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Town of Danville
Board of Selectmen
Monday, October 04, 2021
7:00 PM

7:00 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; Doug Anderson, Sharon Woodside, Coordinator, Recreation Committee; Carol Baird, Chair, Historical Commission; Penny Pizzurro, Anthony Pizzurro, Jake Becker, Recordsforce, Inc.; Steve Pascoe, Art Griswold, James Seaver, Road Agent; Ed Lang, Chair, Trustees of the Trust Funds; Chief Wade Parson, Danville Police Dept.; Barry Hantman, Chair, Planning Board/ Cable Committee; Chip Current, Vice-Chair, Planning Board; Kathy Beattie, Treasurer, Recreation Committee

Shawn called the meeting to order at 7:00 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.

Anthony Pizzurro: Mr. Pizzurro stated that he inquired through the Attorney General's office how to file a complaint against Selectwoman Sheila Johannesen and the Health Inspector. He was told that he needed to check with the Selectman's Administrative Assistant (Kim). Shawn asks him what that means. Mr. Pizzurro states that he thinks it means he is to address this issue with the Board of Selectmen.

Shawn explains that in NH unless a Selectman commits and is convicted of a crime or a felony, they are on the Board of Selectmen until their term ends. The only way to address an issue is through the ballot box, or by bringing up all these issues that keep coming forward and addressing them. Shawn explains there is nothing the BOS can do. He notes that he agrees that "all the stuff that's taken place is "conduct unbecoming", but there's a lot of things he doesn't like in this world but has to live with," noting that is "sad to say, but that's the truth." Shawn reminds Mr. Pizzurro that he brought all these issues up last week and could rehash them again, but unfortunately, it is not going to change anything. It was something that happened and is now exposed and now in the public domain, how a person acted on this on this board. Shawn states he doesn't know what other things he could provide that would be comforting, noting that "it stinks...but there is nothing he can do as a board member or even on the recommendations of the board."

Ms. Pizzurro asks Shawn if what he said is "set in stone." Shawn responds that nothing is set in stone. He asks her if she thinks there is something the BOS can do, that they would like the BOS to pursue. Mr. Pizzurro states that his problem is "how will this not happen again." Sheila had said the place across the street had a homestead license, but she didn't follow through and say the foods they were serving on the griddle were "hazardous foods", no different than what he was serving. Mr. Pizzurro states that he felt he was... there are seven pages to what Sheila quoted, and she only quoted the top paragraph. Mr. Pizzurro notes that "he didn't ask to be here, but he also didn't ask the Health Inspector to come knocking on my door and yell at my wife either or lie to me either." Shawn reminds him that he has contacted the Health Inspector and given him the directive that he is not to go out on any one Selectman's direction, but only on the directions of the board and/or direction from the BOS office. Shawn reiterates that all the Health Inspector's directions "should be taken from the BOS office and not from any one Selectman." Shawn states that the Health Inspector stated that he understood this and that would be his directive going forward.

Mr. Pizzurro reiterates that the Attorney General's office asked him to come to the BOS and if there is nothing that can be done there, he would take the next steps that need to be taken.

Sheila states that she has some follow-up from last week's discussion. Shawn asks that everything she reads is added to the record. Sheila reads the following e-mails into the record.

From: Deborah.A.Currier@dhhs.nh.gov,

To: sheilaandroy@aol.com,

Subject: granite plate catering

Date: Wed, Sep 29, 2021 9:48 am

Per our conversation ...

I spoke with you yesterday regarding the above mentioned business. When I looked this business up in our system, I found that the license to operate a catering business had been inactivated. (I decided to dig into the reason for this a little further. The inspector went to Chester Kitchen and verified that Granite Plate had not been operating out of that facility. The license is only good for the licensee to cook at that location, nowhere else. As there had been no activity the account was closed. The reason for the account being closed should have stated that the account was closed by the inspector and with verification from the facility, however it was noted as an owner request.) Regardless of the actual note on the account, it is by his own actions of not reporting to Chester Kitchen to do the cooking for the most recent event he held. He has requested that we reinstate the license. We will be notifying him that he will need to schedule an inspection at the Chester Kitchen prior to the reactivation of that license.

If you have any other questions, please do not hesitate to contact our office.

Thank you

Deb Currier

Program Specialist -Licensing NHDHHS-Food Protection 603-271-4583

From: Deborah.A.Currier@dhhs.nh.gov,

To: sheilaandroy@aol.com,

Subject: RE: Granite Plate Catering

Date: Mon, Oct 4, 2021 10:45am

Mr. Pizzurro's license (Granite Plate Catering) was inactivated by the inspector. It was a clerical error that marked it as "at owner's request". This has been explained both to Mr. Pizzurro and Sheila.

It seems like there is much confusion about what foods are able to be produce and sold from where an under what circumstances. Not all types of food are considered the same and each type of food requires a different level of attention in the interest of public health.

Homestead license are strictly for baked goods and other NON-TCS foods (food which do not require refrigeration or hot holding) baked in one's residential kitchen. (cakes, cookies, breads, granola, candy). For instance a homestead licensee can bake a simple chocolate cake, but cannot offer cheesecakes as the cheesecake requires refrigeration for safety.

A food truck can offer/manufacture TCS food from a food truck with all of the required equipment provided the food is all prepared on the truck or purchased from a licensed food service facility and store properly on the food truck.

There is an exemption to offer TCS foods without a license provided that it is done 4 or less times in a 30 day period. You, however, CANNOT run a catering business requiring a license in a commercial facility, AND claim exemption.

The food service license that was submitted allows ONLY cooking for catering jobs out of the Chester Kitchen facility. As that facility has not been used to support this license in the past 2 years, that license cannot be used as proof of “licensure” and is not valid at any other location.

Mr. Pizzurro indicated that he wanted to reinstate the license. He was told he would need to make an appointment either at the Chester Kitchen or other commercial facility to “reinstate” the catering license. He then decided to hold off and think about it. The state is currently waiting for his decision.

As for whether or not your town is one of the self-inspecting towns is immaterial in this instance. As the town, provided that the minimum requirements of the state are met, you have the authority to investigate and maintain public health issues.

