

Town of Danville  
Board of Selectmen  
Monday, September 27, 2021  
7:00 PM

6:56 PM

Meeting is Video-Recorded

Selectmen Present: Shawn O’Neil, Chair; Steve Woitkun, Vice-Chair; Sheila Johannesen, Dottie Billbrough, and Scott Borucki

Others Present: Kimberly Burnham, Selectmen Administrator; Joe Ortiz, Lauren Ortiz, Steven Pascoe, Christine Tracy, Town Clerk/Welfare Officer; Anthony Pizurro, Sharon Griffin Woodside, James Seaver, Road Agent

Shawn called the meeting to order at 6:56 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.

**Main St. Home Occupation Permit:** Mr. Pascoe states that he is there with Mr. and Mrs. Ortiz regarding a letter they had received from the BOS. Mr. Ortiz of Main St., explains that he received a letter from the BOS regarding his business. He states that he has a permit to operate his training business from his home. The letter states that something is wrong with his Customary Home Occupation application from Aug. 10, 2020. Shawn explains that when he applied for the Home Occupation permit, “it is a special part of Zoning that allows the BOS to grant permission to have a business in your house if you meet certain criteria. One of the questions to meet that criterion is if people are going to be visiting the residence to do this. A lot of people have businesses remotely and don’t have people coming to the residence”. Shawn confirms the owner is advertising his home business as a facility that people can come to and states that means the business no longer falls under the home occupation exemption that the BOS can grant and that Mr. Ortiz now needs to go through the Planning Board to get his business approved.

Mr. Ortiz explains that his business is a one-on-one personal training business. Shawn states the rules that are established state that if anyone is coming to the house, that disqualifies it as a “home business.” He further explains that the Home Occupation permit was created for the “easy stuff, such as an online business, with no one coming to the house and nothing being stored at the home. When you don’t meet that criterion, then you have to go through the Planning Board”. Shawn notes that the zoning on Main St. has been changed to a Commercial District, so Mr. Ortiz’s business should qualify. The Planning Board would set out the rules, etc. Shawn reiterates that the BOS granted the permit under the Home Occupation criteria which no longer applies and that is why he (Mr. Ortiz) received the letter. Shawn encourages Mr. Ortiz to move the issue to the Planning Board.

Mr. Pascoe asks if the BOS is being careful to treat every business owner in Town the same way. He states that he has “pulled jackets” and knows people who are operating heavy-duty operations and there is nothing in their files. He states that he wants to make sure that the BOS is doing this for everybody or are they singling out one business. Shawn states that the BOS is “definitely not singling anyone out”.

Sheila states the other problem is that Mr. Ortiz changed his garage into a business. Mr. Pascoe and Mr. Ortiz stated that he built it with all the necessary permits. Mr. Ortiz clarifies that there is only one client there per hour, it is not a commercial gym. Mr. Ortiz also states that this was explained in his Home Occupation Application that the BOS signed. Mr. Pascoe explains that Mr. Ortiz came to the Town with his intention, explained it, and was given the Home Occupation Application. Mr. Pascoe emphasizes that Mr. Ortiz did everything to the letter of what he thought was the law and now, after a year, someone is calling his business out. Mr. Pascoe states that he can provide the names of ten (10) businesses that are not operating properly under the Town’s Ordinance and are allowed to do so,

including one business for ten (10) years. Mr. Pascoe again asks why Mr. Ortiz was singled out when he was upfront in the beginning.

Shawn explains the BOS addresses these issues when they are brought forward. Mr. Pascoe responds that “some of it is right in your face.” Shawn notes that he “definitely believes in fairness. It is the technicality that part of the business is that you have to have clientele coming on the premises and that is not part of the Home Occupation permit”. Shawn states that “if that was conveyed since day one and somehow the BOS missed it, but believes that wasn’t the case”. Mr. Pascoe asks if Shawn is stating that Mr. Ortiz represented the business differently. Shawn explains that when the BOS gets a Home Occupation application, the questions on the application have already been asked and answered. If a mistake was made in the office, it will be addressed. He reiterates the point is that “there is a clientele that is coming to that house.” Mr. Ortiz questions where the problem is. Mr. Pascoe notes that no clients have complained.

There is more discussion from Mr. Pascoe and Mr. Ortiz about why the business was singled out. Mr. Pascoe asked who brought it to the attention of the BOS. Shawn states that Sheila did. Mr. Pascoe asks Sheila why she brought it to the BOS. Sheila states that she brought it to the BOS’ attention because the business is no longer a garage, it is a building and that is a zoning issue. Mr. Pascoe states that it was built with permits and it was a gym built for the business that Mr. Ortiz applied for. Mr. Ortiz reads from the Home Occupancy application: ***“one-on-one fitness training with health and nutrition and body assessment. Remote training and one-on-one in-person training.”***

Scott states that he was not on the BOS at the time, but believes that he did see the Home Occupation application, and “to be blunt, it was done incorrectly by the office.” He states that “in-person, one-on-one training” would indicate that people would be coming to the premises which does not qualify under those questions (on the Home Occupation application). Mrs. Ortiz states that “they came into the office, explained what they were doing, and was told the Home Occupation paperwork was what they needed to fill out.”

Steve states that to answer Mr. Pascoe’s first question regarding if all the businesses were being treated the same way, the answer is no. He explains that the Town does not have a code-enforcement officer and the BOS acts as code-enforcement when they have been made aware of a problem. He acknowledges that he could probably find fifteen (15) violations, but that he personally does not come in on a Monday night and start throwing out a list of offenders. Steve notes that if the neighbors don’t complain, he does not pursue it, but if a neighbor does complain, the BOS is obligated to address it. Steve tells the BOS that he met Mr. Ortiz this past Saturday and was given a tour of the facility, noting that “it has an AED, exit lights, and from the Fire Chief’s perspective it looked great”. He also notes that it is a “change of use” because Mr. Ortiz converted a garage to a gym and that should go in front of the Planning Board”. Steve states this “was a lack of communication with the building inspector and everyone else, and that he doesn’t think the BOS is singling anyone out, but that the BOS wants to do this properly to cover zoning and everything else”. He notes that he encourages small business in Town and that the Town needs more small businesses. Scott states that he doesn’t know “what happened with the building permit, so depending on how that went through, he’s not sure if it (the garage/gym) is or isn’t a “change of use”. Steve states that it was a two (2) stall garage and is now a gym and that he believes that Mr. Ortiz should have to go through the Planning Board. Kim states that Mr. Ortiz came in for a building permit for an addition. Scott confirms with her that the only change was for the addition because it was an existing garage. Scott agrees and notes that Mr. Ortiz “modified his garage, and from his time on the Planning Board; that may not be a “change of use” because a building permit can be issued for a lot of different reasons and that doesn’t mean it coincides directly with Mr. Ortiz putting a business in place or having a business”. Scott notes that Main St. is now part of the Village District, which has been extended to the Fremont line. He states that he can’t speak for the Planning Board, but does not feel Mr. Ortiz would “run into a whole lot of roadblocks.” Mrs. Ortiz asks if they (the Ortiz’s) had never taken the garage doors off, then this wouldn’t be an issue.

