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Town of Danville  
Board of Selectmen  
Monday, April 18, 2022  
7:00 PM

6:56 PM

Meeting is Video-Recorded

Selectmen Present: Dottie Billbrough, Vice-Chair; Sheila Johannesen, Steve Woitkun, and Dennis Griffiths  
Absent and excused: Shawn O’Neil, Chair

Others Present: Kimberly Burnham, Selectmen Administrator; Barry Hantman, Vice-Chair, Planning Board; James Seaver, Road Agent; Stacie O’Connor, Danville Field Coordinator; Nicole Amata, Danville Youth Baseball League (DYBL); Residents: David Roberts, Dave Smith, Brandon Daly, Aimee Arder

Dottie 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 and for the people of Ukraine. All stood for the Pledge of Allegiance

**I. Delegate Session**

Dottie opens the Delegate Session and asks if there are any members of the public not on the agenda who wish to address the BOS.

**Baseball Field Update:** Jim Seaver, Road Agent, explains that with baseball season beginning, they are having a lot of problems with dogs on the baseball fields. He states the amount of dog poop, discarded poop bags, and digging have resulted in both fields (Goldwaithe and Colby Pond) being dug up. Mr. Seaver explains that the Highway Dept. has been out working, fixing the dugouts, resetting the benches and fences, and making sure there is nothing hazardous on the fields. However, when the department goes back the next day, everything has been dug up again. He notes the DYBL teams have been working on the infields and the dogs are also digging around the bases that have been set. Mr. Seaver expresses his concern that players may get hurt if they accidentally step in these dug-out holes. He also notes the amount of work that has already gone into preparing the fields has been destroyed and is asking the BOS for direction.

Dennis asks if the Town can put a lock on the gates at Goldwaithe Field. Mr. Seaver explains that the field was locked for a long time because the DYBL had hydro-seeded the field last fall, and had redone the infield. He notes that the DYBL spent a lot of money improving that field last fall. Mr. Seaver states the Goldwaithe Field is not as bad as the field at Colby Pond, but there are still issues with trash on the field. He notes that he can lock the gates to that field. Sheila expresses her concern that if the gates are locked then no one can use the field.

Dennis suggests locking the gate and giving keys to the DYBL so that all the coaches can have access. Sheila explains that she is talking about access for the public. Mr. Seaver notes that the problem does not involve all the dog owners. Sheila states that if the dog owners are doing this kind of damage, “then maybe the Police Dept. should be out patrolling that a little more, seeing who is down there and taking note of what is going on.” Stacie O’Connor confirms that the Police Dept. patrols the parks frequently.

Dennis notes there are lots of areas to run the dogs “outside of the fields itself.” Mr. Seaver agrees, noting there are numerous walking trails. He notes there have even been issues with dog poop in the middle of the tennis courts. Sheila suggests that the tennis courts be posted with “no dogs allowed.” Mr. Seaver states that he can have signs made but feels that it is up to the BOS to determine what they want to post and where they want to post them.

Nicole Amata, of the DYBL, states that the League had practice tonight and had to pick up six (6) piles of dog poop. She expresses her concern that the teams have to go to the parks early every time to fill in the holes the dogs have dug and to clean up the fields. She confirms there are dog prints in the dirt piles where the holes have been dug, so it's not the kids digging the holes while they are playing. Ms. Amata notes that it took her a half hour to fill in all the holes on the infield and in the grass that the DYBL paid to have re-seeded at Goldwaithe Field. She explains that it is not just the dog poop, it's the extra work, that the coaches are all volunteers, and these issues are dangerous. She notes that the DYBL insurance covers "well-maintained fields" and that expecting the coaches to have to go in and fill holes, and after all the hard work that the Highway has done, to then find that all around the third base benches was again all dug up. Ms. Amata explains that they are trying to teach the players to take pride in their field, and today they had to put in twenty (20) minutes of their practice time filling in those holes around the third base benches. She expresses her concern that she is trying to teach these players responsibility for their fields so when other teams come to play the fields look professional. She states that she feels they are not getting the same support from the community.

Dennis asks what is the pattern of the practices. Ms. Amata states that right now there are practices from Monday-Fridays and the teams and coaches are having to spend extra manhours every time to clean up the fields. Sheila asks if only the third base benches are getting dug up. Ms. Amata clarifies there are holes dug all over the field.

Sheila states that she feels the tennis courts should be posted "no dogs allowed", but that locking the gates to Goldwaithe Park is unfair to anyone "who might want to come down and play with their grandchildren." She states that "as far as animal feces, there are some that look like dog poop, but it isn't dog poop, and this could be an issue with wildlife." She again suggests that the Police Dept. patrol the fields more than they currently are.

Ms. O'Connor explains that while they were down at the fields fixing them up, someone came and actually let their dogs run while they were there working. Ms. Amata states that her husband was running the rototiller in the field and a dog owner yelled at him for not turning it off while her dog ran. She walked down the to the field with her dog on a leash, saw what they were doing, unleashed her dog, and then was upset when Mr. Amata did not stop his work. Sheila suggests that they post the fields with "no dogs allowed on the baseball diamond." Dennis agrees stating "that way there is no complaining when the League is there and tell the owners to leave because it is posted. Another resident notes that other communities have their diamonds posted with "no dogs allowed." and that it could be wildlife as well because it is grub season. Sheila reiterates that the fields should definitely be posted and see what happens then. She again reiterates her suggestion that the Police Dept. "patrol a little more than they are."