Mr. Pizzurro states that “right across the street they are serving up sausages, peppers, and onions, hamburgers, hot dogs, and why are they are exempt from that”. Sheila states that she thinks she just read it (the answer).” Someone in the public states that sausages and hamburgers must be refrigerated. Mr. Pizzurro produces a list of foods not allowed under the homestead license and reads: “chicken, beef, poultry, shellfish, eggs, milk, dairy, vegetables, baked potatoes, mushrooms, etc.” He reiterates “they’re allowed to do it; you didn’t inspect them. The Health Inspector first stated he went there and then admitted that he didn’t, he lied. I caught him in a lie, among many lies. The other problem is that when I contacted you for Debbie’s number, you, Sheila, told me you couldn’t remember the date that you contacted her, which seems odd for the ACO to not take down notes of the time you would contact someone. You would think that that being your profession, is in your best interests.”

Mr. Pizzurro explains that his license “what happened was because of inactivity, which means I’m obviously not doing it a lot. I can show you my bank account under Granite Plate, there’s not a lot of activity”. He notes that he set up once under the impression that “when we went to Brentwood, Rhonda, my inspector, told me that was okay, my wife was there, that he was ok 4x a month or 2 weeks per year”. Mr. Pizzurro reiterates that’s the impression he was under regardless, “whether that’s right or wrong, my setting up because I didn’t have a license. I was not doing anything wrong 4x a month, I don’t understand. But I do see across the street and you (Sheila) have protected them. Why?” Sheila responds that she’s “not protecting anybody.” Mr. Pizzurro states that “of course you are.” Sheila repeats she is not protecting anybody and explains that she “had a resident ask her for the second time what was going on with this catering and that’s why she asked and found out about it. Third of all, the reason why they pulled it (Mr. Pizzurro’s license), it was done on May 11, 2021, was when it was closed out.” Mr. Pizzurro states that he was “under the impression that they (the State) would contact him to set up an inspection, he didn’t know he had to set it up with them because he doesn’t do it very often, this is not a full-time gig for me.” He continues: “so the three hours that you’re (Sheila) making a big blow-up about doesn’t make sense to me when you’re not going after everybody that’s doing the same thing in Town. And all of a sudden, tonight, you tell me about people inquiring.” Mr. Pizzurro notes that “he did this last year, much more than he did this year. So, all of a sudden where is there a problem?” He states that the “only thing he can see is that last year there was a different Health Inspector.” Mr. Pizzurro reiterates his question of “where is the problem and why, all of a sudden tonight, you’re (Sheila) saying that three people contacted you, or two or whatever, but last week you never mentioned that.” Steve notes that he (Mr. Pizzurro) is correct.

Shawn recognizes Mr. Pascoe. Mr. Pascoe states that he thinks the bigger problem from the taxpayers’ perspective is that “you’re (Sheila) putting your face in business that is not yours.” Steve agrees. Mr. Pascoe continues “you’re calling people out on your own dime when you need the authority of your whole board to do this. You need to stop getting into people’s business and leave them alone”. Mr. Pascoe points to Mr. Griswold and states “I believe this guy and I don’t know him from Adam, that you’re just picking on and creating drama. You don’t need to do that. If somebody did something that bad, they’d be brought down legally, but you don’t need to be out there choosing which people to go after next week. Get a hobby, find something else to do.” Sheila states that “if I have somebody ask me a question...” Mr. Pascoe responds “(Expletive), you need the board’s approval to do this. This is not you to just go out like a wild person going after people. The board needs to approve this action, start acting within the rules.” Mrs. Pizzurro adds “you took it upon yourself and did not discuss it with

anyone else.” Sheila states that she “didn’t need to.” There is an animated response from the public. Mrs. Pizzurro states that “we need to rework things in these roles. Excuse me, this is our town, not just yours.” Shawn agrees. He recognizes Dottie.

Dottie states that she thinks that “anyone in Town can call the Board of Health, the NH DHHS, the Health Inspector, DES, etc. There’s nothing that stops any resident of this Town from calling any of these people. We may be five selectmen, but we are also citizens”. Steve agrees that anyone can call, but believes the Selectmen are held to a higher standard. He notes “there are numerous cases where we (the BOS) can come up with tons of examples”. Steve notes that in his opinion, this appears, “between the gym and Mr. Pizzurro, to look like a witch hunt.” Mr. Pascoe states that “the BOS needs to be careful who they call out because there are things that happen and people’s family members do things that are unprofessional to people in this Town and maybe a board member’s relative. Let’s just be careful who we are protecting here and who we’re going after, that’s all. What’s wrong, the guy’s selling a few sandwiches. Big deal, he’s not getting rich off it, leave the guy alone.” Dottie states that “as a board member, she’s not doing anything about it” and reiterates that she’s “just saying that anyone has a right to call.”

Shawn states that “yes, anyone has a right to call, but the Health Inspector is under the direction of the BOS”. He adds that he “doesn’t want every Tom, Dick, and Harry calling him (the Health Inspector) and sending him out on these witch hunts, because we all know what people are like in this town, and its basically across all towns; that if you don’t like somebody and you can rat them out and make their life miserable; by all the means that’s how they go. They can do it anonymously or ‘I had an inquiry from a resident and I took it over’”. Sheila states that is “exactly why people don’t want to come before the BOS because of situations like that.” Shawn responds “so they do it anonymously and let somebody else do their dirty work.”

Mr. Pizzurro asks “apparently you knew that I didn’t have a license, why didn’t you follow it up through the proper channels, through the food inspection and why do (it through) the Town’s Health Inspector. There’s a reason why there are self-inspecting towns. Sheila notes that “self-inspecting towns are like Manchester, Nashua, we don’t qualify to be a self-inspecting town”. When Mr. Pascoe left the meeting last week, he asked you point on if you would rat out your friends and you said ‘no’ and you are on tape saying that; ‘no I would not rat out my friends.” Sheila states that she “said no”. Shawn states that “you have to treat everybody the same.” Sheila responds that “the complaint I had was not about anything else.”

Doug Anderson: Mr. Anderson states that he received a cease-and-desist letter from the BOS. He explains that he owns the property across from “Casey” and would like to know why he received the letter. Shawn explains that he believes that “it has to go through a site plan review because “it” hasn’t been through a site plan and from what he understands, and what he’s (Mr. Anderson) doing there, he (Shawn) thinks there are two clauses that triggered the letter. Shawn states that “first, you have to do a site plan review and there hasn’t been any work done on there and it’s in a commercial zone. All of a sudden, there’s a bunch of work taking place on there, and we inquired with the Planning Board and there is nothing is going through there, so the BOS just said ‘stop until you can come before us.” Mr. Anderson states that he “ended up filing with the State, which your board signed off on, for putting in my road and culverts. Kim has a copy of that. And I had the board out there about a year ago and they walked the property.”

