

**This document is for informational purposes only.
The original document may be obtained at the Town Hall.**

Town of Danville
Board of Selectmen
Monday, October 31, 2022
7:00 PM

6:50 PM

Meeting is Video-Recorded

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

Others Present: Kimberly Burnham, Selectmen Administrator; Police Chief Wade Parsons, Danville Police Dept.; LT Justine Merced, Danville Police Dept.; Ann Massoth, Director, Colby Memorial Library; Barry Hantman, Chair, Cable Committee/Camera; Residents: Susan Chandler, Lisa Paul, Florence Morse, Donald Morse, Laurie Taylor, Bruce Shoff, Kathy Youzwak

Shawn called the meeting to order at 6:50 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. Delegate Session

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

ZBA Non-Compliance Issue: Susan Chandler addresses the BOS and reminds them that the residents of Beechwood Dr. had spoken to them at the October 11, 2022 BOS meeting regarding Mr. Grover's defiance of an unanimous ZBA denial of his request for a special exception for 45 Beechwood Dr. to have his excavator business at his home.ⁱ Ms. Chandler reads the following from a prepared statement: *"Since that denial, Mr. Grover has been in near constant violation of that decision. Commercial vehicles, whether the dump truck, the trailer, or the excavator, have been on the premises at some point during each day for almost all of the past five (5) weeks."* Ms. Chandler presents the BOS with several photos from "oodles of pictures.) *"Seeing that we're here on Halloween, it is because we in the neighborhood are living a nightmare and nothing is being done to stop it."* She reads the following from Article X, Section C of the Zoning Ordinances:(abridged) *"Any person who violates a decision issued by a Land Use Board shall be guilty of a misdemeanor, and subject to a civil penalty to two hundred seventy-five dollars (\$275.00) for the first offense and five hundred fifty dollars (\$550.00) for subsequent offenses for each day that such violation receives written notice from the municipality that the violator is in violation."* ⁱⁱ *"The Code Enforcement officer has asked Mr. Grover to cease activity multiple times, which he has not. The Code Enforcement officer believes that Mr. Grover has no intention to (do so). The officer is no longer returning any of our phone calls. It is the responsibility of the BOS to enforce the decision made by the boards."*

"On October 11, the BOS stated that they were not aware of this situationⁱⁱⁱ and have now had three (3) additional weeks to become aware of this situation. Mr. Grover had thirty (30) days to appeal the decision and he did not, thus accepting the (ZBA) board's decision. In the past week, there's been a strong odor of hydraulic fluid emanating from the property. Vehicle maintenance on his property was one of the reasons he was denied the special exception." Ms. Chandler presents the BOS with more photos, stating that they "were taken just a few hours ago of three (3) commercial vehicles parked on Beechwood Dr., including partially blocking the drive at Hummingbird and Beechwood. She states that as she drove to the meeting that vehicle was still there, so if the BOS wanted to do a detour on the way home, come by Beechwood Dr." Ms. Chandler continues *"we are wondering from the neighborhood when Mr. Grover will receive a cease-and-desist order, when will he be fined for the repeated violations of the ZBA decision. At this point, he should owe thousands of dollars to the Town and if (the BOS) is worried about the costs of a lawyer, please realize that any costs of a lawyer will be Mr. Grover's responsibility to bear when a*

decision is made against him. And if the BOS is not going to act, what is our recourse? It's maddening that we have to come here meeting after meeting to get a decision enforced, but we will continue to do so until...."

Shawn notes that this is only the second time that members of the neighborhood have addressed the BOS. Ms. Chandler states that they "will keep coming." Shawn states that the meetings are open to the public.

Shawn asks Kim about this issue. Kim states that Code Enforcement officer Paul D'Amore was out to that neighborhood on Saturday, October 29, and had a discussion with several of the neighbors. He asked Mr. Grover to cease and desist (again) last week. Mr. Grover's story was that he has rented a spot in Plaistow and his vehicles were no longer going to be there. Kim explains that Mr. Grover's thirty (30) day window to appeal ended on October 24, 2022, after the last BOS meeting, so this is the first time after that expiration that the BOS would be able to talk about it. Mr. D'Amore stated that Mr. Grover is not in compliance and he has told Mr. Grover that he would be fined. Kim reiterates that this only happened this past Saturday and that Mr. D'Amore has not had the opportunity to write the letter and put everything together to present to Mr. Grover.

