr. Farah reiterates that both the Highway Dept. and the Heritage Commission need to be involved in this meeting. Shawn agrees, referring to previous discussions. Dr. Farah also requests that someone report the outcome of the meeting back to the BOS. Shawn asks Dottie to convey this information to the Heritage Commission and have them coordinate a date with the Highway Dept and set up this meeting with NH DOT.

Memorial Day Parade: Dr. Farah reminds the BOS that the American Legion canceled the Memorial Day Parade due to the inclement weather and confirms with Kim that those funds have been returned to the Town. She states there were no costs prior to canceling the parade. Dr. Farah also noted that the Legion did hold a ceremony the next day. Shawn suggests the perhaps the American Legion could coordinate a parade for Olde Home Days. Dr. Farah states she could suggest that at Wednesday's American Legion meeting. She notes that the bands may be available. She suggests that the American Legion could do a parade if the Town was willing to fund it. Shawn states it would be up to the American Legion to coordinate it. Dr. Farah expresses hope that this might work out well. She notes that some of the school groups might also be available. Shawn reiterates his support of the idea. Dr. Farah confirms that the Recreation Dept is in charge of Olde Home Days so the American Legion will coordinate with them. Dr. Farah will contact the Recreation Dept. to ensure there will not be any scheduling conflicts.

IV. Town Announcements

Calendar

 **June 28- Monday:** Board of Selectmen's Meeting at 7:00 PM at the Town Hall

 **July 13- Tuesday:** Town Elections at the Community Center 8:00 AM-8:00 PM

There being no further items to discuss, Sheila motions to go into a Non-Public session under NHRSA 91-A 3:II(c). Second by Dr. Farah. Roll Call vote: Shawn-yes, Steve-yes, Sheila-yes, Dottie-yes, Dr. Farah-yes.

The public session of the June 14, 2021 BOS meeting ends at 7:34 PM

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

Respectfully Submitted
Deborah A. Christie

ⁱ See Attached

TownAdmin

From: Barry Hantman <barry@hantman.net>
Sent: Tuesday, May 18, 2021 9:45 AM
To: TownAdmin; selectmen
Cc: Roger Whitehouse; Deborah Christie
Subject: Cable Committee

Dear Members of the Board of Selectmen,

For the past several months, the Cable TV Committee, at the Selectmen's request, has been looking into the cost of installing a permanent and easy to use Cable TV broadcast capability for the Community Center (camera, speakers, microphones, etc.) as well as an upgrade to the cameras, microphones, etc. in the Town hall. Although we have the ability today to broadcast from both locations, the mechanisms for broadcasting from the Community Center are cumbersome at best (manual, multi-hour setup and testing on each occasion) and the systems at Town hall are our of date (low resolution, cumbersome microphone system).

After looking into the equipment necessary, including investigating the new system recently installed in Plaistow, the Cable Committee determined that their are not sufficient funds in the Cable account to put an appropriate system in the Community Center. Such a system would cost roughly \$44K while the fund has only \$23K available. Therefore, the Cable Committee recommends that, given the small number of meetings held in the Community Center, we continue to use the current systems in that facility (although cumbersome). The committee recommends revisiting this in a few years after the funds in the Cable account have a chance to grow.

As for the Town Hall, an appropriate upgrade would cost roughly \$15K. The Cable Committee recommends going forward with this upgrade. We have received a quote from a single vendor (the same vendor that Plaistow selected) but have not entered into any negotiations with the vendor to discuss options or additional equipment we think may be required (but that isn't included in their quote). The Committee did not want to begin detailed discussions with the vendor until we had approval from the board of selectmen.

Given the above, the Cable Committee has the following questions:

1. Are competitive bids required or can the Board begin discussions with this single vendor? The committee did not want to provide a competitive advantage to this specific vendor by opening detailed discussions if competitive bids were going to be required.
2. Is the Cable Committee authorized to expend up to \$15K from the Cable TV Fund for this upgrade? (the quote received is for less than this amount however the Cable Committee believes that a few items are missing from the quote)
3. Is the Cable Committee authorized to conduct negotiations on behalf of the Town (with any resulting Contract to be approved by the BOS)?

As a side note, while investigating the available funds in the Cable TV account, it came to the committee's attention that for the past several years costs related to the Town's website (~\$1500/year) have been charged to the Cable TV fund. As these costs are unrelated to cable TV, we are unsure as to why the costs for the website have been charged to the Cable TV fund. The Committee believes these costs should more appropriately be allocated to the IT budget.

Thank you,

Barry Hantman
Danville Cable TV Committee