Kim explains that it was the Conservation Commission that walked the property. Mr. Anderson continues “so we had one of your boards out there, we told them what our plan was and they said they were fine with it and signed off on our approval on the plans that we submitted to the State. When we were getting ready to buy the property two-and-a-half years ago, (Mr. Anderson points to Mr. Hantman) and states he was on the walkthrough.” Mr. Current clarifies that it wasn’t Mr. Hantman, but was probably Carsten Springer. Mr. Hantman clarifies that the Planning Board did not walk the property. Mr. Anderson states that “he sat in the same room two years ago prior to buying it (the land) and told them what his plan was for the property and asked if he could use his property to run his business prior to him building a building.” He continues that he’s “in the middle of dealing with Henry Boyd from Millennium Engineering to give him a site plan for the top where he wants to put his building. And, that he’s been working in and out of there over two years, bringing in logs, wood chips, bringing them out to the mill and that one-half of the road was already done going up to the access where the culverts were going in when whatever board walked through there, and no questions were ever raised.” Mr. Anderson states the “he believes it (the letter) is

because of the complaint of one or two people who are present in the rooms, that they came out there, trespassing, having a fit, asking what I'm doing there, doesn't want me there, and wants me to leave." Mr. Springer had to ask them to leave, telling them that "they'll get their time when he (Mr. Anderson) files for his building permit and site plan". Mr. Anderson states that it "goes back to the fact of why is he being shut down."

Shawn recognizes Mr. Hantman, Chair of the Planning Board. Mr. Hantman explains that Mr. Anderson came before the Planning Board in October 2019 for "preliminary discussion to talk about what you (Mr. Anderson) were doing and at the time the Planning Board told you that, for what you were proposing, you would need to come in for a site plan review." Mr. Hantman notes that he hasn't been out to the property since Mr. Anderson purchased it, but that several factors would require a site plan review. They are: **1)** driveways when in a wetlands setback buffer that may require a "conditional use" permit. **2)** A land disturbance greater than one (1) acre. **3)** if it (the property) is in a portion of the Town designated as an MS4 area. **4)** if it (the property) is a change-of-use from a non-developed property to a business. Mr. Hantman states that he does not know if any of these things have occurred because he has not personally looked at the property, but these are some of the things that would trigger a site plan review. Shawn asks Mr. Anderson if "he is saying that he has not triggered any of these events."

Mr. Anderson states that he put the road in and that he was told when he sat in that meeting in October 2019.... Shawn clarifies that this was a Planning Board meeting, not a Conservation Commission meeting. Mr. Anderson suggests reviewing the minutes from that meeting and states that his "verbiage was very clear, he could go in there, start doing his work and prepping, he just can't build". He states that he believes he was told "that was correct." Mr. Current states that he can't look at the minutes, so he can't quote them verbatim, but he has had this discussion with more than people than Mr. Anderson and any landowner generally can cut all the trees on their property if they want to, that they can do "site preparation", but that "you can't start operating a business until you have the site plan review process done. That's what triggers the site to be ready to operate." Mr. Hantman explains further that "you can't disturb more than one acre, you can't put in a driveway without a driveway permit, you can't put in culverts that are disturbing wetlands." Mr. Current notes that it is certainly possible there has been miscommunication between the Planning Board and Mr. Anderson and between the Conservation Commission and the Planning Board because they "tend to operate independently." He explains that "anytime a site plan is triggered with the Planning Board, we (the Planning Board) are required by law to inform the Conservation Commission and get them involved. The other way (Conservation notifying the Planning Board) is not true".

Mr. Anderson asks who would have signed off on his paperwork giving him approval with the State. Mr. Current asks him to clarify what the approval was for. Mr. Anderson explains it was for the culverts and the roadway going in. Mr. Current clarifies this approval was from the DES and explains that would trigger Conservation involvement. Mr. Anderson states that most of the time he's a nice person, but when you get attacked...he notes that he has met Police Chief Parson, noting that he is a "super nice guy" and that he has met LT Merced. He explains that he is down there taking logs off his vehicle and got to meet the Building Inspector on his phone, the Health Inspector also calls him. He states that he was down there the other day and LT Merced comes in and sees him again, he gets told by the Health Inspector, who is "driving in on my property, with no permission to be there, saying he was sent down there to check because he (Mr. Anderson) is being accused of filling in his wetlands." The Health Inspector tells Mr. Anderson that "the Building Inspector was there on Thursday", while nothing has been said to him (Mr. Anderson) and now "he has to go out and rehire his wetland scientist to come back and test the entire perimeter of where he's working". This scientist has given him a letter stating that "no- he hasn't back-filled any wetlands" and that is what he is being accused of doing. Mr. Anderson states that he is "trying to do everything according to the law and what is being asked of him, so that when neighbors who squawk, who don't want him there, it's going to be a deaf ear to you because I'm doing everything legally and ethically. But I'm getting blindsided and I'm getting constantly stalked." Mr. Anderson notes that his father was a "cop for 30 years," so he didn't mind talking to Police Chief Parsons, but "at some point, it becomes harassment of somebody, who was brought out as a witch hunt, because they don't want him to be there." He further states that "if they don't want him there, buy his property."

Shawn agrees and notes that over the years when Mr. Rizzo owned that property, it was "the same thing, people who don't like that kind of stuff being put in town, it's the same thing, if you don't want it, buy the property and do whatever you want." Mr. Anderson states that "the kind of business going in there will make noise one hour a day

when he comes back, other than when he cuts up some firewood. It will be way better and less taxing on anything than what was supposed to go in there, that 150-unit assisted living place.”

Mr. Current states that the issue is that Mr. Anderson needs to come before the Planning Board and do a site plan review for his business. He, Mr. Anderson, and Shawn agree that will clear everything up. Mr. Anderson asks what he needs to do to jump through the hoops that pleases you.” Shawn explains that he “doesn’t need to jump through hoops, he just needs to go through the normal process”. Mr. Anderson states that he’s “just a dumb tree guy” and that he doesn’t know what the rules and regulations are for what he has to do. He asks for a checklist. Shawn explains that it is a whole application process, it is well documented and the staff will provide documents that outline what needs to be done. Shawn points towards Gail’s office and explains that “she’s the interface to the Planning Board”. Mr. Anderson notes that he had talked to her and Janet, and that when he sat at that meeting two years ago and asked Conservation if he can go in there and start running his business, he was told yes”. Mr. Current disagrees. Sheila states that it was Conservation. Shawn explains this is where the miscommunication is going on and what triggered the letter. He states that “when stuff like this happens”, it’s “let’s stop and get everybody on the same page.” Shawn clarifies that he’s “not trying to accuse him (Mr. Anderson) of anything, just trying to figure out what needs to be done here; and because of the miscommunication of what needs to be done, the boards will work with him to get it done correctly because this is how problems manifest themselves.”