Jim confirms that the BOS wants the signs that have been discussed installed at all the fields, right near the gates so that they can't be missed. If there is still an issue, the BOS will need to look at the next steps. Sheila notes that there is no Town ordinance, so dog owners can't be fined. Ms. O'Connor reminds the BOS that there is a leash ordinance that is posted at the top of the hill. Ms. Amata confirms that dogs are supposed to be leashed at all times in the parks. Sheila reiterates that the BOS will try the signs. Dennis agrees to start there. Dottie apologizes that this has become an issue. Dennis notes that this issue is probably from repeat offenders and they should "try to catch them in the act", noting it is hard to do. Ms. Amata states that sometimes it is hard to catch your dog in the "act of going to the bathroom," but there is no excuse for allowing them to dig the holes. Dennis agrees there is no excuse for that.

**Redeveloping old fields:** Mr. Seaver explains that way out in Colby Field there used to be a baseball diamond. He would like to put another field out there and dedicate it as a softball field. Sheila asks if this is an old soccer field. Mr. Seaver explains that both fields are out there. Ms. O'Connor notes that these fields were taken out almost twenty (20) years ago. Mr. Seaver brings his plans for redeveloping these fields to the BOS for review. He notes that this is "just a thought" that he would like the BOS to consider, give him some feedback, and figure out what they could do out there. He states that his goals are to make sure he knows where all the fields are and for everybody to use them properly. He notes that "there is a pretty big group of girls" coming through the League this year.

Dennis states that he was the president of the Girls Softball League several years ago when they put that idea together. Ms. Amata notes that this will be an exciting year for the Town's baseball program. They have been working together to get a lot done and it's really nice to have the support of the Town working together. The girls see that, and see that they only have a makeshift field. She expresses concern that they can't do much to that field because "none of us own it." It's not the Town's or the League's and they have already sunk so much money into the baseball fields. Ms. Amata states that the girls deserve equal playing fields. Their field is "very soaked" and half the time they can't practice or hold their games because their feet sink up to their ankles. They have done what they can with that field without owning it. She notes that it would be nice for the Town and the League to come together and give the girls an equal opportunity. Ms. Amata states that the League has the highest number of softball players in years, there are multiple teams at almost every age level, so to give that to the girls would be really exciting.

Dennis agrees. He notes that the Softball League came to the BOS several years ago (he and Mr. Auclair) and asked for exactly the same thing; a field for the girls for all the same reasons. He states that they were building a fund at that time, and confirms with Ms. Amata that they are still doing fundraising. Dennis states that he doesn't know what the balance is in that account and how the League would fund the project. Dennis notes that Mr. Seaver is talking about cleaning up the old field and is concerned that it's "gone- grown over at this point." He asks if Mr. Seaver is considering fencing it. Mr. Seaver explains that he is looking to reclaim the field "in steps" like getting the backstop up and doing some dugouts.

Dennis explains that the issue before was that the DYBL was not run by the Town, resulting in an issue of control if the Town was going to help fund the project. At that time the DYBL has offered a 50-50 split of the costs to create a field. The DYBL would raise their 50% and the Town would have a Town Warrant on the ballot for the other 50%. The issue was what stake the Town would have in the project from a legal standpoint and would that mean the Town has to be involved with the League from a legal standpoint. If so, the Town would need to examine the League's books, etc.

Sheila explains that the other issue was that the Town was not sure it would have control of the land because it was part of the Colby Pond development. Ms. O'Connor notes that it is Town property now. Sheila states that it belongs to the Colby Pond Association. Ms. O'Connor state that this is not the case. Sheila confirms there was an Association. Ms. O'Connor explains that when the Colby Pond Association dissolved, the Town took over the common land. Sheila disagrees.

Ms. O'Connor asks if the Town did not take over the land, and it is still part of the Colby Pond development, why can the Town dictate what can happen on the field? If the land is still part of the Colby Pond Association, then the homeowners of the Colby Pond development would still own it, and if that was the case, why would the Town have a say in the land's use and get to use it?

Ms. O'Connor explains that when the Colby Pond Association dissolved, they were told the common land of that park went to the Town and the Town took over the ownership of the park. Dottie states that the BOS will need to look into this issue. Dennis suggests that the BOS confer with the Conservation Commission as well. Ms. O'Connor states that Carsten (Springer) has also confirmed the land as Town property. Dennis states that Mr. Springer had told him the same thing. He notes there is a second plot of land across the street, which is part of the pond area that is noted on the older maps as part of the Colby Pond Association. Ms. O'Connor states that the land across the street from her house is still listed as part of the Colby Pond Association, but is Town property now. Dennis agrees. He states that the BOS will need to officially verify ownership of this land.

Ms. O'Connor asks why can't the Town put the softball field in and run it like the other two ballfields. Dennis states that he doesn't know the answer to that. Ms. O'Connor states that the Town owns the field and maintains it for use as a field. Ms. Amata notes that's a reasonable expectation for the League as it runs on fundraising and what little is left over goes into the DYBL revolving fund. She states it would be great to have a written agreement of what the Town does and what the League does. She notes that she will not be involved with the League forever and she would like to pass on an agreement to the next person so that everything is smooth and everyone is

following what was agreed to. Ms. Amata states that's reasonable and with two different funds, there should be a written agreement.