Kim states that she believes this will probably be a civil matter and the BOS can fine him every day if they want to, but they can't make him pay those fines until it becomes a legal matter, which could take up to a year. Shawn states the paperwork will be active if Mr. Grover wants to put it in his heels and deal with it. Shawn explains that the language is in the Zoning laws for the fines, but the Town can't collect the fines without a judge's order. The issue has to get to Superior Court in order for the Town to fine anyone. Shawn explains the BOS couldn't do anything until Mr. Grover's thirty (3) days to appeal had expired, which it just did. He notes the BOS has worked with people with different issues over time and with Zoning to work with them. Shawn states that if Mr. Grover is showing due diligence that he is removing the vehicles, he would not support "moving forward with Superior Court action because it costs the Town money to do that, and a lawyer is \$300 per hour with the intent that the Town might get reimbursed and break even. The odds of that are pretty slim as past history had indicated."

Shawn states that the BOS is dealing with the issue, though probably not at a pace to make everyone happy. He reassures the neighbors that the BOS is dealing with this issue, but that it is just one issue of many that they are dealing with. He explains that the BOS is also dealing with payroll issues because the Finance Director resigned and he's more worried about the Town employees getting paid. He notes that the BOS is "fighting fires all the time and to be honest with you, how can they (the BOS) plan when they are dealing with fires all the time?" Shawn explains that "everyone comes in and their issue is the most important and he wants to respect that, but in reality, that doesn't happen, and yes, the BOS is looking into it, and to have this much update after three (3) weeks is further along than he would expect to be." Shawn notes that is not what (the neighborhood) wants to hear, but the BOS is doing things about this issue and if Mr. Grover decides to "put a stake in the ground and do whatever he wants, then the BOS will take him to Superior Court." Shawn states that the group can come every week if they want to because it is budget season and the BOS meets every week, and the BOS will give them updates. He reassures the group that the BOS is looking into the issue.

Ms. Chandler states that she is glad that action is being taken because they had offered to work at that happening and they are happy about that. She notes she is a bit confused about working with it because they have lived with (Mr. Grover) for two (2) years and the ZBA attempted to work with him and the Code Enforcement officer has tried to work with him for the past five-and-a-half (5-1/2) weeks. She is wondering how much more time Mr. Grover needs. Shawn reiterates that when the group first came (before the BOS), Mr. Grover's time to appeal was still in place, so the BOS couldn't do anything and would have wasted money by getting Town Counsel involved at that time. Ms. Chandler explains that her point is that Mr. Grover has had five-and-a-half (5-1/2) weeks to follow the rules and he has not. She wonders how many more weeks he'll get to... because he has shown no signs of changing. Shawn states that "his litmus test is what the judge will say is justifiable, not what he or she thinks, it's what a judge thinks." As no more members of the public wish to speak, Shawn closes the Delegate session at 7:01 PM.

II. Agenda

Library Humidification Installation: Ann Massoth, Director of the Colby Memorial Library and representing the Library Board of Trustees explains that they are proposing to use ARPA funds to replace and update the Library's humidification system. There are three (3) burners in the building that each have a humidifier built onto them, and during the annual inspection and service, all three have ceased working. Ms. Massoth states that she has spoken to other libraries and they have the same issue with the old AprilAire technology. She has received proposals for an updated model of the new steam humidifier technology.

Ms. Massoth explains there are three (3) reasons that this equipment is important. First, to keep the humidity levels stable to protect the collection. If the air is too wet, it causes mold, if it is too dry, it causes the material to become brittle. Second, the humidifiers increase efficiency. Moist air is easier to heat. Third, humidity levels keep the air healthier. Ms. Massoth notes that the quote from MacKenzie discusses how this prevents respiratory infection by minimizing the formation of bacteria, viruses, etc. She states that she feels that makes it a good fit for the ARPA funds.

Shawn states that the proposal makes sense and wants to add, expanding on the BOS' previous conversations about electricity, that the Towns' buildings, including the Library, are subject to rates depending on the electric load they put on the grid (peak demand use), and that the electric companies charge when a lot of power is called for at one time. He asks Ms. Massoth to inquire about a building management system that ties all the heating, humidification, etc. into unison so that there is a delay in the demand and a sequence of running the equipment to even the load to the grid, which would then be reflected in the Town's electric rates.