Mr. Anderson states that he is in the middle of having a site plan drawn up for where he wants to put his building. He states the Henry Boyd has been waiting on someone from the town to come out and verify the test pits he wants to dig. Mr. Current explains that would be the Health Inspector. Mr. Anderson asks if he has approval for the Health Inspector to do this so he can finish his site plan for his whole project. Sheila states that is the Health Inspector’s job. Mr. Anderson confirms that he can do this. Shawn explains the Health Inspector can go there and confirm the test pits, and what the outcomes of the test pits are to make sure.... Mr. Hantman explains that the Planning Board would be looking at that as part of its site plan review. He recommends that if Mr. Anderson is not familiar with the site plan process that he may want to engage an engineer who is familiar with all the requirements. Mr. Anderson states that is what he has been paying his engineer to do. Mr. Hantman notes that the engineer should be putting that package together for Mr. Anderson. Mr. Anderson asks if the cease-and-desist order stays in place until the site review is done, noting that he is on a timeline to finish what little bit he has left to fill in with the material that he’s been using so that he has a place to put his equipment. He explains that the building on the hill will not take place for at least a year or two, even after he gets the review, just because of the COVID thing with supplies, etc. Mr. Current clarifies that the site plan review is not just for the building, it is for the operation of his business. The building can be another stage of operating the business, but the site plan is for operating the business.

Mr. Anderson states that when he met with the Planning Board in October 2019, he asked if he had their approval to run his business from there and they said “yes”. He asks Kim for copies of the minutes of the meeting. Shawn explains that they are online. Mr. Current notes the next Planning Board meeting is October 14 and tells Mr. Anderson that he is welcome to come and have another discussion about the issue. The minutes will be available at the point. Mr. Anderson asks for the next meeting after October 14 and Mr. Current explains the Planning Board meets the second and fourth Thursday of every month except November and December for the holidays. Shawn clarifies that Mr. Anderson needs to meet with the Planning Board and they will guide him through the process. He also clarifies Mr. Anderson is currently speaking with the BOS. Mr. Anderson confirms Mr. Current and Mr. Hantman are from the Planning Board, and that it was the Conservation Commission who walked his property. Mr. Lang explains that the Conservation Commission is advisory only. Mr. Anderson states that he remembers they wanted to take a vote but couldn’t because a member was not there. Mr. Lang explains there wasn’t a quorum.

Mr. Hantman explains that depending on what is in the site plan review, Mr. Anderson may be asked to see the Conservation Commission and he may be asked to meet with the Road Agent. Mr. Anderson states that Mr. Springer was at the meeting when they walked the property. He states that “when he had these people out there representing the Town, he had one-half of his road in and the area that was disturbed was already disturbed”. He questions why nothing was said at that time. Shawn states that he thinks Mr. Anderson is “lumping all the boards in town that have various jurisdictions on different issues.” He explains that the boards are all different entities and

that he believes Mr. Anderson is looking at them as just one entity. If the Conservation Commission says “it’s fine”, they can’t approve something the Planning Board has jurisdiction over.

Mr. Anderson asks if he can put a fence up on his property because he has people constantly trespassing. Dottie suggests that he posts his land. Mr. Anderson notes that the land has been heavily posted around the perimeter and that he is still being constantly vandalized. Mr. Hantman states that he believes Mr. Anderson needs to see the Building Inspector for the fence. Mr. Anderson states that Kim told him there were no laws or by-laws for putting up a fence, but that she was concerned about setbacks. Kim clarifies that he actually spoke to Gail. Mr. Current explains that Mr. Anderson can put up a fence, but to make sure it is on his property and that he can maintain it without going onto anyone else’s property. Mr. Anderson confirms that he can start his fence at the entryway on the street. Mr. Current explains the right-of-way is 50’ wide from the center line. Mr. Anderson’s property starts at 25’. Shawn summarizes that Mr. Anderson will meet with the Planning Board and get on their docket for this issue. Mr. Current states that if Mr. Anderson is bringing his site plan, that must be noticed in the meeting announcement, but if he just wants to talk with the Planning Board, they will help guide him, as they did in his previous discussion and will help him get the process going. Mr. Hantman has looked up the minutes for the October 10, 2019 meeting and states there is nothing in the minutes that indicate that Mr. Anderson was granted permission to start anything. Sheila reminds Mr. Anderson that he can also watch the meeting on video.

Shawn recognizes Mr. Pizzurro. Mr. Pizzurro asks that “moving forward, he won’t get any harassment from the BOS”. Shawn reiterates that the Health Inspector has been notified. Mr. Pizzurro states that he informed his food inspector Rhonda what he (the Health Inspector) did over the weekend and she said as a food inspector she would never knock on anyone’s door and that she was okay with the three hours he was doing his selling. He notes that she (Rhonda) is who he answers to.

Shawn closes the Delegate session at 7:38 PM

II. Agenda

Kimball Terrace Bid Review: Mr. Seaver states that both bid contractors are very capable. He notes that Holmes did the excavation for the salt shed. However, he is recommending the Viens bid for \$32,752 because that bid has more details listed in the bid. These are listed in the Holmes bid as extras and he feels that by the time the project is done, the bids will be about the same. Mr. Seaver also notes that he will go with the Kimball Tree Service bid for \$4500. The BOS reviews the paperwork. Steve motions to accept the bids of Mark Viens for \$32,752 and Kimball Tree Service bid for \$4500 for work on Kimball Terrace. Second by Sheila. Vote is unanimous (5-0).

ARPA Grant Digitizing Proposal: Jake Becker introduces himself to the BOS as a member of the family-owned business Recordsforce.ⁱ Kim has previously provided information packets to the BOS for the Town Hall and Police Dept. scanning and digitizing records. Mr. Becker explains that Recordsforce is a document scanning service bureau. They work with all kinds of organizations including schools, hospitals, and town offices to help them transition from paper records to digital. He states that he heard about the ARPA grant about six months ago and reached out to almost every town in New England, letting them know they can use this funding to enhance their municipal technology and within that “umbrella” is document management services. Mr. Becker notes that he has taken an inventory of all the Town’s records and put together pricing of the costs to scan everything and then the ongoing document management of those files in electronic format.