Steve states that he agrees 100% and asks Mr. Seaver to get the costs together to reclaim the back field. He states that he believes the BOS should get estimates for the project and put it together as a Warrant Article on the 2023 ballot. He states that he would like to see the Town pick up the tab to put in the whole field as one project if there is interest in the Town. Steve notes the Town pays to have the grass mowed and to have the Highway Dept. help the League with maintenance. If there is a deed for that land, the Town should get a solid price for the field project and put it to a Town vote. Ms. Amata states that even just a backstop, side fences, and a dugout would be nice.

Dennis asks if there is room for more than one field. Mr. Seaver states that he doesn't believe so with the soccer field also out there. He notes that soccer is also a big sport over there. Sheila states that once a young group of residents had wanted to do a skateboard park. The BOS agreed to it but the project "never got off the ground." Dennis notes that it is a process and that the same thing happened with the Softball League field project. He notes that Ms. Amata has Steve's support and definitely has his support for an effort to get a girls' softball field. Dottie states that the BOS will look into the land ownership issue and the field issue and figure out what they need to do to get the project on the Warrant for 2023.

**Olde Rd Issues:** Brandon Daly states that he lives at 25 Olde Rd. and that he is very concerned with the lot (#26) next to him owned by Mr. Cronin. He explains that Mr. Cronin's sons bought the land a couple of years ago and until recently had no permits to do anything on that land, but "there has been a lot going on." He states that initially, they were filling in the wetlands on the property with construction debris, until DES shut him down, but that it never really stopped. Mr. Daly states that Mr. Cronin is still dumping construction debris on this property and simply covering it up with "clean fill." Mr. Daly expresses his concern about his well, his neighbors' wells, and what the Town has given him permits to do. David Roberts, also of Olde Rd. comments regarding all the violations that Mr. Cronin has committed, noting that he doesn't understand how he (Mr. Cronin) can legally be doing this.

Dave Smith of Main St. states that Mr. Cronin did stop for a little while when the DES representatives came out. He did a few things and the Town said that he satisfied the DES, but recently he has started to "re-dump." Mr. Smith states that he is dumping old buildings, paint, concrete, treated lumber, everything, and "fills it over before anyone can see it." Mr. Smith states that when it was going on, all the neighbors were calling the Town and before he (Mr. Cronin) was actually stopped, he was dumping for almost two (2) months, hundreds of loads of broken concrete. Mr. Smith states that Mr. Cronin runs a trucking company and he suspects that Mr. Cronin is getting paid to demolish contaminated buildings and is using the land at 26 Olde Rd as his dumpsite. Mr. Roberts states that usually a manifest is needed when someone is dumping that kind of material. He claims that he had a conversation with Mr. Cronin who told him that he was not doing any winter construction and was only storing his trucks at the site. Mr. Roberts states that he is concerned that the Town is "letting that happen to the environment, noting that water goes all over Danville and that once the earth is hurt like that it's not good."

Dottie asks if anyone has called the DES regarding these issues. Mr. Smith states that he had called before and they came out, but he has not called recently. Mr. Daly states that once DES was satisfied, Mr. Cronin simply started dumping again. Kim notes that Mr. Seaver had just issued a driveway permit and asks if he saw anything. Mr. Seaver states that he did not see anything while reviewing the site. Kim states that she contacted the DES last week and they have been following this relative to the illegal dumping allegations as well as the issue with wetlands dumping. Mr. Cronin had a schedule from DES of what he needed to do regarding the wetlands' crossing on his property.

Kim explains that she filed an illegal dumping complaint with the DES on October 21, 2021. The DES drilled a total of five (5) test pit sites and found nothing "un-normal." Kim states that if the residents want to open up another investigation the DES will need some kind of proof that these activities are happening. The group of residents state that they have pictures. Mr. Roberts states that the entire road on the property was filled in with construction debris and then Mr. Cronin came back and covered everything with clean fill. He states that they (DES) could dig anywhere on that road and they will find construction debris. Kim explains that the residents can e-mail her the

pictures and she will call the DES and file the complaint. She notes that it is up to the BOS how they want to address this issue.

Mr. Daly expresses his concern that the BOS “wants to fine for animal poop, but doesn’t have the guts to stand up for the environment and do something.” He states that the BOS “are the people we look up to, to take care of the Town and to run the Town and you know something has already gone to the DES. There have been pictures and the Police Chief has been out there. He (Mr. Daly) wants to know when is it going to be the time when someone acts, and not thinks, before it is too late, and it’s probably too late right now.”

Steve confirms with Mr. Hantman that Mr. Cronin has come before the Planning Board for a site review and has told the Planning Board that he was just going to use the site for the storage of vehicles. Steve notes that he just recently saw an “intent to cut” notice come through the BOS. Mr. Hantman states that he believes Mr. Cronin came in for “a preliminary discussion” and he doesn’t recall the Planning Board approving anything.

Steve states that last year he “took a ride down to Mr. Cronin’s site” and can confirm what has been said about the presence of broken concrete, broken bricks, and re-bar. He explains that he can’t go onto someone else’s property, so he just observed it until he saw the “No Trespassing” signs. Steve states that he was wondering when Mr. Cronin came to the Planning Board and stated that he had all his DES permits, noting that he thought it was “a little suspect that DES would grant permits like that.”