Shawn explains that BOS can vote on the equipment request tonight because building management is a separate component. Ms. Massoth could find out what the price of that would be, and if it was reasonable, he would advocate for that. The Town would recoup the costs quickly by managing the electric load to the grid.

Steve states that he had to have three (3) bids for his ARPA request for radios. Ms. Massoth explains that she has two (2) bids that are almost identical. She notes that the Library has worked with MacKenzie for many years and likes their work. Steve asks how her proposals fit into the ARPA guidelines. Ms. Massoth and Sheila explain that it would fall under air quality. Dennis agrees, noting the fact that humidity affects health. Dennis states that he's "not opposed to competitive bids, and the total of the project does not require it, but he would support a third bid." He asks about the age of the current system. Ms. Massoth states it is about eighteen (18) years old and confirms that there are no annual maintenance contract costs. The service contract with MacKenzie is an "on-call" contract. Dennis again confirms there is no contractual obligation.

Ms. Massoth states that she can get a third quote and can start the process over, adding in building management as Shawn has requested. Shawn explains that piece should be separate because it is an unknown expense that may not be worth pursuing. He reiterates that the BOS could approve a proposal/quote tonight and she could come back with the building management proposal at a later meeting. Shawn notes that the BOS should also look at building management for the Town Hall and the Safety Complex as well. Sheila and Dennis agree. Ms. Massoth expresses her concern that the proposal from MacKenzie is only good for thirty (30) days and that they want the payments in two (2) installments, noting that she thought that was unusual. Sheila explains the ARPA funds are on-hand, so payment is not a problem. Shawn states that the Town is very good at paying its bills "extremely on time" and has never made a bad payment. There is a discussion regarding available funding and ensuring prompt payment. Ms. Massoth notes there is a third company that Plaistow uses and she can get a third bid from them. She will complete the process, including getting building management quotes, and will bring the complete bundle back to the BOS.

III. Budgets

#4210.10- Police Dept. The proposed budget for FY23 is \$1,014,278. Shawn confirms the BOS is looking at the most updated budget. Police Chief Wade Parsons explains that he was able to get additional numbers that he was originally missing and has updated his budget accordingly. He reviews the budget with the BOS. (Note: budget lines that were level-funded are not included in the following discussion.)

Salary: Chief Parsons explains the salary line reflects the BOS-approved COLA of 6%. One new officer has a lower starting pay rate because he is not yet certified and is replacing an officer who was already certified. Chief Parsons

explains that he is trying to increase the number of part-time officers, noting the department “had a horrible 2022 with no coverage, that he had to spend a lot of money for overtime, his staff worked crazy hours and had a hard time scheduling vacation time. Chief Parsons states that he would like to add two (2) part-time, full-time certified officers so that he won’t have to put them through the Academy and can put them on patrol immediately. Sheila confirms that these officers would also be available for overtime if needed.

Prosecutions: Chief Parsons notes a small increase in this line. He states the department didn’t have many trials in 2022, but he still needs to plan for that.

Training: Chief Parsons explains this line covers all the state-mandated training, including firearms training, training for the other “tools on their belts” and includes the newly required “Free Choose” training for de-escalation, etc. that is mandated through the Governor’s office.

Overtime: This line is increased due to the COLA increases. Chief Parsons notes that the net increase is less than 6% because new officers are being hired at a lower rate than those who have left.

Communications: Chief Parsons reminds the BOS that he was able to pay for the new Motorola portable radios through the ARPA grant resulting in a decrease in this budget line. There is a discussion about the bill for the radios. Sheila requests a copy of that bill.

Support Contracts: The Chief notes this is an increase for the department’s Central Square software.

Professional Services: Chief Parsons explains there is an increase in prosecution fees. The fees for psychological testing have also increased from \$500 to \$650.

Vehicle Maintenance: Chief Parsons states that the department will be over budget in 2022 because expenses are at approximately \$14,000- \$15,000, so he is increasing the FY23 budget from \$10,000 to \$12,000. He explains that some of the patrol cars needed major work this year. Sheila confirms the oldest car is a 2012. Chief Parsons explains that he tries to use that car as a “detail car”, but that it is still used for patrols. He notes that the department has had a lot of details in 2022 and has been using all the cars. Sheila asks if the Chief intends to eventually retire the 2012 car from service. Chief Parsons states that he would like to, but it depends on the funds available in the Police Revolving account for cruisers. He reminds the BOS that he spent most of those funds on the newest SUV patrol vehicle and the new equipment for that. Shawn asks Kim to confirm the amount of money in that fund. He explains that the BOS/Town sets the rates for detail charges and they probably need to be updated. Chief Parsons agrees. He notes that the surrounding towns are paying their detail officers much more than Danville is and that Danville’s fees need to become more competitive. He explains that currently, the Town is charging \$72.00 per hour for the detail: \$48.00 per hour for the officer, \$14.00 for administration, and \$10.00 for a cruiser. Other towns are charging more for all of these fees. Shawn confirms that with the exception of the salary and salary costs, including the Town’s costs for NH Retirement, the remaining money goes into the Revolving Police fund.