Mr. Becker explains there are two aspects to Recordsforce’s business. The first is scanning and purging files that the client no longer needs to keep from a records retention policy, and the second is the ongoing management of those documents. He explains that Recordsforce uses a cloud-based management system with an unlimited number of users. Every person in the Town Office would have their own account that links up to any office scanner and can upload files directly into their account. He notes that he will work with the Town to set up an archiving system and format it for how each department wants its records kept, with indexing fields they want for each record type. The system also works as a portal for people to submit applications such as dog licenses and permit applications. People who currently must download a file from online, fill it out, and bring it in to the Town Offices would be able to complete the whole process through the portal, as well as submit any necessary documents and payments. Mr.

Becker states this has been helpful for towns during COVID for people working with limited hours and access for the public to getting the documents they need because now everything can be done at home.

Mr. Becker states that he has walked Chris Tracy, the Town Clerk, through the system, but it will take more training for everyone to learn how the system works specifically for their records. The plan would include him coming in to scan the records that they want and triage the project over the years, beginning with the files they work with the most. Shawn states this is something the BOS has talked about for many years. He explains the Town's interest in the NH State Archives, noting the safe has all the minutes and historical stuff and the Town wants to preserve all of that. Shawn notes that would be the end place for that from the "history" aspect, but it would be nice to capture all the data in the safe. Mr. Hantman asks if the scanning is a "visual scan" or an "intelligent scan" so that it is searchable. Mr. Becker explains they use the document system .doc management OCR files that can give a full-text search for any files within the home type depository. The Town can also create "public-facing documents" or record types that make certain Town records available for public access and searching as a "read-only" that cannot be uploaded, downloaded, or changed. This would allow the public to find documents on their own.

Ms. Baird, Chair of the Heritage Commission, asks about the older records that are too fragile and can't go into a scanning machine. Mr. Becker explains that a lot of the older records are in bound books. Recordsforce has a scanner specifically designed to scan books with special cameras so they are not touched by anything. Staff also wear gloves during the process. Recordsforce also has a large flatbed scanner for large format images. Mr. Becker reminds everyone that Recordsforce is in Portsmouth and invites anyone to come down and look at their operation.

Shawn asks what would happen if sometime down the road, Recordsforce and the Town go separate ways. Shawn expresses his concern that he needs to know all the options that the Town has. Mr. Becker explains that while a lot of document management companies own your data, Recordsforce allows their clients to maintain ownership of their data. They would export all the Town's files and return them to the Town. This would include both images and data. He notes that Recordsforce could also migrate the Town's data to the new document management system or the Local Access Network (LAN). Mr. Becker also notes that when the Town uploads its files into the document management system, Recordsforce could provide staff with a thumb drive containing all the backups of every single type of record for each department which could also be uploaded into the LAN as well. He reminds the BOS that LAN space can cost a bit of money, so if the Town is going to have these files on flash drives, he would not recommend also keeping them on a LAN.

Shawn explains that when the Town had their original website with a different vendor, they had everything on it and when the company folded, all the Town data, which was not backed up, was lost. The Town lost everything. He states that he does not want to ever have that happen again. Shawn stresses that it is important to him that the Town has a hard drive backup of all its data.

Mr. Becker explains that Recordsforce is a "re-seller of Doc Management" they have several server locations around the world and the Town would have multiple servers with its data. Shawn reiterates that he wants to be able to "get data back in a format that's easily transportable to other vendors if necessary." Mr. Becker explains that Recordsforce would give the Town a hard drive version of all the records as the Town continues to upload data. He reiterates that if the Town canceled its subscription to the document management system, Recordsforce would export all those files. Mr. Becker notes this is a common concern from Town Offices. Shawn states the best part of the system is the ability to offload the storage requirements, noting that once documents have been saved electronically, the Town can clean out its files. He confirms that once records are scanned, they can be purged and shredded, noting that his concern that once the paperwork is gone, it is gone.

Mr. Hantman suggests the BOS could write that the Town will get a periodic download of all the data on some kind of hard drive (disk, thumb drive, etc.) into the contract. This would guarantee the Town would only lose the most recent documents and/or data. Shawn agrees. Mr. Becker explains the Town could do an export whenever it liked. He notes that not all document management systems will do that and can charge up to \$5000 each time a town requested an export of its files. He notes that they work often with MEM records from Vermont and they will export for free. Mr. Becker clarifies that if the Town uses Recordsforce for its scanning project, it does not have to use their

software system Doc Management service or vice-versa. He explains that the Town can also assign retention periods for specific record types. Staff will get a reminder when they need to purge their files, keeping the Town's records fresh. Mr. Hantman notes that having that "character recognition in scanning would be very helpful with NH RSA 91-A requests. The Town would be able to find all the documents with that kind of capability." Mr. Becker explains that searches will list all documents with the search term and when that document is clicked on, it will go directly to the referenced search. Shawn reiterates that for a long time, this is exactly what the BOS has been looking for and he would like to explore this further.

Mr. Becker acknowledges that this is hard for towns to afford, but the ARPA funding available has been very helpful. He has worked with thirty-five (35) towns this year through these projects. He notes that Pelham uses document management internally and they scan land records and septic files too. Shawn asks how an arrangement would work and if scanning would be on-site. Mr. Becker explains that they have a courier, usually him, to pick up boxes for scanning at their location.

Ms. Baird asks if he would be taking Town archives from the safe, noting these are ancient records. Mr. Becker explains that whenever files are taken off-site, they are logged into Recordsforce's company-developed production management system so there is an audit trail of all documents. Customers can log into their portal and see the documents move through every step of production. Recordsforce's process and security are also audited annually and in twenty (20) years there have been no complaints of lost records. He states that he understands that releasing files is "a leap of faith". He also notes that if it is extremely pertinent that the documents do not leave, Recordsforce can bring scanners on-site. However, that is four to five times more expensive and most of these records are public. Mr. Becker reminds everyone that Recordsforce works with hospitals and other highly-regulated companies and that those records are taken off-site. Ms. Baird reiterates that she is asking because some of the records go back to 1760 and there is no other source or copy. Mr. Becker states that Recordsforce can also hold records and when the document management system is set up, the Town can do its own scanning of some documents and still send the bulk of the files out to be scanned. He reiterates that they can bring a scanner on-site, but if there are only a few boxes of documents that are held back, it would be much more cost-efficient for the Town to scan those documents themselves.

Ms. Baird confirms with Shawn that the Town is thinking of sending the ancient records to the NH State Archives. Shawn states the records would be safer there because it is climate controlled, security controlled, etc. Ms. Baird wonders if the Town would have those electronic scans. Mr. Becker confirms the Town could share these digital records with the State. He notes that in NH, an electronic document is considered a legal representation of a municipal file. That is not so in Vermont or Massachusetts where towns must still keep the physical files in their offices even after scanning. Mr. Becker explains that Recordsforce also has a climate-controlled vault with security. Shawn explains the Town would be able to give the NH State Archives the data and the books. Ms. Baird confirms that electronic copies of the old documents could be shared with the State so that they would be searchable on the State level as well, not just at the Town level. Mr. Becker reminds the BOS that Recordsforce is local and they would want to keep the relationship for long term.