Mr. Pascoe asks what the process is for the Planning Board, and would Mr. Ortiz need a site review, etc. Scott suggests that the Planning Board would probably ask about the traffic, noting that one client at a time shouldn’t be an issue. The Planning Board would issue a “business permit.” Shawn agrees that the Planning Board would want to ensure there would be enough parking. Scott states this is not a traditional situation like a subdivision, etc. Mr.

Pascoe expresses his concern that the Planning Board will require site plans, etc. which would run into thousands of dollars. Mr. Pascoe then asks Sheila directly why she singled out Mr. Ortiz's business. He asks her how many letters went out. Sheila states that she didn't send out the letters. On further questioning, she states that she "did not instruct anyone to send out the letters. Mr. Pascoe asks her again if she asked to have more than one letter sent out, stating it was a simple question.

Shawn states that he can expand on that noting that the BOS would also be discussing the Health Inspector that Sheila summoned to Anthony Pizurro's for selling his food. Sheila states that he (Mr. Pizurro) did not have a permit. Mr. Pascoe again asks Sheila how many businesses has she called out. Sheila states that she did not call out any business. Mr. Pascoe states "just one." Sheila does not respond. Mr. Pascoe asks "yes or no, it's just a simple question." He notes that he will now "hold her in account personally that in her duties on the BOS she is going to report all the businesses," stating that "she knows them." He reiterates that he "will hold her accountable on tv- is she going to call out all these other businesses." Sheila starts to state "Mr. Ortiz came before this board...". Mr. Pascoe interjects "so you're not going to, it was a single event and that's it you don't intend on calling your friends out". Mr. Pascoe thanks the board and gets up to leave with Mr. and Mrs. Ortiz. As they leave, Shawn states that the BOS will investigate exactly the process they (the Ortiz's) need to go through with the Planning Board and "will pull up the copy of the Home Occupation application and look at it. If the BOS did "screw up" they will honor the Home Occupation permit". There is a brief discussion between Shawn and Mr. Ortiz regarding the issue and moving forward.

**Health Inspector Issue:** Shawn confirms with Sheila that she "took it upon herself to contact the Health Inspector and sent him out to Mr. Pizurro's house on Main St." Sheila states that "she called the Health Inspector if there was something that needed to be- because it was a business selling food, if a permit was needed." Shawn asks her "what kind of permit?" Sheila confirms a food permit and there is one that is supposed to be issued through the State. Shawn asks what about kids selling lemonade. Sheila states that is different, they are considered something else. Steve asks why she reported only Mr. Pizurro, noting there is more than one food vendor in Town. Sheila notes the vendor across the street is in the Homestead food co-op and a Homestead license is not required. She explains that a Homestead food license is not required if you **"only sell your non-potentially hazardous food from your own residence, from your own farm stand, at a farmer's market or retail food store; and, you do not exceed a maximum annual gross sales of \$20,000."**<sup>i</sup> Shawn asks how often did Mr. Pizurro have his stand out front- noting he (Shawn) could count it on one hand, and he (Mr. Pizurro) certainly didn't make \$20,000.

Sheila states that "he's different because he's making food and doesn't have a license from the State". She reiterates that he must be licensed through the State to be selling food to the public. Shawn asks her why, based on what she had just read to them". Sheila rereads the statement. Scott and Shawn both state that Mr. Pizurro is selling his food from his own residence, he is cooking it and selling it. They question Sheila why is he exempt from the Homestead exemption. Sheila states that the State does not agree with what they (Shawn and Scott) are saying. Steve also asks why Mr. Pizurro is not a "homesteader". Shawn agrees, noting he doesn't see the difference. Sheila states that he was licensed until a short time ago but is no longer licensed. Shawn asks when does the "homesteader (exemption)" go away. Sheila states that Mr. Pizurro "evidently called the food protection place and asked to have his license closed out." Shawn confirms that Sheila is stating that Mr. Pizurro had a food license and let it go.

Ms. Tracy states that she doesn't see the difference, noting that "we are allowed to sell cupcakes." She asks what about people who sell other things out of their homes. Ms. Tracy states that she does not understand why he (Mr. Pizurro) would have to be licensed and not anyone else.

Shawn states that what bothers him is that he (Shawn) is being called by a resident about some other BOS member sending the Health Inspector to inquire about this and he knows Mr. Pizurro is trying to do everything right. Mr. Pizurro asked Shawn why the Health Inspector was at his house asking all these questions. Shawn told him that he had no idea, and notes that he asked Kim and she had no idea until later that Sheila had had a conversation with the Health Inspector and apparently asked him to talk to Mr. Pizurro about the permits. Shawn states that "it sounds like a rogue selectman." Sheila disagrees. Steve notes there are two other food vendors within a quarter-mile of Mr. Pizurro and asks Sheila if they were also called out. He notes that one is a gentleman that does barbeque on

Colby Rd. across from the library and prepares food in his yard. Sheila states that he has a special State Canteen permit because he sells food from his truck. Steve notes that the people across the street sell food and even have a sign up. Dottie explains it is a different category because it is a farm stand. Steve states that he feels “the rules are being “selectively enforced” and the BOS is going to get itself in a lot of trouble as Mr. Pascoe said here tonight.” He notes that he thought the job of the BOS was to “assist the residents in Town, not to be aggravating and causing them grief.” Sheila states that she thinks the Town zoning should be changed. Steve states that if it was a gross violation, where it involved public safety, then yes. He notes the issue with Mr. Ortiz “is crazy and that he stopped by and Mr. Ortiz gave him a tour and that he (Steve) was impressed with all the professional work that Mr. Ortiz was doing on his house, and he doesn’t think it is the function of the BOS to start harassing someone like that.”