Gasoline: Chief Parsons explains that he calculated this line based on the average paid so far in 2022 and on his estimated use for 2023. Shawn recommends that this line be looked at closely during the Deliberative Session to make any necessary last-minute adjustments.

Ammunition: Chief Parsons explains that the costs for ammunition have increased because the department changed to 9mm Glocks last year. The Town also has to send ammunition to the Police Academy for the officers who are attending.

Equipment: Chief Parsons notes that he has decreased funding in this line. The FY22 budget included a one-time purchase of new computers.

Clothing: This line has increased due to the addition of new officers. Sheila notes that LT Merced had asked about protective vests. Lt Merced clarifies that the department was looking into changing to uniforms with vests, but has chosen not to do that. She notes that no one is due to replace their vests. LT Merced explains that the vests expire after “x” number of years and they are not changing their carriers. Chief Parsons explains that eventually the Police Dept. will, as most agencies now have tactical vests with all their equipment up front. He currently has a couple of officers using that type of vest for physical reasons, and he would eventually like all of his staff to have them. He notes the department “is not there yet but is working towards that.” Sheila confirms that the life of the protective part of the vest is five (5) years and all their department’s vests are current. Chief Parsons states that the vests are “approaching their end-of-life, but are not there yet.” LT Merced confirms that the current vests are approximately three (3) years old.

Chief Parsons notes the last part of the budget reflects all the additional salary costs and that Kim helped him figure out those numbers. Sheila asks if there is extra money budgeted in case an employee changes their health insurance

during open enrollment. Chief Parsons states that he believes that Kim did add in extra as was explained in the budget notes for the hiring of new officers. Shawn confirms that Kim has updated the Town's FY2023 costs for the NH Retirement fund.

Steve asks Chief Parsons about the retention bonuses that the BOS approved several meetings ago. Chief Parsons states that he has distributed them and that his staff was very happy and appreciative of the bonuses. He again thanks the BOS for allowing him to do that. Chief Parsons does note that the sign-on bonus has not been fruitful and that other agencies are offering "crazy bonuses." Windham is offering \$20,000. Dennis agrees that Danville can't compete with that. Chief Parsons states that every chief he has spoken to is short-staffed. Steve confirms the retention bonuses were for \$5000 for each employee. Steve motions to approve the Police budget as presented for \$1,014,278. Second by Dottie. Vote is unanimous (5-0).

🗳️ **#4210.10- Police budget is approved for \$1,014,278.**

#4153.10- Legal. The proposed budget for FY23 is \$60,500. Sheila asks if all the current legal bills have been paid. Shawn states they have not. Sheila asks if there is any idea of how much the outstanding balance is. Shawn states that he does not know, but believes that they will be over budget in FY22. He explains that legal costs vary depending on the issue and that most of the issues are "general." He states that the dollar amount budgeted for all legal services in FY23 is a solid amount, but doesn't believe it should be separated into two different types of legal services. Shawn states that he believes that the amount budgeted was also the amount the BOS budgeted for this line last year, but it was reduced by BudCom. He asks that Sheila bring this to their attention when they review the FY23 budget. Dottie motions to approve the Legal budget as presented. Second by Steve. Vote is unanimous (5-0).

