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Town of Danville  
Board of Selectmen  
Monday, June 12, 2023  
7:00 PM

6:54 PM

Meeting is Video-Recorded

Selectmen Present: Shawn O'Neil, Chair; Annemarie Inman, Vice Chair, Sheila Johannesen, Dennis Griffiths, Joe Hester

Others Present: Kimberly Burnham, Selectmen Administrator; Chris Tracy, Town Welfare Officer; Garret Halvorson, Apparel Impact; Karl Skinner, SK Services; Tim Howard, RMON; Crystal Pouliot, RMON; Residents: Craig Sherman, Cornell

Shawn called the meeting to order at 6:54 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 at 6:55 PM and asks if there are any members of the public not on the agenda who wish to address the BOS.

**ATV Applications:** Shawn explains that applicants for ATV riding permission are asked to attend a BOS meeting because the BOS has a vetting process. If Dave Drislane knows the applicant or has spoken with them about their application, then the BOS doesn't need to go through this formality. However, if Mr. Drislane doesn't know the applicant, they are asked to meet with the BOS to make sure that everyone understands the rules in the permits.

Shawn states the Town has granted the program. It is a great program with a lot of trust in it from both sides. The program grants the right to ride on the right-of-way on Town-owned land under the powerlines. Shawn explains that other landowners of right-of-ways under the powerline have also given their permission for ATVs to ride there so there is a continuous trail down the powerlines. Shawn emphasizes that ATV riders are not allowed to take a right or left into the Town Forest. It is prohibited and NH Fish and Game will fine riders that are caught there. Shawn notes the permits allow ATV's to ride on the 300' corridor under the powerlines, Tucker Rd, Rockrimmon Rd, and Hersey Rd. He reiterates the purpose of applicants meeting with the BOS is to make sure everyone is aware of the rules and where they are allowed to ride their ATVs. He also reminds the applicants to keep a copy of their signed permits with them when they are riding. If they are stopped by NH Fish & Game, they will need to show that signed permit.

Sheila notes that the permission slips only authorize the person named on the slip. It does not authorize anyone else to ride with the applicant. Shawn states the BOS has also added an expiration date to the permits so they will need to be renewed on a scheduled basis. There are no questions from any of the ATV applicants. Shawn signs them and Kim returns signed copies to the applicants.

As no more members of the public wish to speak, Shawn closes the Delegate session at 6:57 PM

**II. Agenda**

**Apparel Impact Program:** Garret Halvorson of Apparel Impact explains that the company is a veteran-owned, family-owned clothing recycling company that was established in 2014 in Manchester, NH. He notes the company just purchased a warehouse in Hooksett. Mr. Halvorson explains the business began when the owner and his father handmade a couple of bins in their driveway and discovered the need is there. Clothing is the #1 waste stream in

the country in 2023, even over plastic. It is a huge deal that clothing is getting into the landfills. Clothing leaches into the water, and often contain forever chemicals like PFAS. Apparel Impact is trying to divert clothing from landfills, and this is all the company does. Mr. Halvorson explains that Apparel Impact tries to keep the recycling of clothes in the US, and does not ship it overseas.

Apparel Impact also gives back locally. They have two established outreach programs each month in Manchester where they donate to homeless veterans and local families. They load up their trucks with clothing on racks and hand it out for free. Mr. Halvorson explains that the father and son owners began doing this back in 1980. The owner used to go out every weekend with his wife, and now the owner's father goes out and loads the trucks. Apparel Impact works with Easter Seals and Liberty House in Manchester and they just started working with the Wounded Heroes of Maine. He states they just put some bins at Bentley's Campground, noting that Shawn knows where this is. Mr. Halvorson states that Apparel Impact is trying to expand its local outreach. They currently provide service in Maine, Vermont, New Hampshire, and southern New York. They would like to eventually spread into Massachusetts. He notes that he recently received an e-mail that Apparel Impact may also be going into Connecticut.