Shawn asks Mr. Becker how long scanning would take once Recordsforce had the documents. Mr. Becker responds they are currently busy due to COVID, but the lead time is about one month for Recordsforce to pick up the documents. Once the documents are at Recordsforce, one hundred (100) bankers' boxes are scanned per week. He notes the most time-consuming process for Town Offices is prepping the files for scanning. Staff needs to sort out the useless files that town offices love to keep. He notes that some files that are held are not legally required to be kept. Mr. Becker states that a big part of the process is sorting and purging those files before scanning so the Town is scanning only the files they need to have. Scanning and indexing processes go quickly and are usually completed in six (6) months. Sheila asks how the Town's documents are shredded. Mr. Becker explains they use a company called Shred-itⁱⁱ. Recordsforce would send a release form to the Town that would list every single document that would be shredded. Recordsforce stores these records for six (6) months after they have been scanned so they can be reviewed and any changes made before shredding. Mr. Becker notes that Recordsforce can also "re-prepare" documents and send them to a document storage facility like Iron Mountain. Sheila asks if the library had anything they wanted to preserve. Dottie states that she doesn't know. Mr. Becker notes that he has not personally done

library records and has not been asked to do so, but that perhaps his father, who has been in this business for over thirty (30) years may have. Sheila states that if the BOS decides to do this, it is important to include every department.


III. Budgets

#4589.10- Recreation: Sharon Woodside and Kathy Beattie present the #4589.19 Recreation budget for \$17,750. Ms. Woodside notes that this budget is level-funded from FY2021. She also explains that in FY2021, the Recreation Dept. spent nothing on Senior activities. All the expenditures were for Olde Home Days. Shawn notes that Senior events are usually in November and December. Ms. Woodside reminds him that Recreation usually holds monthly Senior Coffees, etc. She explains that due to the age of most of the seniors and ongoing COVID concerns, the Recreation Dept has decided it will not take the chance and has canceled the Senior Luncheon. Ms. Beattie explains that Recreation will be doing gift baskets as they did in 2020. Ms. Woodside explains that the seniors in Town, her age and older, are in a very precarious spot with COVID still going around, so gift baskets and anything else the Recreation Committee can think of at the next meeting is what the Recreation Dept has decided to do. Shawn states that he has no questions about the budget. Dottie motions to approve the #4589.10 Recreation budget for \$17,750. Second by Sheila. Vote is unanimous (4-0). Steve was not present for the vote.

 **#4589.10- Recreation budget is approved for \$17,750** **Vote is 4-0.**

#4199.10- Heritage Commission: Carol Baird, Chair of the Heritage Committee presents the #4199.10 Heritage Committee budget for \$2201. Kim confirms that everyone has received a copy of her budget. Ms. Baird explains the FY2022 budget has increased by \$201 due to the 4.4% COLA-approved increase in the Clerk's salary. She also explains that in the FY2022 budget line #680 "Other Expenses" reflect the costs for mouse control and security at the Stage Coach Stop and mouse control for the Little Red Schoolhouse. She notes that the Heritage Commission did not budget for those expenses in FY2021, so they had to spend some of their budget to cover those costs. Ms. Baird states that she calculated and broke out the Clerk's salary and notes that the Heritage Commission owes her for seven (7) meetings that are not reflected in the FY2021 year-to-date expenditures. Shawn states that he has no questions about this budget.

Dottie explains that she has been working on wage and salary comparisons. She states that she has found that Board Clerks average \$17.94-\$21.81 per hour based on experience. Even with the 4.4% COLA increase, the Heritage Commission's Clerk is only making \$17.34, below the average of other towns and she has been with the Heritage Commission for fifteen (15) years. Ms. Baird notes that the Clerk's salary has increased only \$5.00 per hour during that time and that most of those increases are COLA increases. The Clerk did receive a couple of step increases of .30 per hour. Shawn states that the BOS should lay out the salary increases in "tiers". Sheila notes the Clerk would already be in the top tier. Sheila motions to increase the Clerk's salary to \$21.81 per hour, including the COLA increase. Shawn states that \$21.81 is the highest average wage. Dottie reiterates the Clerk has been doing this for fifteen (15) years. A member of the audience asks how many hours per week does the Clerk work. Sheila explains she works "per meeting". Scott states that it figures out to be about ninety-six (96) hours per year. Dottie seconds Sheila's motion. Ms. Baird reminds the BOS that the Clerk is a "1099" employee so there are no additional FICA payments or benefits associated with her salary. Shawn confirms the proposed change is to increase the Clerk's salary from \$17.84 to \$21.81. He calls the question on the motion to increase the salary of the Heritage Clerk from \$17.34 per hour to \$21.81 per hour. Vote is unanimous (5-0). Scott calculates this will increase the Clerk's salary to \$2094 for the year and add \$429 to the Heritage Commission budget. Shawn confirms the new budget amount for the Heritage Commission is \$2630. Sheila motions to approve the #4199.10 Heritage Commission budget as amended for \$2630. Second by Dottie. Vote is unanimous. (5-0). Ms. Baird confirms that she will need to send a copy of the amended budget to Sheila. Kim asks Ms. Baird to redo the budget and send it to her and she will forward it to everyone who needs it.

 **#4199.10- Heritage Commission is approved for \$2630.** **Vote is 5-0.**

#4150- Trustees of the Trust Funds: Ed Lang, Chair of the Trustees of the Trust Funds presents the budget for #4150- Trustees of the Trust Funds for \$2090. He updates the BOS that the Trustees have met with the investment manager from TD Bank and because of the current rates, the investments are in the "best vehicle" for the Eaton fund. He

explains that the Eaton fund could be moved into a CD at some point, but right now the rates are the same so there is no point in moving it. Mr. Lang explains the FY2022 budget reflects the Bookkeeper's salary that has been rolled back to the 2018 level because, in 2018, management of the scholarship funds were transferred to Plaistow. He notes that even with that change, the salary was increased by \$750 in FY2019. The Trustees have reduced the Bookkeeper salary by \$750 to the same level as four years ago and added the FY2022 COLA increase. Mr. Lang notes that the salary line is now \$2040 for eighty (80) hours per year equals \$25.50 per hour for a bookkeeper. He states that is "dirt cheap". Mr. Lang also notes that line #691- Office Expenses used to include seminars, and a PO Box which the Trustees will let expire. Trustee mail will be delivered to Town Hall. Shawn explains that he and Mr. Lang had a conversation about this. Kim will set up a mail slot for the Trustees of the Trust Funds. Office expenses now include postage, mileage, and supplies needed. Sheila asks why there is no budget for software updates. Mr. Lang explains there are no software updates or dues for FY2022. Sheila asks why the Trustees had a PO box. Shawn notes that he does not know the reason. Mr. Lang asks Dottie if she did any salary comparisons for bookkeepers. Dottie states that she did not and apologizes. Sheila motions to accept the #4150 Trustees of the Trust Funds budget for \$2090. Second by Steve. Vote is unanimous (5-0).