🗳️ **#4153.10-Legal budget is approved for \$60,500.**

IV. Agenda (Part 2)

Town Building Statement of Values: Shawn explains that the issue came up as part of the auditing process when the Town was renewing its insurance policies. He notes an example is the Stage Coach Stop, built in 1820 is currently valued at \$17,100, yet \$65,000-\$70,000 worth of grant money has been spent over the years on the building, as well as ongoing maintenance costs. If there was a disaster, the Town would lose all that work value. The BOS reviews the list of buildings. Shawn suggests that the board verify all the buildings on the list, noting there is a building listed as "College Road shed" that no one on the board remembers being there. Sheila continues to question several of the buildings on the list. Sheila notes that the list is missing the Conservation Commission's shed on Beach Plain Rd and that Patty Sarcione had previously added that. Shawn reiterates that the BOS needs to verify all these buildings. Kim explains that this list is from the insurance company. Shawn asks Dottie to find out from Heritage Commission an approximate value for the Stage Coach Stop. Kim states that the last time the list was updated was in 2019. Sheila notes that the generator shed that the Boy Scouts had built for Goldwaite Field was missing from the list. Kim notes the list is also missing the storage shed that is used to store the baseball equipment. Shawn states the board also needs to look at items #1-10 and ensure that those values are also correct, noting that if a building like the Town Hall was destroyed, the Town would need the funds to cover building a new Town Hall.

Sheila expresses her concern that the insurance companies have not kept up with the buildings' values. Kim explains that they don't set the values, it is the BOS/Town that sets the values of their buildings. She states that she spoke to Fred (Smith) and he explained that it is the BOS who determines the values of the Town's buildings. Shawn explains that he is looking for guidance for a "reasonable" assessment. The board will review the list, verifying the existence of the buildings and updating their estimated values. He suggests that the board discusses this issue with Fred Smith, the current Town's assessor, stating that he feels Mr. Smith would know the values of the Town's buildings better than the BOS members.

2023 Bulk Pickup: Kim states that she has contacted Casella several times regarding this issue and has not received any dates yet. Shawn reminds her that the BOS would like to ask about having Bulk Pickup on Sunday so that they can accommodate the idea of a town-wide yard sale.

Auditors' Report: The BOS has received the first completed auditor's report from Plodzick and Sanderson. The audit is a summary of the Town's FY21 financials. Shawn states that there are some things in the report that the BOS needs

to discuss and remedy. One of the biggest issues is with Quick Books. Shawn explains the Town is still using Quick Books to manage its finances. It will be moving to a different accounting system in January of 2023 using the MRI (Municipal Resource Inc.) software. The Town will be using this new software with the new Finance Director that the BOS will be hiring. Shawn reminds the BOS that the Town is currently using MRI to provide payroll and pay warrant services due to the resignation of the Finance Director.

Dennis notes that the report also asks the BOS to address several accounting policies, some of which have been noted over several years. He states that his “raw assessment is that the BOS needs a Finance Director and they need somebody with accounting capabilities to do the books.” He notes these are “separate skill sets, but could be the same person.” Dennis expresses his concern that depending on the direction the BOS goes in, the “availability of personnel with that skill set is tight and they have been told by other towns and by MRI that there is a shortage of qualified personnel and that they just can’t find people.” Dennis states he believes it will be more challenging to bring in someone to do the accounting, given all the (auditing) recommendations that the Town needs to “catch up on” including moving from Excel, creating new accounts, and updating policies. Dennis notes “the vast majority of the auditor’s recommendations revolve around accounting and his first thought is to try to get these issues resolved in one fell swoop and how the BOS can do that.”

Dennis suggests the BOS hire an accounting firm and have a CPA come and straighten everything out and get the Town “back to even.” This would allow the BOS to bring in a new person to a clean system, and not have them deal with a historical set of fixes that needs to be done. He believes that if the BOS doesn’t do this it may be more difficult to find someone with the skill set and ability to take care of this (the existing situation.) Dennis reminds the BOS of the comment made at the beginning of the meeting about the BOS “constantly battling fires” and that they are “just asking someone from an accounting/bookkeeping standpoint to come in and battle a fire.” He states that he doesn’t believe this is a “sound way to go if (the BOS) is looking to hire or move personnel into taking over the Finance Director’s position and responsibilities without cleaning it up first,” noting the BOS has had these audit discussions for several years.

Shawn states that many of these issues will be resolved once the Town “moves to a 21st-century accounting system based solely for municipalities.” He notes the Town has used Quick Books as long as he’s been on the BOS. The issues with Quick Books have been a recurring theme in the annual audit reports. Quick Books is made more for businesses and does not have all the (accounting) requirements that municipalities need such as not being able to record beyond single journal entries. This has resulted in these recommendations being a recurring theme in the auditor’s reports every year. Shawn explains that about four (4) years ago, the BOS agreed to purchase new (accounting) software and it’s been an ongoing project to move the Town’s financials onto it. Sheila explains that the new software has been tailored specifically to the Town’s financial processes. Shawn explains that all the past transactions need to be imported into the new software and there “have been some hiccups along the way” that have delayed the transfer.