Sheila states that the BOS should “not be accepting some of these Home Occupation applications, that the BOS is not even looking at what the “customary” home occupations are, are signing things they shouldn’t be signing, and they should be stopped right in that office and sent to the Zoning Board”. Shawn notes that when Mr. Ortiz was going through the process, it was a “rookie” mistake that somebody made. Shawn reminds Sheila that there are “new people on the job, that (they) didn’t have a 10–15-year veteran doing it and “shame on us- it got through the cracks”. Scott states that “he doesn’t want to point out the obvious, ...but, assuming that Mr. Ortiz indicated it was a one-on-one business, and he (Scott) believes that the Home Occupation application does say that, that the BOS should get a copy of the Home Occupation before they sign it so they can read what it says and it’s on the BOS if it was signed.” Shawn agrees. Sheila states they should add what a “customary home occupation” is to the application so people understand what they are applying for. She reads the following: ***For purposes of this ordinance, “customary home occupations” describe small business activities that the homeowner might engage in that take place primarily at the homeowner’s residence (or, in the case of a service tradesman, take place primarily off-site at a customer’s location) and that do not alter the principal use of the premises as a residence. Customary home occupation activities include but are not necessarily limited to: daycare facilities, service tradesman, dressmaking, letting of rooms (limited to no more than two (2) rooms or persons), professional office preparation, sale of home-baked goods, and sale of farm goods raised on the premises.***<sup>ii</sup> Shawn states that Sheila is “basically just taking out the whole zoning that we have and plopping it in here.” “Special Exceptions by the Zoning Board of Adjustments Article IV.A.2.A. Sheila states it could be spelled out a little bit more.

Mr. Pizurro arrives in person at the meeting and is recognized by Shawn. He states that he has come with a copy of his permit for his NH Meals Tax, a copy of his food service license that is valid until April 2022, and has a list of “self-inspecting towns”.<sup>iii</sup> Mr. Pizurro states that the Health Inspector came to his house and got into a verbal argument with his wife. The Health Inspector asked if he (Mr. Pizurro) worked, which Mr. Pizurro states that “he doesn’t understand what that has to do with anything.” Mr. Pizurro reiterates that he is licensed by the State and that Danville is not a self-inspecting town, so he is not sure what authority the Health Inspector has. Mr. Pizurro also notes that the State allows anyone to sell food legally up to four (4) times a month and for up to two (2) weeks at a fair. They do not need a license and they do not need an inspection.<sup>iv</sup> Mr. Pizurro states that he “asked David Colbert if he needed any permits and that everyone said no, so he thought he was okay”. He also states that he is only talking about three (3) hours of selling and is probably losing money. Shawn asks to see Mr. Pizurro’s paperwork. Sheila states that she “spoke to Debbie at Food Protection who said it was at his (Mr. Pizurro’s) request to close out his license. Mr. Pizurro asks when this was done, noting that he had just renewed his license. He states that Sheila “got false information.” Shawn reads from Mr. Pizurro’s license “this will be in force until April 30, 2022.” Regardless, Mr. Pizurro notes that he can serve food up to four (4) days a month with no license. He then asks what is the difference between him and the Lion’s Club. Shawn reads the exemptions that are listed on the license. Mr. Pizurro explains that he got into the State system for insurance reasons, noting it costs him \$1000 per year for his permits. He states he doesn’t understand why Sheila is coming after him when other people in town are “flagrantly cooking” and that he is “obviously more qualified and legal.” Sheila reiterates that she spoke to “Debbie” and will provide the phone number because according to the State, it showed his license is valid to April 30, 2022, but then it was requested for them to close the license. Sheila recommends that Mr. Pizurro call the State and make sure his license is reinstated. Mr. Pizurro also asks if the Health Inspector has any authority to come to his house. Shawn explains that he already has a call out to the Health Inspector to discuss this and notes that he will clarify with the Health Inspector that he is to take orders from the BOS office, not from an individual selectman. Mr. Pizurro reiterates that regardless of his license, he is still not doing anything wrong and asks why Sheila is coming after him. Sheila states

that she just asked a question and called the State. Mr. Pizurro notes that someone sent the Health Inspector to his house. Shawn states that it was Sheila. Mr. Pizurro asks Sheila why. Sheila states that “she wanted to make sure he was licensed through the State.” Mr. Pizurro states that he does not need to be. Sheila disagrees. Mr. Pizurro notes that he has it in his hand from the State website.<sup>v</sup> Shawn apologizes on behalf of the BOS and states in his opinion, Mr. Pizurro is fine to continue. Kim asks to make several copies of Mr. Pizurro’s paperwork.

**Main St. Home Occupation (Cont.):** Scott revisits the discussion of Mr. Ortiz’s gym. He asks if the BOS has the authority to make exemptions to any of those “customary home occupations” that are listed.<sup>vi</sup> Shawn states that he doesn’t have the answer but “if the BOS created the issue, the resident should not have to pay the price”. Dottie and Scott agree. Sheila states that exemptions should go back to the Zoning Board. Shawn states that he is going to find out what the process is to go through the appropriate channel, which would be the Planning Board. He agrees with Mr. Pascoe that Mr. Ortiz should not have all the added expenses. Scott reiterates that he would like to know if the BOS has the authority to approve an exemption, noting what if it was another occupation with one-on-one clients that would have very little impact on the Town such as masseuses, yoga, home healing, hair-dresser, etc. Shawn notes that he knows those businesses already exist in Town. Sheila notes the application is approved by the BOS or by a special exception granted by the Zoning Board.<sup>vii</sup> Scott notes that his question is an “or” question, not an “either” question.

Mr. Pizurro asks what he needs to do next. Shawn explains that he is fine until further notice. Mr. Pizurro exits the meeting.

Shawn closes the Delegate session at 7:37 PM

## II. Agenda

**Kingston Rd ZBA Denial:** Kim explains this homeowner had received a Home Occupation Permit, but due to changes had to go before the ZBA. He was denied a special exemption and told that he had thirty (30) days which has since expired. Shawn states the BOS needs to send him a letter stating that his Home Occupation permit will be rescinded. Kim explains that the owner did apply for a Home Occupation permit and was denied and then was also denied twice by the ZBA, once as a regular zoning issue, and then reapplied for a special exception which was again denied by the ZBA. Dottie confirms with Shawn this would be a cease-and-desist order. Kim explains the owner is having conversations with other owners on Kingston Rd because trucks are allowed in other locations on that road. She notes that at one time it was zoned differently because it was considered Rte. 111. Steve suggests the “BOS be very careful with this situation and think about it for the simple fact that within a quarter-mile of Mr. Taylor’s residence there is a parking of oil delivery trucks, roll-off dumpster vehicles, and heavy equipment”. He notes that “down the road the other way a gentleman has a water tanker business for pools.” Steve notes there are multiple examples the owner can point out as unfairness of the BOS on the Home Occupation Permit. Steve states there is talk on the Planning Board about changing the zoning on Kingston Rd because of all these existing businesses. Shawn recommends a continuance on the issue so he can “get back up to speed on this”. He explains that if the Planning Board is looking at zoning changes, then maybe the BOS needs a continuance on this until then. Shawn states that he feels that because the owner brought the issue to the ZBA, the BOS should honor that he is working with the Town. Sheila notes that any zoning changes would not be made until March. Shawn explains that he is not “willing to force the owner to undo something and then have the Planning Board allow him to do it with a future vote”. Sheila suggests the BOS table the issue until March. Shawn agrees. The consensus of the BOS is to review the issue in a couple of weeks when Shawn has a chance to review all the facts.