Mr. Daly states that he has no idea where DES dug the test pits.... Steve confirms with Kim that the Town did receive paperwork from the DES regarding Mr. Cronin. Mr. Daly asks about the “intent to cut” that was provided to the BOS. He states that he talked to Gail (at the Land Use office) and she explained that the BOS had granted a cut permit for an acre of land. Steve states that he was not aware of the amount of land that the cutting was permitted for. Mr. Daly states that Mr. Cronin has “clear cut his entire property, a 23-acre lot.” There is a discussion regarding the size of the lot as being between 30 and 33 acres of land. Another member of the public states that “it doesn’t matter what Mr. Cronin’s plans are, he is someone who does what he wants, when he wants, he doesn’t get permits and he ignores the Town and does what he wants to do.”

Steve explains that the agenda for tonight includes a discussion on not having a code-enforcement officer to deal with subjects like this. He notes the BOS has been dealing with businesses on Kingston Rd and throughout the Town. Steve explains that the residents could have notified the Town when they saw him (Mr. Cronin) with his trucks so the Town could have sent someone down, such as the Police Dept. to take photos of the issues so there would be something in the BOS files.

Mr. Roberts states that within the last week Mr. Cronin had made 20-30 trips per day with his semis, long haulers, and box trucks. Mr. Smith adds that Mr. Cronin is just constantly bringing in fill and dump trucks all day long. Mr. Roberts states that all the heavy trucks are destroying the road. Mr. Smith explains that the trucks are breaking off the shoulders at the end of the road because they are not turning onto the road, but rather just cutting off so they can “get in, dump their load, and get out.”

Steve asks what is the name of the trucking company. He is told it is Cronin and Sons. Mr. Daly states that the trucks have same the name as the company that was doing the illegal dumping earlier and notes that is the same name noted in the DES reports. Mr. Daly notes that when the DES came out, someone was there dumping and told the DES representative that “he was just doing what he was told to do.” Mr. Daly states that Mr. Cronin was also dumping over the weekend, and has been doing that “during off-hours and coming back with clean fill to cover everything up.” He explains that he has pictures because he can see everything now that there are no trees.

Mr. Roberts asks why Mr. Cronin can park and drive his 18-wheelers up and down Olde Rd, and would he (Mr. Roberts) be allowed to do the same thing. Aimee Arder notes that the area is zoned for commercial and light industrial and there is no mention of construction equipment. She notes that Mr. Cronin stated at the Planning Board meeting that he was using his site for storage of construction equipment and asks if that area is zoned for that. Steve states that when the Planning Board spoke to Mr. Cronin, he had stated that he was just going to store

his equipment there for the time being and, in the future, as finances allowed, he would put up a maintenance building. Ms. Arder asks if maintenance of construction (equipment) would be proper for the zoning. Mr. Hantman explains the zoning in that area is for “pretty much anything” and it is “the broadest zoning in Town.” Mr. Smith agrees, noting the area is zoned for “commercial/industrial.” Ms. Arder states that the updated zoning warrants did not mention construction at all, but only mentions business plazas, auto repair shops, etc., with no mention of construction.

Mr. Roberts states that he thought “light commercial” meant “low impact” and asks how the street (Olde Rd.) is zoned. Steve confirms with Mr. Hantman that the south side of Olde Rd towards Rte. 111 is zoned for highway, commercial and industrial. Mr. Cronin’s property is on the north side of Olde Rd. and that is zoned differently. Mr. Smith confirms that some of Mr. Cronin’s property is on the south side, but the area they are discussing is on the north side of the road. He notes that the right-of-way runs between the two properties.

Mr. Smith asks the BOS about Mr. Cronin’s driveway permit. He asks how long is the driveway allowed to be. He notes that the property used to be owned by “Brown” and they could never sell it because “the Town would not let anyone develop it back then because there was not a way to put in a proper-sized roadway that would come out onto Olde Rd because Olde Rd is an antiquated roadway, and the Town only owns from easement-to-easement, an area of only 18-20’ wide.” He notes that a 60’ wide roadway can’t come out onto a 20’ road. The land wouldn’t sell because it couldn’t be used as Mr. Cronin is using it, for heavy industrial equipment. Mr. Smith reiterates that Olde Rd does not meet any industrial roadway standards.

Steve asks if that parcel also comes out to Rte. 111. The residents confirm that it does. Steve notes that Mr. Cronin won’t get access from Rte. 111 from the NH DOT, noting the recent efforts by the Town to connect Frye Rd. to Rte. 111. Mr. Hantman explains that there is a lot involved because Rte. 111 is a State Highway. The State has to approve any connections onto it, they have to conduct traffic studies, the need for proper turn lanes, they can require traffic lights and in addition, there is a 100’ right-of-way that the State owns on the highway and they charge for anyone to cross their 100’ right-of-way to connect to the pavement.

Ms. Arder refers to page 37 of the Town’s Ordinances<sup>i</sup> and states that it doesn’t speak about construction equipment. Steve states he believes that Mr. Cronin gets away with some of these issues because his property touches NH Rte.111. He notes that he believes the Town’s only recourse is if he comes to the Planning Board with a site plan review. At that time the Town can put its recommendations and demands on the plan, just as the Planning Board did for the metal building that was going to be for the truck repair. When Mr. Cronin came in for the site plan, the Planning Board put certain restrictions on it. The Town could require that Mr. Cronin widen and/or repave Olde Rd. to an acceptable standard. Mr. Smith asks if that falls under eminent domain, taking other people’s property to widen the road, noting that by law it would have to be used as public property and not for private gain.