Shawn explains that some of the recommendations in the auditor’s report can be easily rectified and that the recommendations and processes are the outcomes of the question of how effective are they. He states he wants the public to understand that the auditor’s report is about the Town’s processes, and there are no concerns with the Town’s finances. Dennis agrees that most of the recommendations are for the Town to move to general accounting principles and that he feels the BOS should make moving to the new accounting software a priority “in whatever way they can because the same issues tend to roll over year after year.” He states that this gives “cause for pause when some ways of doing things that are legacy with some of the new accounting rules that have come into effect and how the Town is not adhering to those (new rules) could certainly affect the BOS when they are making decisions. It’s most important to have accurate information to make relevant decisions.” Shawn agrees that even when the new accounting software is online and corrected, it will take time and these same kinds of issues will be in the 2022 audit at the end of next year.

Meeting Broadcast issues: Barry Hantman, who is running the cameras for tonight’s meeting, notifies the BOS that there has been an issue with Comcast’s live stream of tonight’s meeting and their signal. He explains that the meeting

is live-streaming, but apparently, Comcast's signal is out. Sheila notes that she had trouble with Comcast during the day. Shawn confirms that the meeting is still being recorded, noting that is the important part.

V. Old/New Business

Signature File: The BOS review and sign the payroll and pay warrants in the Signature File. Shawn notes that he received an e-mail with a series of reports from the person at MRI who is doing the Town's payroll and that he was impressed with the information that was in them. Shawn has a brief conversation with Kim regarding an insurance policy that covers the Town for crime and fraud.

Copier Contract: Shawn states that the BOS has received a new contract from Porter, the machine/service provider for the Town Hall copier. He explains that the new contract means that the Town has paid off the lease for the current copier and asks Kim to confirm this. The new contract is for maintenance only. The Town is charged per copy with one rate for black and white copies and a higher rate for color copies. As long as the Town keeps the maintenance contract, Porter will keep the copier "up and running", continue to support it, supply the toners, etc. Shawn explains this is how the Town has maintained its copier for the past twelve (12) years. It is usually a four (4) year lease and when the Town Hall copier is paid off, it is usually passed on to the Police Dept., which then sends its copier to the Fire Dept. Shawn states that he would like to know the status of all the copiers and would like to have all the equipment reviewed noting that it becomes harder to get parts and toner for the older copiers. He states the equipment is all part of the State bid, so they have the lowest price. He asks Kim to contact Porter and start the evaluation process so that everyone can have updated copiers for the various departments and proceed with the recommended rotation of the equipment. Shawn confirms the consensus of the board is to continue with the rotation process. The new maintenance contract charges 1.2 cents for black and white copies and 7.5 cents for each color copy. Dottie motions to approve the new copier maintenance contract from Porter. Second by Sheila. Vote is unanimous (5-0).

Shawn notes there is paperwork he will need to review with Carsten Springer (Conservation Commission) regarding the wetlands crossing as he can't recall the conversation. After a brief discussion, Sheila agrees that she can't recall the conversation either.

Minutes: The BOS review the minutes for the October 24, 2022 BOS public meeting. Dennis notes one correction on line #252. The correct name of the mechanic he recommended is AJA, not AJK. Sheila motions to approve the minutes as corrected. Second by Dottie. Vote is unanimous (5-0).

Shawn reads the Town Announcements listed below. Sheila asks that Voting on November 8, from 8:00 AM-8:00 PM at the Community Center be added to the Town Announcements.

Non-Public Minutes: The BOS review the minutes for the October 24, 2022 Non-Public session under NH RSA 91-A 3:II (c). Sheila motions to approve the minutes as written. Second by Dottie. Vote is unanimous (5-0).

Heritage Commission Gift: Dottie states that she is pleased to announce and read the following into the minutes: *The Heritage Commission has recently received some historical items from Towle Farm on Beach Plain Road from Bob and Allan Griffin, the former owners of the property. One of the gifts is an early American flag.* (She shares pictures of the flag with the board that was taken by the Griffins as it recently hung on the front of the barn at Towle Farm.) *"The flag measures 16 feet by 25 feet. It contains 38 hand-sewn stars representing the number of states in our country as of July 1877. Heritage was told this was a "centennial flag" to honor 100 years of our country's independence, and it appears to be at least 145 years old. Its value is unknown at this time.* Under NH RSA 674:44-b I (h)^{iv} the Heritage Commission may receive gifts in the name of the Town, subject to the approval of the local governing body. The Heritage Commission would like the Selectmen's approval of their acceptance of this flag as a gift to the Town."