**Home Occupation Application Review:** Kim states that “a couple of issues came up” and she asked Gail to talk to the Planning Board relative to “in-home” applications. She explains that Chip told Gail that a home occupation is at the residence and encompasses attached and detached garages, that this is consistent with a two (2)-acre parcel and there wouldn’t be a “change of use” on Main St., and no impact tax specifically relating Mr. Ortiz. Kim reminds the BOS that this information is coming from a second source. Sheila reads from the Home Occupation ordinance “*any activity carried out for gain by a resident and conducted as a customary incidental or accessory use in the residence’s dwelling or other building on a resident’s property.*”<sup>viii</sup> Kim states it is her understanding that

encompasses the whole property. Scott notes this is why he is not sure that in Mr. Ortiz's case that those changes were necessarily a "change of use", adding that he (Mr. Ortiz) could have built that gym for personal use. Scott also notes that Mr. Ortiz had submitted his building permits, it was approved and inspected by the Building Inspector and hasn't really "changed use" at this point. He reiterates this is why he doesn't know what the BOS is allowed to exempt and "the biggest hindrance that he sees over and over again, that he is not a fan of, is allowing for high traffic like a shopping mall, but a couple of people over the course of a day, you could have your babysitter coming over to your house that many times during the course of a day". Shawn agrees. Sheila states that it does change the value of the garage when it was converted to a gym. Scott explains that would have been covered under the building permit. Sheila asks if that would change on the tax card.

Kim explains that change would increase the tax because the square footage would have increased. Sheila then asks when the tax card gets changed. Kim explains the card should be changed once the permit is pulled, completed, and put in the system. She notes that Fred updates everything that was pulled, and any permits requested, once a year in April. Permits are good for two years, if a permit is pulled in September of 2020, it is good until September 2022. In April of the following year (2023) it would be reflected and taxable at 100% as part of the property. She gives the example of Wellingham Farm. It was permitted in September 2020 and currently shows that it is 50% under construction on the tax card. In April of 2022, it will show as 100% complete. She confirms they (Wellingham Farms) also have a permit for the garage. Steve asks if that they are subject to impact fees. Kim states that she does not believe so "at this time" because the whole project is not done and the owners have not come back with a plan yet. She notes they can build structures on the property with a building permit, without an impact fee, but once a "change of use" happens, then they would have an impact fee. Kim notes that the building never changed use.

**Public Safety Impact Fee Fund:** Kim refers to last week's discussion of the Public Safety Impact Fees and provides the BOS with a worksheet. She explains that currently, the School and Public Safety impact fees are in one account. Sheila and Steve state that they are supposed to be separated. Shawn agrees. Steve explains that he came up with \$128,000 as the amount of Public Safety Impact fees and the worksheet shows a total of \$171,000 as of August 2021. Sheila reminds him there is interest in that account. Kim explains that Patty Sarcione and the Town Treasurer are working on it. Shawn states that the account needs to be broken down into School, Fire, and Police fees. Kim reminds the BOS that in July they had authorized to pay \$200,000 of School Impact fees to the School District. Shawn wants to be sure it was paid out of this account. Kim reiterates that "they're working on it." She notes that if the balance is \$171,000 and if they must transfer it to a Public Safety account to start a new year, it will be accommodated by Finance. Sheila asks how the interest will be separated. Kim explains that is a moot point because they can't go back and this will be something the auditors will point out to fix moving forward. Shawn asks Kim to put this item back on the agenda in two (2) weeks and that he hopes to have an update by then.

**Girl Scouts/Community Center:** Shawn states that he received a call from a resident who is part of the Girl Scouts organization that they received a notice from the Community Center Committee (CCC) that they (the CCC) were expecting donations from the Girl Scouts. The resident explained to Shawn that the Girl Scouts "were lean to begin with" and wanted to know if all the groups were paying this "donation". Shawn states that this was news to him and he was not aware of it and that "organizations that utilize the building that serve in the public interest, that the BOS can support, should be granted the use of the facility." Shawn notes that as he began looking into the issue, he was told there are multiple entities of the same organization, for example, there are four (4) different Girl Scout groups, utilizing the Community Center. That means there are four (4) different events and four (4) different schedules. Shawn states that he would recommend that they (the Girl Scouts) consolidate their events/meetings so that they are not taking up four(4) different nights to save on building expenses. He notes that if the CCC is going to accommodate people using the Community Center for the community support that the organization does, at no cost, it means that the taxpayers are paying for the overhead. A good effort should be made to utilize the building as efficiently as possible. He reiterates that the four (4) different groups of the same organization should be thinking of how to maximize efficiency. Shawn notes that he understands where the CCC is coming from and where the Girl Scouts are coming from and would like a discussion and opinion from the BOS.

Kim explains that Spruce is trying to create a co-op and have weekly meetings with a bank at the Community Center. She notes that Rockrimmon is also using it, as well as the Town. The CCC felt that if these organizations were using

the Community Center on a monthly/weekly/bi-weekly basis that the CCC would request a “donation”. Kim states that when she talked to the Girl Scouts it was “just something that came up in conversation”. She notes that she asked the Girl Scouts if they could start consolidating their meetings in the new year and was told that if a group can’t make it one night, the CCC would need to accommodate them another night. Kim states that the CCC is asking for a donation, that it can be time, money, etc. Shawn agrees, noting especially for those organizations that are service entities.

Ms. Tracy states that the Girl and Boy Scouts help out with the Holidays so they are putting in their time and that as a citizen, she feels it is wrong to ask the Girl Scouts for a donation, noting they are trying to do what they can to earn their money. Shawn reminds her that the issue is with four (4) groups of the same organization meeting at four (4) different times. He notes this also limits the availability of the Community Center for other entities. Ms. Tracy agrees and notes that her objection was to the CCC asking them (the Girl Scouts) for money.