Shawn asks how often Apparel Impact services its bins. Mr. Halvorson explains that some bins are serviced more than four (4) times a week, noting that no other companies do that. Shawn expresses his concern about people dropping off their junk. Mr. Halvorson explains that people have switched to Apparel Impact's boxes because of their service. He states there are weekly meetings where the numbers are reviewed and each site is assessed and customized according to its volume. Every customer has his personal phone number and he can be called directly with any issues.

Shawn explains the BOS wants to put the Apparel Impact bin(s) where there are cameras to keep an eye on it. Kim suggests putting the bins on the right-hand side of the Community Center parking lot. She states she went to Outback and got lost in the loop. She saw three (3) Apparel Impact bins in the middle of the parking lot and they were absolutely spotless. Shawn states the BOS will need to figure out where to put the bin. Mr. Halvorson explains that it takes a certain amount of traffic to go by to get one bag (of donations), so the bins do better if they are in an area where people can see them. Shawn notes the BOS will also promote the bin in Town. Mr. Halvorson notes that it was refreshing to see a moment of silence and the Pledge of Allegiance said at the opening of the BOS meeting.

Chris Tracy states that she gets numerous calls from people who want to donate clothes and she can only recommend Savers to them. She notes there is nowhere around Danville to donate. She asks Mr. Halvorson what Apparel Impact accepts. Mr. Halvorson states they accept clothing, shoes, and clothing accessories. He explains that beyond that (blankets, pillows, etc.) it becomes too difficult to recycle. Kim notes Apparel Impact has provided a list of what they accept. Sheila suggests posting the list on the Town's website.

Dennis asks if Apparel Impact is a non-profit organization. Mr. Halvorson states the company is for-profit, but gives more back to its communities than many other companies. He explains that Apparel Impact is a recycling company, but also does a lot of community outreach, they just don't publicize it. Dennis confirms there is no charge to the Town to host a bin. Mr. Halvorson states the bins are built in-house and all the work is done in-house. New bins will be available in about 1-1/2 months. He notes about 100 people are waiting for bins. Apparel Impact is building a new route in the Seacoast, through Plaistow, and then through Danville. Shawn suggests perhaps the School District could host a bin and that Mr. Halvorson could talk to them. Shawn notes he could mention the BOS is also looking at the program. Mr. Halvorson explains Apparel Impact originally expanded into Maine because there are not many competitors there, and now that they are trying to compete with bigger companies they are just starting to come down Danville's way.

Dennis asks how people who need items from Apparel Impact get them. Mr. Halvorson explains Apparel Impact gives away as much as it physically can and then sells the bulk to sorters and graders in the US. The lowest grade can be turned into insulation, furniture padding, etc. Nothing goes to waste or into the landfills. Everything is given a second use. Apparel Impact can call them if they need extra clothing or need to change the type of clothing to have available when the seasons change. The basic goal is to keep the clothing out of landfills. Apparel Impact is a collection company, the first step in that process. The graders do the hard work by picking through everything that is collected.

Apparel Impact collects the items and ships them or gives them away as much as they physically can. He states the company started with three (3) drivers and they now have fifteen (15) drivers. They were diverting 3-4 million pounds of clothing each year, but are now diverting up to 8 million pounds.

Shawn asks for any questions or comments from the BOS. Joe states his biggest issue was pick-ups for the bin(s). Mr. Halvorson states this is the biggest thing Apparel Impact's competitors don't focus on, so that has become the main focus for Apparel Impact. Shawn agrees this is also his first concern. Mr. Halvorson states it is everyone's first concern. Shawn reiterates that if the bin(s) turn into a dumping ground, it will be removed. Mr. Halvorson states that Apparel Impact does a minimum of monthly pickups. If they can't service their bins, they won't place a bin at that location. Shawn agrees that the schedule of pickup and having cameras watching the bin(s) will be the key to success.

Ms. Tracy asks Mr. Halvorson how Apparel Impact disposes of unacceptable items left in their bins such as furniture, etc. Mr. Halvorson explains that Apparel Impact currently has a bin in Wells, ME that only produces two (2) bags of clothes, but they have to service it three (3) times a week because of the trash left outside. The company knows they have to do this to ensure that nothing is outside of the bin. He states Apparel Impact likes to build routes they can service two (2) times per week. The company drives smaller trucks than its competitors so they have to service their locations more often because the trucks have a smaller capacity. He explains Apparel Impact also runs smaller routes. It is easier on their drivers and they want longevity from their drivers, so they don't ask them to move hundreds of pounds of clothing every day and they pay them well. Mr. Halvorson notes that family time/ family life is important to Apparel Impact and they try to have everyone back by 4:00 PM, so the drivers are not working long days.