"The Heritage Commission plans to have the flag evaluated by the Museum Textile Services in Andover, MA, a conservation studio that specializes in preserving textiles. The evaluation will include a written report with information about the flag's condition, recommendations and cost estimates for its future care, use, and

preservation, and digital photographs. The Commission hopes to obtain an appraisal once the Museum Textiles Services report is completed.”

Dottie states that she would like the BOS to accept the gift. She reiterates that no value of the gift is known at this time. Sheila motions that the Town accepts the gift on behalf of the Heritage Commission.

Shawn states that this is a great gift, but expresses his concern if the Town is “the best keepers of something of this historic value and of this size.” He is also concerned with the restoration costs and suggests that (the flag) may be better off at the State to preserve and keep it.

Dottie explains that when the Heritage Commission received the flag, it was folded and put in an archival box for safekeeping. The Heritage Commission is discussing building a wooden frame with a glass cover for display. Shawn expresses his concern that this won’t be “hermetically sealed with the right temperature and humidity to ensure the longevity of the flag.” Dottie believes the Heritage Commission wants to display the flag in the locked cabinet at the front of Town Hall. She notes the flag has been stored unpreserved for the past 145 years and believes it is better off with the Heritage Commission. Shawn agrees it should be evaluated and reiterates his concern if the Town is the best curator of it.

Mr. Hantman states that he had the opportunity to see the flag at the Heritage Commission meeting and explains that it does have special significance to the Town of Danville. On the US Centennial (100 years) the flag was flown in Danville in two (2) separate locations in Town. There is a newspaper article about it, so the flag is a particular Danville historical item. Mr. Hantman commends the Heritage Commission’s decision to have the flag professionally evaluated for cleaning and preservation. He agrees that it needs to be preserved and displayed properly and suggests the BOS wait and see what the Museum recommends before making a decision.

Shawn agrees and reiterates his concern with the logistics of preserving the flag, noting that he feels the Town is “not good at doing this and it belongs in a museum” noting that won’t change the fact that it is part of Danville’s history, but needs to be stored elsewhere. “The Town of Danville is not the best situation to preserve old artifacts of historical significance.” Steve suggests that the BOS accept the gift until they hear the recommendations from the Heritage Commission at which time the BOS can make a final decision. Sheila reminds him that she has already made that motion if Steve wants to second it. Sheila’s motion is seconded by Steve. Vote is unanimous (5-0).

Digitizing Update: Sheila asks Kim for the status of the digitizing project. Kim states that the vendor was supposed to contact Chris Tracy directly and her understanding is that they have. She notes that most of the documents for the project will be from Ms. Tracy’s office.

Sheila confirms that the Police Dept was “taking care of their own contract for digitizing” and asks for a status on that. Kim states that she doesn’t know. Sheila asks her to find out. Kim states she believes that the project is “still status quo.” Sheila expresses her concern that the Police Dept. records are more important than the Town’s documents. Kim states that she believes there are some questions with the process of evaluating what documents are getting digitized and which ones are not. Sheila confirms that no contract has been signed yet. She states that she just wants to make sure the project “isn’t lost in the shuffle.” Shawn notes the BOS would be signing the contract. Sheila expresses her concern that the Police Dept. isn’t “even discussing it.”







Emergency Management Plan: Sheila reminds the BOS there was a discussion a few meetings ago regarding the Town’s Emergency Management Plan. She states that she has found a draft plan in her records from 2011, the last time she was involved in writing the plan. She has also located the EMP Resource Manual from 2013 in the back office at Town Hall, and an older Emergency Management Plan in the BOS office from 2007. Sheila states she believes that unless there is another plan somewhere, it hasn’t been updated since 2013 and that the BOS needs to find out where is the Emergency Plan.