Kim explains that the CCC wasn’t asking for money, they were asking for donations and it could have been \$10.00. She notes that they weren’t asking for donations for the use of the Community Center, but are asking organizations to contribute to the costs of the building. She notes it was just a conversation to keep everyone on the same page. The CCC thought they would just ask everybody for something at the beginning of the year. She reminds the BOS there are five (5) members on the CCC and that it was a committee decision. Kim explains that if a group meets every week, with lights, heat, and everything, it amounts to \$200 per year. She notes that the CCC did get this donation from a certain group to use the Community Center for a year.

Scott notes the BOS is discussing two (2) different things. “The Eagle Scouts and Boy Scouts and some type of... you can’t just have a free-for-all and on any given day they (the CCC) can’t have umpteen entities... could have the Community Center booked for free for five (5) nights a week and that’s concerning to him.” Kim confirms that does happen. She also confirms that Spruce and Rockrimmon make a “donation”. Ms. Tracy asks why they aren’t being charged the regular fee because these are private organizations. Kim states that the bank that was helping Spruce create a co-op did pay the Community Center fee of \$175.

Kim reiterates that at the beginning of the year, the CCC is going to ask the organizations that are using the Community Center to come forward and make a donation. Shawn confirms that this is a new CCC policy. Ms. Tracy and Kim discuss why the CCC is calling it a “donation”. Sheila explains that if they use the word “fee”, then the CCC would have to set a fee and that would mean that other private groups like the Lion’s Club and Vets would then have to pay. Kim states the Vets and the Boy Scouts don’t meet at the Community Center, as opposed to the Girl Scouts using the Community Center four(4) different times a week. She notes this means opening the building for two (2) hours, having the heat running, making sure the building is shoveled, etc. Sheila notes that the Community Center roof and/or AC is leaking, that maintenance has to keep up and it’s coming out of the taxpayers’ pockets.

Ms. Woodside enters the meeting and states that “we never asked a penny from any community organization.” She states that it’s in the notes and she is the secretary. Ms. Woodside states that she “won’t have it submitted that we (the CCC) discussed that because we didn’t approve it and I want to make sure that is common knowledge.” Ms. Woodside exits the meeting.

Shawn reiterates that he was contacted by a resident and that was why the topic was brought up. He wanted to have a general discussion at the BOS table so everyone can be on the same page, so if somebody is asking for donations, the BOS is aware of it. He explains he is trying to make the use of the Community Center the most efficient, noting it is a great resource to have and it’s never been something that they (the CCC) are trying to make a ton of money on. He states that if the Community Center breaks even, that’s great, and to try to minimize the losses. Shawn notes that the Community Center will never recuperate its costs. Sheila notes that the Community Center is not even close to breaking even. Kim reminds the BOS that the Community Center is coming back and that COVID did a number on it. Shawn agrees, noting that no one was having any events and the building still had to be maintained. He states that if the entities that use it have some discretionary funds that they can contribute and understand that it is being labeled a “donation” that is great, and that there are other ways that organizations can help, with events, etc. creating “goodwill credit”. Shawn notes that he believes that entities that are coming through

the Community Center and expect to have access to the building for no material expression of “goodwill” either monetary or in efforts to help is not acceptable. He reiterates that the Community Center is a great resource and should not be taken for granted.

**2022 Holiday Calendar:** Kim presented the BOS with the proposed Holiday Calendar for 2022. Sheila asks if it is the same as they have now. Kim explains this calendar is based on the State of NH Department of Administrative Services and Holiday Calendar 2022.<sup>ix</sup> Sheila confirms these are the same holidays the Town observed in 2021. Kim states that she would like to add Columbus Day. Dottie agrees that she has no objection to that. Shawn states that if the BOS is going to discuss adding holidays, that is a bigger discussion than approving the Holiday calendar. He suggests if the BOS wants that discussion to put it on another agenda. Sheila motions to approve the 2022 Holiday Calendar as presented. Second by Dottie. Vote is unanimous (5-0).

**Kimball Terrace Bids:** The BOS has received two (2) bids for the Kimball Terrace Project. Shawn states the two bidders are Holmes, in Raymond, NH, and Viens, in Kingston, NH. Shawn opens the bids and reads the bottom-line bids: Viens’ bid is for \$32,752. Holmes’s bid is for \$28,010. Shawn asks Mr. Seaver to review the details of the bids and bring his recommendation to the BOS for next week’s meeting. Sheila asks Mr. Seaver to see if the Kimball Terrace project will qualify for the American Relief grant. She states that she is pretty sure that it will qualify.

**Stormwater State Report:** Mr. Seaver has a prepared copy of the Stormwater paperwork that he asks the BOS to sign as it is due on September 28, 2021. Shawn confirms the report came from the consultant. Mr. Seaver explains that he met with Carsten Springer and Sayre DeVito of the Conservation Commission on Friday and they went over the paperwork for 2021. Sheila asks if the Conservation Commission is now working with him (Mr. Seaver). Shawn reads that the BOS is signing Year Three (3) of the Annual Report for NH Small MS4 General Permit for the reporting period of July 1, 2020, through June 30, 2021. Dottie motions for Shawn to sign the MS4 as presented. Second by Sheila. Vote is unanimous (5-0).

Sheila confirms with Shawn that the Conservation Commission is now working with the Road Agent (Mr. Seaver). Shawn notes that he is supportive of promoting more committees to work together. Mr. Seaver explains that is it especially helpful because “he is new to this”. Mr. Seaver confirms that he will review the two bids received for the Kimball Terrace project and present his ideas next Monday.

**Town Boundary Perambulation:** Shawn explains that he received a notice from Kingston that they would like to set up the required perambulation for their boundary with Danville. He notes that the Town did a similar one with Sandown several years ago and they worked with Danville’s Town Engineer to determine the GPS coordinates of the towns’ boundary. Shawn states that Kingston is also talking about doing this- to get all the markers in place and GPS’d. He notes that the Town split the costs of the project with Sandown and feels that is the fairest approach. Shawn states that he would like to respond to Kingston that Danville is willing to look at doing this project and to please get estimates of the costs. He notes that Kingston will probably use their own town engineer or surveyor. Scott asks if this is one-half the costs of just Danville’s borders with Kingston.