Dottie sums up the discussion by confirming that the residents will contact DES and send their pictures to the DES and the BOS. Mr. Daly confirms that the only permit that has been issued is for the driveway. Ms. Arder asks if there are any driveway restrictions, noting that “there is nothing for Mr. Cronin to drive to.” And if there is a certain length required. Dottie confirms with Mr. Seaver that the driveway permit is just a cutoff from Olde Rd. onto Mr. Cronin’s property. Ms. Arder clarifies that the driveway permit is only for where Mr. Cronin’s driveway intersects with Olde Rd. The residents request that the BOS review the “intent to cut” permit to ensure that extra trees were not removed. Dennis states that he believes there is a limited number of trees that can be cut with that permit. Sheila agrees. The residents note this is due to the timber taxes. There is further discussion regarding the clear-cutting of Mr. Cronin’s property. Mr. Daly states that his main concern is the dumping and poisoning of everyone’s wells and that he believes the Town can do something about the dumping.

As the discussion ends, Dottie closes the Delegate session at 7:39 PM.

## II. Agenda

**IMC/ACO Software Update:** Dottie states that on April 4, 2022, the BOS voted 3-2 to not purchase the IMC software, and she is assuming that tonight's discussion is "where do we (the BOS) go from here." Steve explains that after last week's discussion, he liked Dottie's suggestion of having the Police Dept. input the ACO reports into IMC as "very plausible." He notes he's not sure how the BOS will "go about it." Steve confirms with Sheila that a "busy week" for the ACO would be approximately four (4) reports, totaling approximately 200 reports per year. He states that he questions the response from the Police Dept. that they are "too busy" (to input the ACO reports.) Steve explains that he believes that cooperation between the Town's departments is essential and as long as it doesn't violate any of their security measures, there should be no reason why Sheila can't send her reports to the Police Dept. and they enter them into IMC. He notes this will save the Town \$15,000 plus the annual maintenance fee. Dottie agrees. Sheila states the bottom line is the reports will be entered into the IMC system where they need to be. Dottie suggests that the BOS send a letter to Police Chief Parsons respectfully asking the Police Dept. to enter all the ACO calls into IMC.

Mr. Hantman suggests that the BOS ask the Police Dept. to recommend a format they would like to receive the ACO reports in. Dennis explains there may be a very simple way to have a vendor create a template for the ACO computer to digitally capture the information that Sheila needs to have recorded, in order to provide a "non-complicated data transfer" that could overcome the Police Dept.'s "time" objections. Dottie agrees that RMON could probably do something. Dennis offers to work with Sheila and RMON to create the new software. Mr. Hantman notes that it would need an import function. Dennis states he feels this solution is "totally reasonable." The rest of the BOS agree. The consensus of the BOS is to move forward this way. Sheila states that this was something that was in the ACO SOP (Standard Operation Procedures) that she provided to Dennis, it was something that Chief Parsons worked on through the court and legal directives with her, and it doesn't matter how it (recording the ACO reports) is done, as long as the reports are going where they're supposed to. Dennis agrees.

Steve states that he can see the perspective from the Police Dept. if Sheila wanted to go into IMC and enter her reports. He confirms that Sheila just wants to enter her calls into the system. Steve motions to respectfully request the Police Dept. accept the ACO reports in a to-be-determined format to be entered into IMC by the Police Dept. Second by Dennis. Vote is unanimous (4-0).

**RMON Computer Software Update:** Dennis explains that the new MS Office upgrades that RMON has recommended will cost \$10 per user/per year. The upgrade to the Enterprise level will provide multiple security components. It won't affect anyone on a day-to-day basis other than providing additional layers of security. Dennis notes that this makes sense. He states that his recommendation is that the Town upgrades its MS software across the board for everyone who is currently using that program. He notes this includes eighteen (18) Town employees, three (3) Fire Dept. staff, and 8-9 staff in the Police Dept. Dennis explains that the Police Dept. has separate compliance requirements that need to be met in the upgrade. He also notes that the Town's needs may change as he reviews RMON's technologies for the Town, noting that current security occurs through several layers of service. Kim confirms that Dennis has motioned to recommend that the BOS move to the next level of service as discussed during the budget season. Second by Steve. Vote is unanimous (4-0).

Dennis notes that based on the managed services from RMON, the ACO laptop can be set up to print, at least from the Town's IT infrastructure, and possibly from her personal printer. Sheila states that she would prefer to be able to print on her home printer. There is a brief discussion of the possible reasons that the ACO laptop was not set up for printing. Dennis will work with Sheila to determine the best way to set up the ACO laptop for printing.

**Code Enforcement:** Kim has forwarded an e-mail to the BOS explaining that it was the initial intent when the Building Inspector was hired, he/she would also be the Town's Code Enforcement Officer and is paid a monthly stipend for that position. She explains that she has called the surrounding towns for more information. Kingston has a full-time Code Enforcement Officer and a part-time Building Inspector. Sandown has both a part-time Code Enforcement Officer and a part-time Building Inspector, it is the same person and is set up like Danville in which the Building Inspector gets a percentage of the permit fees plus a stipend. Kim clarifies that the monthly stipend is

for code-enforcement duties, and the percentage of the permit fees pays for the building inspections. Fremont also has a part-time Code Enforcement Officer and a part-time Building Inspector and they pay \$28 per hour. Atkinson has a full-time Code Enforcement Officer and a full-time Building Inspector. Kim also notes the area towns use the same person as both their Code Enforcement Officer and their Building Inspector. She reiterates that the intent when the BOS hired the Building Inspector was that he/she would also be the Code Enforcement Officer for the Town. She notes that Danville's stipend is \$2810/ year, but the going rate (in other towns) is approximately \$3950/year. Kim suggests that the BOS discuss appointing the current Building Inspector as the Code Enforcement Officer, noting that she does not know if he was ever officially appointed as the Code Enforcement Officer when he was hired even though that was the intent and that is what the stipend is for. Sheila states that she believes he was hired and appointed only as the Building Inspector.