Shawn states that if they can’t find an Emergency Plan at Town Hall, the BOS will need to contact the firm that did the plan and get the update. He notes the Town should have an updated plan electronically. Sheila reiterates her

concern that the plan needs to be updated. Shawn states that he believes that the plan has been updated and that Sheila only has the old information. Sheila states she believes it “has been many years (since the plan was updated.)” She explains that an update will require the involvement of the Town’s department heads and that it is different than the Hazard Management Plan. Dennis asks Sheila how often the plan should be updated. Shawn believes it is every five (5) years. Sheila expresses her concern that the lack of an updated plan could result in the loss of FEMA assistance. Dennis agrees that it is important for the BOS to stay on top of it. Shawn suggests that this be added to the next BOS agenda and states that he will have an update for the BOS then.

VI. Town Announcements

Calendar

-  **November 7- Monday:** Board of Selectmen’s Meeting – Town Hall at 7:00 PM
-  **November 8- Tuesday:** State Elections. Voting is at the Community Center from 8:00 AM-8:00 PM.
-  **November 19- Saturday:** NH Fish and Game Moose Program @ the Community Center 12:00 (Noon)-3:30 PM. Sponsored by the Colby Memorial Library and Danville Animal Control.
-  **November 26- Saturday:** Holiday Senior Luncheon- Community Center 12:00 (Noon)- 2:00 PM. Hosted by the Recreation Committee.
-  **November 26- Saturday:** Christmas Tree Lighting Ceremony on Main St. across from Danville Market followed by a visit with Santa at the Community Center. 5:00 PM-9:00 PM
-  **December 4- Sunday:** Holiday Craft Fair at the Community Center 9:00 AM-3:00 PM. Hosted by the Recreation Committee.

As there are no further items to discuss, Shawn requests a Non-Public Session under NH RSA 91-A 3:II (c). Sheila makes the motion for the requested meeting. Second by Dottie. Roll call vote: Shawn-yes, Steve-yes, Dennis-yes, Sheila-yes, Dottie-yes.

The public session of the BOS meeting ends at 8:15 PM.

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

Respectfully Submitted
Deborah A. Christie

ⁱ ***Delegate Session: Beechwood Drive Compliance Issue:*** Chris Linger of 74 Beechwood Dr. states that he wishes to read the following statement regarding the failure of a Beechwood Dr. resident to comply with a decision made by the Town’s ZBA. “On the 23rd of September 2022, John Grover of 45 Beechwood Dr. in Danville was denied a special exception by a unanimous vote of all five (5) members of the ZBA. Three (3) meetings were held with about forty (40) concerned residents in attendance. The zoning enforcement officer has been contacted and he’s informed me that he’s made several visits and Mr. Grover has not complied. His impression is that Mr. Grover has no intent to comply with the decision of the Zoning Board. Three weeks have passed since the decision and during that time Mr. Grover continues to maintain the vehicle on the property as well as operate to and from his residence, hauling heavy equipment on his trailer. I am petitioning the Selectmen to enforce the decision of the Zoning Board and ask you what steps you are going to take to enforce the Town’s decision on that denial. And he (Mr. Grover) is currently ignoring that.” Mr. Linger provides the BOS with copies of the ZBA decision. He asks if “perhaps there is anyone in the room, or viewing the video that has a suitable location where Mr. Grover can store and maintain his three-axle truck. Thank you.” ***Town of Danville NH Board of Selectmen Minutes October 11, 2022.*** P.1. Online at www.townofdanville.org. October 31, 2022.

ⁱⁱ Town of Danville. ***Danville NH Zoning Ordinances Effective March 8, 2022.*** Article X. Paragraph C. P.75. Online at <https://www.townofdanville.org/planning-board/files/2022-zoning-ordinance>. October 31, 2022.

ⁱⁱⁱ ...Shawn explains that it is the responsibility of the BOS to implement and enforce zoning. He explains that this is the first time the BOS has heard of this issue. They will review it and it will take some time. Ms. Youzwak states that Sheila was there (at that meeting.) ***Town of Danville NH Board of Selectmen’s Minutes October 11, 2022.*** P2. Online at www.townofdanville.org. October 31, 2022.

^{iv} State of New Hampshire. ***NH RSA LXIV Planning and Zoning. Local Land Use Planning and Regulatory Powers-Heritage Commission Section 674:44-b Powers.*** –

I. Generally. Heritage commissions shall have advisory and review authority, specifically, as follows:

(h) Receive gifts of money and property, both real and personal, in the name of the city or town, subject to the approval of the city council in a city or the board of selectmen in a town, such gifts to be managed and controlled by the commission for its proper purposes. Online at www.gencourt.state.nh.us/rsga/html. October 31, 2022.