Shawn explains that the “older town”, based on their incorporation date, is the “senior town” and invites the “junior town” adjacent to it to do the perambulation. It is only done on that town’s adjoining borders. He notes that when the perambulation was done with Sandown, only Danville’s boundary with Sandown was surveyed, marked and GPS’d and that Danville split that cost with Sandown. He notes the law requires perambulation every seven (7) years.<sup>x</sup> Shawn confirms the consensus of the BOS is to split the costs of surveying, marking, and registering the GPS coordinates with Kingston. He asks Kim to let Kingston know that they need to get an estimate for the process and to ask when they expect to do the walk and mark the coordinates. Shawn explains that usually a representative from the BOS and the Highway Dept attends the perambulation. He notes that on a previous perambulation with Kingston, they involved their Road Agent. He states that once the markers are set and GPS’d, future perambulations should be much easier as finding the markers is the hardest part.

### III. FY 2022 Budgets




**#4140.10- Town Clerk:** Ms. Tracy, Town Clerk, presents the 4140.10 Town Clerk budget for a total of \$100,246. She explains that she has put in an additional salary line for the Town Clerk Assistant's position, as well as added the 4.4% COLA increase and any step increase that were due. Ms. Tracy notes that the previous budgets had combined the salaries of the Deputy Town Clerk and the Town Clerk Assistant, but Sheila had asked that line be broken out for each salary. Dottie confirms with Ms. Tracy that the wage rate reflected in the budget included the COLA and step increases. Ms. Tracy explains that the reductions in the salary line are a result of the Deputy Town Clerk reducing her hours from 24 hours per week to 16 hours per week.

Dottie explains that she has been reviewing the wages of Deputy Town Clerks and Town Clerk Assistants in surrounding towns. She states that the Deputy Town Clerk in Newton makes \$19.60 per hour and in Hampstead, the salary is \$25.02 per hour. She notes that she feels the Clerk's salaries are very low and would like to see an increase. Ms. Tracy notes that the Newton Deputy Town Clerk has only been on the job for five (5) months and the starting wage was \$19.60/hr. Sheila states that in Hampstead the clerks work on Fridays. Ms. Tracy asks what that has to do with what their wages are. Dottie explains that she agrees with Steve that Town employees are important and that the Town needs to do a better job compensating them. Steve agrees, noting that he called the Town employees "our most valuable asset." There is a discussion of updating the step matrix. Dottie states that the Town Clerk Assistant salary is \$21.22 in Hampstead and \$17.75 in Newton. Shawn states there are other surrounding towns that these salaries can be compared to. Ms. Tracy states that she "is tired of fighting for her employees to give them money". There is an animated discussion between her and Shawn. Dottie explains that there are fifteen (15) towns adjoining Danville and she put out her salary information request and only four (4) towns responded. She then asked for the information through NHMA, but many towns did not respond to their (NHMA's) salary survey either.

Shawn states that a salary survey needs to be done in a methodical way. Dottie responds that she did her best and can clearly see that Danville's salaries are low. Steve states that he is not a big fan of comparison and that you can't just compare the wages. He reiterates his previous discussion that they have look at the whole budget picture of what that salary includes such as NH retirement, health insurance, FICA, etc. He notes that in his case, his Fire Dept is all part-time and does not have those added expenses in their salaries. He states that he feels the BOS needs to "think outside the box" and figure out what the Town's employees are worth and should make that adjustment tonight.

Kim reminds the BOS that everyone that works in the Town Hall is a part-time employee and has no benefits. Scott confirms that both the Deputy Town Clerk and the Town Clerk Assistant work sixteen (16) hours a week. This is a total of 832 hours. He also confirms that everyone agrees the salaries are lower than they should be. Steve suggests increasing the Deputy Town Clerk to \$20.00/hr. and the Town Clerk Assistant to \$18.00/hr. Scott agrees noting that he was looking at a 15% increase which would be \$20.50/hr. for the Deputy Town Clerk and \$18.75/hr. for the Town Clerk Assistant. Steve reminds the BOS that in the current job market they (the BOS) do not want to lose staff. Ms. Tracy notes there is a tremendous amount of training and job knowledge involved with those positions. Scott informs the BOS that the suggested increase would increase the Deputy Town Clerk's salary to \$17,056 and the Town Clerk Assistant to \$15,600 for a total increase in the salary line of \$32,656. This increases the total salary line to \$85,973. He clarifies that this suggested increase includes the COLA of 4.4% and a 10.5% increase in the actual salary. He notes that the salaries are still not where they should be but it is a step in the right direction and is fair. Ms. Tracy agrees. After some discussion and clarification, the salary line total is adjusted to \$85,973.

Shawn asks Ms. Tracy to review the remainder of the Town Clerk's budget. Ms. Tracy notes that there is a \$500 increase in the software line. This is due in part to an increase in the costs of the user license, but most of the increase is for two (2) PaxCC readers that cost \$1200. The Town will be switching credit card machines. Scott asks why the equipment line was reduced to \$900. Ms. Tracy explains that the extra costs in last years' budget were for toners that cost almost \$500 each and she has enough for the coming year due to a donation of toners from an entity that was changing out their printers. Dottie motions to approve the amended amount of #41410.10 Town Clerk budget for \$104,510. Second by Scott. Vote is unanimous. Steve confirms that the Town receives the town portion of all the registration fees, noting that is a "money-making operation."

 **#4140.10 Town Clerk budget is approved for \$104,510** **Vote: 5-0**

**#4140.20 Voter Registration/Elections:** Ms. Tracy presents the budget for #4140.20 Voter Registration and Town Elections for \$24,247. She explains that in 2022 there will be three elections, a Deliberative Session, and Candidates' Night. Ms. Tracy also notes that the janitor's position will be open as the previous person no longer wants to continue with that job. There are also additional labor costs included due to the new rule allowing the pre-processing of absentee ballots. Scott asks if there are any further expenses from this budget in 2021. Ms. Tracy explains that they are already over budget in the salary line, but there are no more payments for elections in 2021. Ms. Tracy also notes that they are looking into getting electronic poll books for check-in at the elections. This is something that other towns are starting to do and she is approximating the costs for those in her FY2002 budget. Scott asks why there is a 50% increase over the FY2021 budget for FY2022 when only 75% of the FY2021 budget was spent. Ms. Tracy explains that printing costs and supplies were less expensive than expected. Shawn reminds the BOS that printing and supply costs are more expensive for the State and Federal primaries and elections. Sheila motions to approve the amount of #4140.20 Voter Registration/Elections budget for \$ 24,247. Second by Dottie. Vote is unanimous (5-0). Scott expresses his concern with how BudCom will look at this budget. Sheila states that Ms. Tracy explained everything clearly.