Dennis asks if there is any training or certifications from the State for these positions. Kim explains that Paul D'Amore is a full-time Building Inspector and Code Enforcement Officer in Massachusetts as well as the Building Inspector and Code Enforcement Officer for Sandown, so he "comes with a lot of training and certifications."

Dottie states that it sounds like the BOS needs to find \$10,000 (to increase the Building Inspector/Code Enforcement Officer stipend). Kim clarifies that the pay difference is only \$1500. Dennis states that his understanding is that the Town has already been paying the stipend. Kim confirms this but reminds the BOS that the Town's stipend is very low compared to the surrounding towns. She also reminds the BOS that they originally hired Mr. D'Amore as the Building Inspector and now want him to also function as the Town's Code Enforcement Officer, noting that she is unsure if he has ever provided those services. Dottie states that she's not sure that the BOS was aware that they could use him for both positions.

Kim notes that in the past, the Health Officer has been contacted if there were code/health issues, and that probably was not the proper person to contact. Dennis agrees that it is "not the same domain." Sheila states that there have been "many times" when they "certainly needed him." Dennis asks if the BOS knows what domains the Code Enforcement Officer covers, noting he assumes it would include buildings, plumbing, electrical, etc. Kim states that the Code Enforcement Officer's duties "would be like tonight's discussions regarding environmental issues." Dennis confirms that the Code Enforcement Officer's duties would be "all-encompassing." Kim explains that these issues would "not be something that he would go out and look for, but that he would be directed by the BOS." Dennis confirms with Kim that during her conversation with the Building Inspector, there won't be a problem with an "overflow of work." Kim states that she does not believe so, noting that the Building Inspector was in Danville all day and that he worked in Danville on Easter Sunday. She notes that "if there's work to be done, he gets it done."

Sheila states that she would like to move forward. Dennis agrees, noting that he did not know how to address the issues that were raised in tonight's Delegate Session. Sheila motions that the BOS move forward and appoint the Building Inspector as the Code Enforcement Officer and increase the stipend by \$1500 to \$3950. Kim explains that Building Inspector is paid the stipend as a salaried employee, so the BOS does not need to put that stipend increase on a Warrant Article for the voters. Dennis seconds Sheila's motion. Vote is unanimous (4-0).

**Cable TV Contract:** Mr. Hantman, chair of the Cable Committee, has presented the Committee's recommended bidder for the RFP of the Town Hall cable upgrade. He reminds the BOS that the Cable Committee sent out the RFP earlier in the year. They did have a couple of bidders attend the Bidders Briefing, but ultimately only one vendor submitted a bid. The Cable Committee went through a couple of rounds of questions with the bidder and based on the bidder's responses the Cable Committee would like to move forward with the upgrade. Mr. Hantman explains that the upgrades will replace the cameras. The tabletop microphones and existing ceiling microphones will be replaced with new ceiling microphones that utilize new technologies. He notes that the current cameras are 10-15 years old and have very poor resolution. The new ceiling microphones will pick up the conversations at the meeting table with no problem. Sheila confirms with Mr. Hantman that the costs of these upgrades will be paid from the Cable Fund and there will be no tax impact. Mr. Hantman states that the last quote was for \$15,552, but there have not been any negotiations with the vendor, and they may be able to reduce those costs during those negotiations.



The Cable Committee is asking the BOS to approve the selection of the vendor: Access A/V, 8 Integra Dr., Concord, NH and to begin negotiations for the contract. Mr. Hantman notes that it is up to the BOS if they want to negotiate the contract or have the Cable Committee do those negotiations. Dottie states that she would prefer that the Cable Committee negotiate the contract. Steve agrees. Dennis also agrees and confirms that Mr. Hantman is comfortable doing these negotiations. Dottie motions that the Cable Committee move forward with the recommended vendor and negotiate the best price for the contract. Second by Sheila. Vote is unanimous (4-0).

Dennis asks if the BOS needs to approve additional expenditures up to \$16,000 from the Cable Fund. Mr. Hantman explains that the BOS had previously approved expenditures up to \$15,000. He notes that the Cable Committee is also working with Comcast to upgrade the signal going back to them to take advantage of the new equipment that will be installed. Sheila states that she wants to be clear that the money is not coming from the taxpayers, but from the Cable Fund, which has a dedicated purpose. Mr. Hantman confirms the Cable Fund has approximately \$25,000. Sheila motions to increase the BOS approval of expenditures from the Cable Fund to \$16,000. Second by Dennis. Vote is unanimous (4-0). Mr. Hantman assures the BOS that the Cable Committee will work to get the best price possible.