 **#4150- Trustees of the Trust Funds is approved for \$2090 Vote is 5-0.**

#4583.10- Patriotic Purposes: Kim provides copies of the #4583.10 Patriotic Purposes budget for \$4533 to the BOS. She explains that she spoke with John Faro and he was just going to level-fund this budget. There is no discussion on the budget. Sheila motions to approve the #4583.10 Patriotic Purposes budget for \$4533. Second by Dottie. Vote is unanimous (5-0).

 **#4583.10- Patriotic Purposes is approved for \$4533 Vote is 5-0.**

#4241.20- Building Inspector (Amended): Kim explains that #4241.20 Building Inspector salary was approved for \$2746 but did not include the BOS-approved COLA increase of 4.4%. Shawn states that the budget needs to be updated to \$2810 to reflect the COLA increase. Sheila motions to approve the #4241.20 Building Inspector salary budget as amended for \$2810. Second by Dottie. Vote is unanimous (5-0).

 **#4241.20 Building Inspector salary is approved for the amended amount of \$2810. Vote is 5-0.**

IV. Old/New Business

ARPA Grant Proposals: The BOS has received submissions of proposals from several Town departments. Sheila reminds the BOS that the FY2021 amount of the grant is \$238,483.01. Mr. Seaver submits an additional proposal to the BOS at the table. Kim notes that she has not seen this proposal and had requested that there be a "pre-submission" of proposals. Shawn states this is not an issue. Shawn notes the BOS has received proposals from the Fire Dept, the Highway Dept which has submitted two proposals, and a proposal from RMON. Mr. Seaver explains that he received the paperwork for his second proposal just before the BOS meeting. Sheila asks if he checked to see if this proposal was approved by the grant. Mr. Seaver and Steve note that one proposal concerns stormwater and one proposal concerns infrastructure. Sheila expresses her concern that the new proposal qualifies under the grant. Shawn states that everything has been submitted to the BOS and they will "iron it all out". He notes it will take a whole meeting to go over the proposals. Sheila states that she believes that Kimball Terrace will qualify for the grant, but the second proposal is for equipment. Steve confirms that Sheila has also submitted a proposal as the ACO.

Mr. Hantman asks if under the definition of "infrastructure" if the Town could use the grant to cover the costs of opening the connection on Rte. 111 with Frye Rd. so that businesses could be developed there. Dottie states that she believes that "infrastructure is for water and sewer", noting the grants spell out "stormwater." Mr. Hantman explains that he is just asking. There is some discussion of the applications. Kim explains how she organized the proposals for the BOS. Mr. Seaver states that he has talked to other road agents who have submitted grant proposals for pavement under infrastructure and believes that opening Frye Rd. would qualify as infrastructure, building a road, making the intersection, and crossing over wetlands. Kim explains that Mr. Seaver's latest proposal includes a sale quote for a mower with an attachment and an electric generator. Sheila reads from the grant under "eligible infrastructure uses": ***"Water and sewer, projects that meet at least one criteria: eligible for EPA's clean water State revolving fund, provides safe drinking water and usable water, improve drinking water infrastructure,***

managing and treat storm waters, facilitate water re-use, provide relief in case of a natural disaster .” Mr. Hantman and Steve believe that “managing and treat storm waters” is where the proposal of opening Frye Rd. would qualify.

Shawn confirms with Kim that the budgets scheduled to be reviewed next week are from the Conservation Commission and the Forestry Committee. He asks her to schedule the BOS review of the proposals as the only other action item on next weeks’ agenda.

Steve states that he would like a discussion tonight to gauge the BOS priorities. He asks for the total amount for digitizing. Kim explains the proposal was just for the Town Hall offices and the Police Dept. A proposal for Heritage will need to be added. She notes that everyone will need to get their own quote. Sheila confirms the current digitizing proposal is for Town Hall, Town Clerk, Tax Collector, and Assessing. Kim reiterates that anyone else would need to meet with Mr. Becker to figure out what they want to have done and get a proposed price. Kim also explains that she contacted the State regarding the NH State Archives and Libraries. She was told they are in the process of purchasing a book scanner specifically for town documents. The Town would need to bring their documents up to the State. New England Doc Conservation Center is a climate-controlled storage facility and the towns’ documents would be kept there. She notes that she will need more information for the BOS. Kim explains that she went up to the State Archives and they do have a lot (of documents). She notes the “books have been given, but she doesn’t know what has been scanned. She explains that the Town has stuff scanned by the State. The State physically has stored documents in separate rooms. Shawn agrees they have both the storage and the scanning. Kim explains that is free. Shawn reiterates the Town’s desire to digitize its records and it would be great if the State can do it and that they’ve been working on it for the past couple of years, but if they can’t, the Town could do it elsewhere and then send the books of the records to the State Archives. He expresses his concern as to when the State could actually deliver scanning services.

Mr. Pasco asks about the ARPA grant. Steve explains it is for \$238K and he wants to know the BOS’ priorities and the grant was geared towards COVID relief. He notes there is a line in the grant for merit pay for front-line and first responders and states that he expanded it to include Town Hall employees because Town Hall never shut down during COVID. Steve explains that full-time Police and Fire employees got \$1200 under the GOFERR grant, part-time police and fire employees received substantially less. All the other Town employees that have been on the front lines during the COVID crisis have not been rewarded. Steve states that he wants the BOS priorities based on this year and next year’s portions of the grant. Shawn agrees, noting the BOS should look at things it would be hard for the Town to do in “normal” times pre-COVID. He gives the example of digitizing. It is something the Town needs to do, but it would be hard to get funding from the Town for that project. Shawn explains that he is trying to “cover these holes that the Town needs, but it would be very hard to get there on its own”. Shawn notes he knows the BOS has been trying to “fill holes in the Highway Dept. like leasing the truck, but there is also part of the equipment that the department is lacking like a mower. They could look at using the grant funds to purchase a mower and it would be done for 25-30 years”. These are the holes he wants to plug.” Shawn states each proposal will be reviewed on its own merit to figure out. Sheila emphasizes the Town can also count on the second half of the grant in 2022. Shawn states that he will wait until that money is deposited. Sheila agrees with Shawn and explains to Steve that she agrees with him to a point, but the BOS should figure out what the Town needs right now with the grant money so that voters don’t have to shoulder those expenses. She reminds the BOS that she is hoping for additional funds when the money from the towns that did not apply for an ARPA grant are re-allocated. She notes that she would rather wait until the end of the grant for the “merit” payments.