 **#4140.20 Voter Registration/Elections is approved for \$24,247**      **Vote is 5-0**

**#4440- Town Welfare:** Ms. Tracy, as the Welfare Officer, presents the budget for #4440- Town Welfare for a total of \$70,802. The budget is broken out into several sections. #4441.10 General Assistance includes the salary for the Welfare Officer. Ms. Tracy explains that she reviewed the wage survey from May 2021 on the NHMA website for her position and has presented a worksheet of those salary ranges to the BOS. Ms. Tracy states she feels that for the time she has been a Welfare Officer, the Welfare job has evolved over the years from a very part-time job to a very involved job now. Sheila asks how Ms. Tracy calculated her salary increase. Ms. Tracy explains that she simply averaged the wages based on the towns' populations. She notes that Danville's population has increased to 4900. Dottie refers again to the town of Newton. The Welfare Officer there is making \$9840. Shawn asks if her salary increase request is based on hours that she (Ms. Tracy) worked. Ms. Tracy explains that it is a stipend and is paid quarterly. She states that she averages 20-22 hours each week and that her job also involves working from home making hotel arrangements, she also works on the weekends to deliver services to people's houses and reminds the BOS that COVID required addressing extra needs.

Sheila confirms that in other towns the Welfare Officer is not also the Town Clerk. Ms. Tracy notes that she has been the Welfare Officer for many years. Sheila asks for the FY2019 Welfare budget. Ms. Tracy states that she did not bring that with her. Shawn explains that Welfare is actually a BOS responsibility and they (the BOS) have delegated it to the Town Clerk. Kim looks up the budgets and informs the BOS that the FY2019 Welfare budget was \$74,085 and the FY2020 Welfare budget was \$75,095. Sheila, Scott, and Shawn express concern that Ms. Tracy's salary increase request is over 150% of her current salary. Ms. Tracy notes the importance of keeping employees who know their jobs and paying them what they are worth. Dottie states that the Kingston Welfare Officer's salary is \$22,495. Ms. Tracy notes that it is also a part-time position and the job duties are the same. There is a discussion of local Town Clerk salaries, but Dottie points out that in many of the towns the Town Clerks are also the Tax Collectors and it is difficult to separate the salaries between the two positions. Ms. Tracy states that the Town Clerk's salary has nothing to do with Welfare. She agrees that her request is a huge increase, but she has the statistics to support it. Shawn suggests using Newton's Welfare Officer's salary of \$9840, noting that he cannot support the requested 156% increase in the salary line. Shawn motions to increase the Welfare Officer's salary to \$9840. There is no second. Dottie notes that the BOS increased the Deputy Town Clerk's salary by about \$1.00 more per hour. Shawn and Scott note that Shawn's proposed increase is still 20%. Scott notes that a 15% increase would be \$9809.

Scott expresses his concern regarding salary increase requests from other departments, noting there is no way the Town can do a 15-20-150% salary increase. He agrees that employees are valuable, but the Town can't make the salary adjustments to where they need to be in one leap, it needs to be gradual for the taxpayers. Ms. Tracy agrees but notes the salary disparity has been discussed for years and has never changed. Sheila expresses concern that if Ms. Tracy lost the election (for Town Clerk) they would be paying a new employee that salary increase. Ms. Tracy reminds her that the Welfare Officer position is not elected. Shawn reiterates that it is the BOS's duty as the Welfare Officers. Scott suggests increasing the Welfare Officer's salary to \$9500 including the 4.4% COLA. Steve motions to

increase the Welfare Officer stipend to \$10,000 including the COLA increase. Second by Dottie. Vote is 4-yes, 1-no. (Sheila votes no). Dottie motions to adjust Line #4441.10 – General Assistance to \$10,060 to account for the increased Welfare Officer salary. Second by Sheila. Vote is unanimous (5-0).

Ms. Tracy reviews the remaining items in the Welfare budget. Sheila asks about the increase in the Rockingham Meals-on-Wheels program. Ms. Tracy explains that the program was picking up some of the Lamprey transportation services because they (Lamprey Health) have stopped serving Danville. Shawn states that the Rockingham Meals-on-Wheels is a great program, noting they served over 6000 meals to Danville residents. Shawn confirms there are no other questions on the other lines in the Welfare budget. Dottie motions to approve #4442.10- Direct Assistance for \$24,700. Second by Sheila. Vote is unanimous (5-0).

Dottie motions to approve #4445.20 Vendor Payments for \$27,582. Second by Sheila. Vote is unanimous (5-0).



**#4440 Welfare is approved for \$62,342 as follows:**

- **#4441.10- General Assistance is approved for \$10,060** **Vote is 5-0**
- **#4442.10- Direct Assistance is approved for \$24,700** **Vote is 5-0**
- **#4445.20- Vendor Payments is approved for \$27,582** **Vote is 5-0**

#### **IV. Old/New Business**

**American Relief Grant:** Ms. Tracy passes out a prepared proposal for the American Relief grant for digitizing the records of all three (3) Town Hall offices. She explains the gentleman who put the proposal together understands the grant and is working with other towns on the same project for the grant. Ms. Tracy has also prepared a reimbursement proposal for Welfare services that total almost \$20,000. She reminds the BOS that Welfare received a lot of reimbursement through the GOFERR grant. Shawn asks Ms. Tracy to schedule the person doing the digitizing proposal to come to a BOS meeting to discuss his proposal. Sheila confirms that Welfare reimbursement requests will be ongoing through the life of the American Relief grant. Shawn reminds Kim to add all the FICA, Health Insurance, etc. to the Town Clerk's salary budget as new line items. Kim clarifies the information that Shawn wants to be added to that budget. Sheila asks if she should put all the Welfare receipts through to the grant. She asks what process the BOS is going to use as the Welfare expenses would be ongoing. Sheila clarifies that the BOS had agreed to vote on each reimbursement request, noting the current receipts total approximately \$20,000. Kim explains that her understanding is that on October 4, the departments were going to bring their proposals to the BOS and that the BOS would vote on them. Sheila explains this is different because the expenses are ongoing. Sheila and Dottie clarify to Shawn those earlier reimbursements made to Welfare came from a different grant (GOFERR grant). Sheila confirms the American Relief grant began on August 4, 2021, and that Welfare can be reimbursed retroactively to March of 2021. Ms. Tracy reiterates the Town was reimbursed for 2020 Welfare expenses through the GOFERR grant. Shawn confirms the GOFERR grants are done and suggests the BOS look at everything at once to see the complete picture.