**CPR/AED Certification:** Kim explains that she recently received the new AED that was purchased last year. She has contacted a local instructor, Chuck Hemeon, who works with the Fire and Police Depts and would like to set up a class for Town employees to be certified in using the AED. Dottie notes the AED instructions are very clear but supports having Mr. Hemeon provide training. Kim notes the class also includes CPR certification and Narcan instruction. She states that she feels it's important that someone at the Town Hall is certified to administer both of these services. Dennis agrees.

Kim asks if the class is during the day, would it be open to all Town employees, and if they doing it on an "off day" at the Community Center, should they open the class up to the community. She also asks if it's mandatory for the employees, will they be paid for the day.

Mr. Hantman explains that the American Heart Association CPR/AED course is approximately four (4) hours and the certification is for two (2) years. The course is similar to that offered by the American Red Cross. There is a cost for the course and usually the class size is limited to ten (10) people due to equipment limitations. The course has both classroom and hands-on components with a test to receive certification. Mr. Hantman explains that he sends the Boy Scouts to the class every two (2) years to be certified. He expresses his concern if the Town's class could accommodate the number of people who may want to take the class if the BOS opens it up to the public.

Dottie agrees that the class should be limited to Town employees and confirms that there are AEDs at the Town Hall and the Colby Library. Kim notes that Mr. Hemeon believes that the Library staff needs to be re-certified. Dennis confirms with Mr. Hantman that certification is required every two (2) years. Mr. Hantman notes that the AED batteries need to be replaced every two (2) years as well. Mr. Hemeon has given Kim a quote for a class of approximately fourteen (14) people for \$400-\$500. She reminds the BOS of her questions regarding if this training can be done on Town time. There is discussion among the BOS. Sheila suggests that they have the class on Friday when the Town Hall is closed. Dottie agrees, noting the Library is also closed on Friday. Kim asks if that would work for the Highway Dept. Mr. Seaver notes that he is okay with that idea.

Dennis suggests holding the class on a different weekday and simply shutting down the Town departments four (4) hours early for the class, rather than having people come in on their day off. Kim states that she likes that idea. Steve notes that Mr. Hemeon does the recertification for the Fire Department during their normal monthly training sessions. Dennis asks Steve for more information regarding time, scheduling, etc. Steve states that he believes this is a "great idea and that Mr. Hemeon is an excellent instructor." Dennis asks if they would need to hold more than one class. Kim clarifies that Mr. Hemeon will accommodate whatever size class the Town needs, but the time frame for the class will change depending on the size. There is a discussion regarding closing the Town departments for the class, public notices for such closings, and more logistics. Sheila suggests that once the Town employees are certified, maybe the BOS could offer a class that is open to the public. Kim explains that Mr.

Hemeon is Derry's Fire Dept. EMS Director. He has stated that he will be retiring shortly and that will allow him to have additional time to do the training.

**Kingston Meeting Request:** Dottie states that the BOS has received a letter from the Kingston BOS requesting a meeting regarding Fire Dept. coverage and asks Steve to address the issue. Steve explains that the letter stated that Kingston was experiencing a crisis in staffing their Fire Dept and Ambulance services and that "they are having a hard time getting trucks out the door." Steve states that he will attend the meeting with the Chair of the Fire Wards, who will make any final decisions. He expresses his surprise at Kingston's suggestion of a "regionalization" of emergency services, noting that is usually done at the County level, although it seems like the only efficient way to do it. Steve states that he believes that Kingston reached out to all the towns that touch their border including Brentwood, Plaistow, E. Kingston, Danville, and Fremont. He notes that a lot of the other towns are "not embracing this (idea)." Steve reminds the BOS that with himself, the Fire Wards, and Townspeople, Danville has a very efficient hybrid Fire Dept. and he can guarantee a fire truck or ambulance out the door twenty (20) hours each day during the week and twenty-four (24) hours a day on the weekends. He also notes that the Fire Dept has several mutual aid agreements in place. He states that he doesn't believe the Town should "blow off Kingston's request," but that Danville's Fire Dept. is doing well and has a waiting list for people who want to join the department. He notes that the new housing in town has drawn in new residents that have a lot of fire training and are currently working full-time in MA but want to join the Danville Fire Dept. Steve expresses his concern that Kingston's idea will cost money and has reservations that the residents of Danville will be willing to subsidize a neighboring town's emergency response team. He notes that while the Town pays for participating in the Mutual Aid program, those services are reciprocal.

Steve asks Kim to respond to Kingston's meeting request that two (2) officials will attend from Danville. Dottie confirms that Steve will represent the BOS as well as the Fire Dept. Dennis agrees that having someone represent Danville at that meeting is a good idea.

**Realtor Selection Discussion:** Kim recaps the RFP for 599 Main St. and the Non-Public meeting with those still interested after the walk-through of the property. The process is now complete and the BOS needs to make a decision regarding which realtor they will choose. Dottie suggests that the BOS can discuss their decision and/or simply make a motion and vote for the agency they feel that they want to work with. Steve and Dennis agree that they are ready to move forward. Kim identifies the two remaining bidders as:

- 🚧 Tammy Amnott of Farms and Barns Real Estate LLC, PO Box 719, New Boston, NH and
- 🚧 Betsey Ransa of Coco, Early and Associates, 15 Garden Rd., Plaistow, NH

Steve motions for the BOS to enter into an agreement with Tammy Amnott of Farms and Barns. Second by Sheila. There is no further discussion on this decision. Vote is unanimous (4-0). Kim reminds the BOS that their selection must now be forwarded to Town Counsel and the IRS for review and approval. She will contact the realtor and set up the "punch list" as discussed for the plumbing, electrical, etc. Sheila suggests that the BOS also send a letter of appreciation to Betsey Ransa for her time and efforts in responding to the RFP. The BOS agree this is a good idea.