Steve states that he disagrees vehemently. He notes the BOS is addressing it in the budget that “employees are our most valuable asset” and the ones who worked through COVID should be rewarded. He states that “it will come down to a vote.” Sheila agrees but feels the BOS should wait and see what the proposals are. She notes that the BOS is trying to increase salaries as they work through the budget, but it will come down to the voters.

Dottie asks Steve what he has in mind for merit pay. Steve states that he doesn’t know, it needs a discussion by the BOS. Dottie asks for numbers. Steve suggests \$2.00 per hour for every hour an employee worked during the State of Emergency, March 13, 2020, through June 15, 2021. He would need to get all that payroll information and anyone

who responded to a call would receive merit pay. Steve notes that he has staff that will not respond to any medical calls and they would not be eligible for any merit pay. Mr. Hantman estimates that would be about 2000 hours for full-time employees and would equal \$4000 per employee for merit pay. Scott notes the time frame is closer to eighteen (18) months which would equal \$6000 per full-time employee. Sheila questions if this qualifies. Steve states it comes down to a vote and he feels paying first responders is more important than digitizing records. Mr. Current asks if it is just the people in Town Hall. Sheila clarifies the proposal would also include staff from the Highway Department, anyone who worked and did not qualify under the GOFERR grant, including the library. Steve disagrees, stating the library was closed. Mr. Pascoe clarifies it was the employees on the ground, doing their work during the State of Emergency and putting themselves at risk. Mr. Pascoe states he agrees with Steve. Sheila notes it would also need to include the camera operators who came in and taped all the meetings. Shawn notes this is why he wants to wait to discuss this.

Shawn recognizes Art Griswold. Mr. Griswold explains that he is a part-time employee for the Fire Dept. and has a full-time job elsewhere. He states that if he responds to a call and gets COVID, he would lose his full-time job and that pay for at least two weeks. He notes that every medical call they go to, they put their full-time jobs on the line and should be rewarded. Shawn notes that he understands. Mr. Pascoe states that employees didn't ask for more money during COVID, they just did their jobs without asking for money. Sheila agrees that everyone worked regardless of any "merit" pay. Shawn invites everyone to join the BOS next week for their discussion.

Shawn clarifies the BOS can have philosophies that they will follow, then will need to research and figure everything out in a spreadsheet so the BOS can see the actual amount the merit proposal will cost. He reminds the board that it may take a few weeks to get all the numbers for this proposal. Scott notes that he would be interested in knowing how many hours each department worked during the State of Emergency.

Signature File: The BOS review and sign the payroll and pay warrants in the Signature File. Shawn has a "Planning Scope of Work for Hazardous Mitigation" contract for \$7500 that requires matching funds. Everything is laid out in the contract. Steve motions for Shawn to sign the contract. Second by Sheila. Vote is unanimous (5-0). The document is named "Planning Scope of Work and Agreement for the Hazardous Mitigation Update v.1".

Minutes: The BOS review the minutes for the September 27, 2021 BOS public meeting. Dottie motions to accept the minutes as written. Second by Sheila. Vote is unanimous (5-0).




Shawn reads the Town Announcements listed below. Sheila asks Steve for the Zoom information for the Hazardous Mitigation meetings.

ARPA Broadband Grant: Dottie states that she attended the ZOOM meeting with NHMA regarding the federal funds for broadband access. She explains the money would be for the small towns up North that have no broadband access and that Danville did not qualify. She states that she did get suggestions for things to ask for when the broadband contract is up for renewal. Mr. Hantman explains that the Cable Committee just renewed the Comcast contract about a year ago. He notes that everything the Cable Committee asked for was refused. Dottie states that one suggestion was to try to get broadband at a lower rate for low-income families. Mr. Hantman confirms the new contract was for ten (10) years. Shawn notes that the Internet is not part of the cable contract because it is categorized as "informational services" versus "tv services." Everything has "morphed into streaming and digital and there are a lot of intricacies in the Telecom Act."

Rockrimmon Grant Update: Dottie reminds the BOS of Rockrimmon's request for the BOS to apply for a grant for a water and septic upgrade for the Co-op. The BOS had declined because the Town did not have the resources to do it and asked Rockingham County to apply for the grant on Rockrimmon's behalf. The request was in the Governor's Council, voted on, and they "authorized the Community Development Block Grant Program to award a grant to the County of Rockingham in Brentwood in the amount of \$355,850 to support its water improvement project at Rockrimmon Cooperative in Danville." The grant was effective August 18, 2021, and the project needs to be completed by December 30, 2023. The grant is 100% federal funds. Dottie expresses the BOS' appreciation to Rockingham County for following through on this request.

V. Town Announcements

Calendar

-  **October 11- Monday:** Board of Selectmen's Meeting 7:00 PM at the Town Hall
-  **October 16- Saturday:** Fall Bulk Pick-up begins at 7:00 AM
-  **October 17- Sunday:** Household Hazardous Waste from 9:00 AM-12:00 Noon
Chester Transfer Station, 50 Dump Rd. Chester, NH

**Hazardous Mitigation Plan meetings will be held on Wednesdays, via ZOOM from 1:00 PM- 3:00 PM
On Oct. 6, Oct. 27, Nov. 17, Dec. 1, and Dec. 15.**

There being no further items to discuss, Shawn requests a Non-Public session under NH RSA 91A-3:II (c).
Roll call vote: Shawn- yes, Steve- yes, Scott- yes, Sheila- yes, Dottie yes.
The public session of the October 4, 2021 BOS meeting ends at 8:56 PM

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

Respectfully Submitted
Deborah A. Christie

ⁱ Recordsforce, Inc. 124 Heritage Ave. Suite 14. Portsmouth, NH 03801. (603)766-8000.

ⁱⁱ Shred-it. 1 Wall St. Hudson, NH 03051. (978) 926-3119