Shawn reads the Town Announcements listed below and adds that Sunday, October 17 is Household Hazardous Waste Day at the Chester Transfer Station 9:00 AM- 12:00 PM. The Transfer Station is at 50 Dump Rd. Chester.

**Minutes:** The BOS review the minutes for the September 20, 2021 public BOS meeting. On line # 88 Shawn notes a correction of "word". Sheila asks that line #311 be amended to add "and other departments as well." Dottie motions to approve the minutes as amended. Second by Sheila. Vote is unanimous (5-0).

**BudCom:** Sheila asks Kim if she is sending all the "budget stuff" to BudCom. Kim confirms that she has sent an e-mail to Tom Billbrough (BudCom Chair). There is a discussion regarding the next BudCom meeting.

**Hazardous Mitigation Program (Emergency Management):** Steve asks Shawn about the Hazardous Mitigation program that started on September 22 stating that he got the impression from the vendor that there was no cost to the Town because the grant covered it. He explains that he received an invoice and is not sure if the Town has to pre-pay. Steve also notes that Mr. Seaver, LT Merced, and himself were there and can put in their hours of attendance for reimbursement which should cover the Town's 25% portion of the grant. Steve asks if he should pay

the invoice from the Emergency Management budget until the reimbursement comes in. Shawn reiterates that the Town must update its Hazardous Mitigation Plan. Sheila notes that when Hampstead did the program, they tracked everyone's hours. Shawn explains the grant is like a FEMA grant and pays 75% of the cost of the program and the Town is responsible for the other 25%, but now that the grant is allowing the Town to add staff attendance hours for reimbursement, it should cover the Town's 25% of the costs. The next meeting is Wednesday, October 6, 1:00 PM- 3:00 PM.




**Wetland and Other Issues:** Sheila states there is an issue with a cease-and-desist order regarding wetlands being filled in on Frye Rd. Shawn explains the complaint came from the CCRC area. The person that bought that land is doing work on that area and has no approved plan. Sheila states she feels the BOS should have been notified. Shawn states that it is a two-way street, noting tonight's issue with her contacting the Health Inspector and not telling the BOS. Shawn explains that he had Gail contact DES and inform them that someone was doing work and filling in the area. Sheila states there is another situation, that the BOS "made a decision on an occupancy permit that was changed and the BOS did not know about it". Shawn states that an e-mail was sent to each member of the BOS with all the legal information. Shawn states that he followed Town Counsel's advice. The BOS thought they had the right to hold the Occupancy Permit, but they cannot do it for the reasons discussed. The Occupancy Permit was already signed and he (Shawn) released it based on Town Counsel's opinion. Sheila states the BOS should have been informed that was what he was doing, stating she had no way of knowing this.

Scott motions to adjourn, Second by Shawn. Discussions continue. Kim asks to give the BOS information on the Frye Rd. issue. She states that she found out who the actual owner is and that there was a wetland application from that owner filed with, and approved by the DES. She (Kim) is meeting with the Town Engineer on Wednesday to "make sure everything has been followed to a T". Shawn notes that this is not making any more sense because the DES approved plans are not tied to any plans before the Planning Board as there is nothing before the Planning Board right now. Kim explains that the only thing being done is that they are building a road. Her understanding is that the owner has a logging company and they are using the road for logging and not filling in the wetlands. There is a whole plan of record in the original owner's file, but no plan in the file that Sheila looked at, but" there was a design and their intention is not the same as the person who pulled it". She will get the BOS more information after she meets with the Town Engineer.

Steve states that he took a ride a couple of months ago and they were filling it in with broken bricks, etc. and he didn't think that was approved fill material. Sheila asks if that was on Frye Rd. or Olde Rd. Kim clarifies the area is Frye Rod and Rte. 111 off Olde Rd. Steve corrects the location as off Johnson Rd.

## **V. Town Announcements**

### **Calendar**

-  **October 4- Monday:** Board of Selectmen's Meeting- 7:00 PM at the Town Hall. Budgets to be reviewed are: Trustees of the Trust Funds, Patriotic Purposes, Recreation, and Heritage Commission
-  **October 16- Saturday:** Fall Bulk Pick-up Day. Registration forms are due no later than 7:00 PM on Monday, October 4.
-  **October 17- Sunday:** Household Hazardous Waste 9:00 AM- 12:00 PM. Chester Transfer Station-50 Dump Rd. Chester

There being no further items to discuss Shawn adjourns the meeting as motioned by Scott and seconded by himself. The meeting is adjourned at 9:20 PM

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

Respectfully Submitted  
Deborah A. Christie

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<sup>i</sup> State of New Hampshire. [Homestead Food Operations / Food Protection / Division of Public Health Services / NH Department of Health and Human Services](#). Online at [www.dhhs.nh.gov/dphs/fp/homestead.htm](http://www.dhhs.nh.gov/dphs/fp/homestead.htm). September 27, 2021.

<sup>ii</sup> Danville, NH Zoning Ordinances. [Customary Home Occupations](#). Article IV.2.b. pg. 13. March 10, 2020.

<sup>iii</sup> State of New Hampshire. New Hampshire Self-Inspecting Cities and Towns 2021. Online at [www.dhhs.gov/dphs/fp/documents/selfinspect.pdf](http://www.dhhs.gov/dphs/fp/documents/selfinspect.pdf). September 27, 2021

<sup>iv</sup> State of New Hampshire. [NH RSA Title X- Public Health. Chapter 143-A, Food Service Licensure, Section 143-A:3. Paragraph V and Paragraph VIII](#). Online at [www.gencourt.state.nh.us/rsa/html](http://www.gencourt.state.nh.us/rsa/html). September 27, 2021

<sup>v</sup> Ibid

<sup>vi</sup> Danville, NH Zoning Ordinances. [Customary Home Occupations](#). Article IV 2.A-E pgs. 13-15. March 10, 2020.

<sup>vii</sup> Ibid

<sup>viii</sup> Ibid

<sup>ix</sup> State of New Hampshire. Department of Administrative Services- Human Resources. State Holiday Schedule. [Division of Personnel Memorandum FY – 22-01 Holidays for Calendar Year 2022 July 19, 2021](#). Online at <https://das.nh.gov/hr/documents/holiday-calendar-2022-sonh.pdf>. September 27, 2021

<sup>x</sup> State of New Hampshire. [NH RSA Title III-Towns, Cities, Village Districts, and Unincorporated Places. Chapter 51: Town Lines and Perambulation of Boundaries. Section 51:2](#). Online at [www.gencourt.state.nh.us/rsa/html](http://www.gencourt.state.nh.us/rsa/html). September 27 2021.