### III. Old/New Business

**Signature File:** The BOS reviews and signs the payroll and pay warrants in the Signature File. Dottie notes there is now a formal application for the appointment of Brian Heide to the Conservation Commission as an alternate. Sheila motions to confirm the appointment of Brian Heide to the Conservation Commission as an alternate. Second by Dennis. Vote is unanimous (4-0).

**Minutes:** The BOS reviews the minutes of the April 4, 2022 BOS public meeting. Sheila clarifies that the highlighted sections of the minutes are the responses made to her e-mail. Sheila motions to accept the minutes as written. Second by Steve. Vote is unanimous (4-0).

The BOS reviews the minutes of the April 4, 2022, BOS Non-Public session under NH RSA 92-A 3:II (c). Sheila motions to accept the Non-Public minutes as written. Second by Dottie. Vote is 3-yes, 0-no, 1-abstention. (3-0-1). Steve abstains.

The BOS reviews the minutes of the April 6, 2022, BOS Non-Public session under NH RSA 92-A 3:II (j) and NH RSA 21-G:37. Sheila motions to accept the Non-Public minutes as written. Second by Steve. Vote is unanimous (4-0). There is a brief discussion if these Non-Public minutes can be unsealed at this time. Dennis expresses his reservations regarding that issue. After further discussion, the BOS determines that these Non-Public minutes will remain sealed.

**ARPA/GOFERR Grant Updates:** Sheila informs Steve that she has received another e-mail regarding the lack of any applications for the \$50,000 GOFERR grant. Steve confirms the deadline to apply is June 6 and reassures Sheila that he will be submitting the grant. He notes that he “has an IT guy working on it that will be there Wednesday and Thursday of this week to fill out the grant on the computer.” He explains that he does not have the technical ability to complete the grant application in the online format that is required.

Sheila explains that she had to respond to a series of questions for the ARPA grant that was due by April 30, 2022. She has completed and submitted this report. Steve asks if this has to be done monthly or quarterly. Sheila clarifies that this was an annual report. Dennis explains that the reporting timetable is based on the amount of money that the Town is getting.

Dennis notes that the ARPA reports must be submitted through the grant portal and requests that the login information is shared in case anything happens that Sheila can’t do it. Sheila explains that is not recommended by the grant administrators and notes that Dottie and Patty Sarcione are also on the account. Dennis agrees that is “fine, as long as there is a redundancy.”

Kim confirms that Inception is on the agenda for the next BOS meeting on May 2, 2022. They are another bidder for the digitization project. Sheila asks if there is any information available to the BOS in advance. Kim states that the BOS has a copy of the quote and what they (Inception) do. Sheila and Dennis ask Kim to resend that information.


**Town Announcements:** Dottie reads the Town Announcements listed below. She adds that the Danville Memorial Day Parade will take place on Saturday, May 28 at 10:00. It will begin at the Danville Elementary School and end at the Community Center.

**Hamstead Area Water/PUC Update:** Sheila states that Shawn has not contacted the PUC and they are continuing to contact Dr. Kim Farah as the representative for the Town of Danville regarding the PUC review of Hamstead Water’s requested rate increases. Sheila states that she would like re-appoint another BOS member that will actively advocate for the Town and the Colby Pond residents. Steve notes that he has resolved the fire protection issue with them. Sheila suggests that Dennis be appointed to represent Danville. Dennis states that he will decline the appointment until the issue can be addressed directly with Shawn. Sheila expresses her concern that Shawn hasn’t answered any of the PUC e-mails and they are being forwarded to Dr. Farah. Steve confirms this is the issue that involves the Colby Pond residents. Sheila reminds the BOS that they had decided to assist the Colby Pond residents and were advocating on their behalf. She questions if the BOS will be effective in fighting the proposed rate increases. Steve re-confirms that while the surrounding towns are all part of Hamstead Area Water Co., (HAWC) and have benefited from HAWC’s recent system upgrades, the town of Danville is not part of HAWC. Dottie reminds the BOS that because of this, the Colby Pond residents have not received any benefit from the upgrades and therefore should not be assessed the rate increases.

#### IV. Town Announcements

##### Calendar

 **April 23- Saturday:** Bulk Pick-up begins at 7:00 AM

 **April 30- Saturday:** Household Hazardous Waste Collection- 9:00 AM-12:00 Noon

Plaistow Public Works facility- 144 F Main St., Plaistow, NH



**May 2- Monday:** Board of Selectman's meeting at 7:00 PM at the Town Hall

**May 28- Saturday:** Town of Danville Memorial Day Parade. Begins at 10:00 AM at the Danville Elementary School and will end at the Community Center.

As there are no further items to discuss, Steve motions to adjourn. Second by Sheila. Vote is unanimous (4-0). The meeting is adjourned at 8:33 PM.

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

Respectfully Submitted  
Deborah A. Christie

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<sup>i</sup> Town of Danville, NH. **Zoning Ordinance Effective March 8, 2022. Article IV: Permitted Uses and Regulations. Section C. Highway, Commercial and Light Industrial Zone.** (Amended 3/12/2019). pg. 37. Town of Danville, NH. Online at [www.townofdanville.org](http://www.townofdanville.org). April 18, 2022.