Shawn confirms the consensus of the BOS is to move forward with this program. He asks Mr. Halvorson to put the Town on Apparel Impact's list and that they will be expecting a bin in about two (2) months. He asks that Mr. Halvorson work with Kim for the final location and that he provide the information about Apparel Impact electronically so it can be put on the Town's website, etc. Mr. Halvorson states he will add Danville to the list of people waiting for bins. He notes that he will be building a whole new route, so the bins will be delivered to the area at the same time. The BOS thank Mr. Halvorson for his time at tonight's meeting.

**Community Center Replacement Windows:** Karl Skinner of SK Services joins the BOS at the meeting table. Shawn explains the bidding process that the BOS is using and expresses the BOS' concerns with the bidders quoting different lines of windows, making it very difficult to accurately compare the bids. Mr. Skinner explains that in his bid, the first windows he quoted were double-hung and a roller window to replace the one in the back. He states he was originally quoting low E-argon gas, residential-style windows. However, after a mishap at the Community Center, he was asked to quote windows with tempered glass for safety. Mr. Skinner notes that bathroom windows are now required to have tempered glass.

Mr. Skinner states that he has been installing Harvey windows for approximately thirty-five (35) years. Harvey has been making their Classic style windows forever. He explains there is not a huge difference in energy efficiency between a triple pane and a double pane window, but there is a huge difference in cost. In homes, he has installed the Harvey Tribute line of windows with fancy hardware, etc. Mr. Skinner suggests the BOS use a good window and put some money into the attic at the Community Center. He explains that a lot more insulation can be added to the attic. He notes that an insulated product is available to cover the opening to the attic. Mr. Skinner reviews the different styles of windows in his quote. He expresses his concern that the aluminum trim on the outside of the windows facing the ball fields will be dented. The windows are wrapped in aluminum because that requires no maintenance, but there are the issues of the balls hitting the trim.

Mr. Skinner explains that the quote he provided tonight includes eight (8) replacement windows. These are actually sixteen (16) window units mulled together. The new construction window is a replacement roller window for the one out back. He will remove the old window and get the largest replacement roller window that he can. Mr. Skinner explains that he will remove the vinyl siding, repair any rotted material, and replace the trim inside and out. On the ballfield side, he can wrap those windows in vinyl and/or PVC j-channel. He will insulate around the windows as needed and will match the trim to the existing trim.

Mr. Skinner explains that he added four (4) rectangular windows to replace the existing framed glass panels as well as four (4) basement windows. He explains there is dry rot in the basement of the Community Center and it is becoming moldy and bad. He notes there were old windows that were removed and suggests installing Harvey basement windows. They can be shut tight in the winter, and be left open just enough for ventilation under the building for the rest of the year. Sheila confirms these windows would have screens. Mr. Skinner states that he can also add a wire cage to the opening for added security, noting there is nothing to take in the basement. He reminds the BOS at the back of the Community Center he would remove the vinyl siding to put in the new roller window and that he can install a bigger window at that time.

Mr. Skinner explains that he broke his quote into two (2) sections. Section one is to replace the existing windows with the Harvey Classic line and install a larger roller window. Section two shows the cost of replacing the Community Center windows with the Harvey Tribute line. There is a lifetime warranty on the Tribute line, but the cost is much more expensive. Mr. Skinner states he would recommend the BOS use the Classics line which has a twenty (20) year warranty. He explains that because the dealer is in Londonderry, it will be very easy to address any issues such as breakage, sizing, etc.

Dennis asks if the prices quoted are from the Harvey dealer in Londonderry, noting that he is seeing better pricing on the Home Depot website. Mr. Skinner explains that Harvey sold to Lansing Building Supplies, who did increase the prices and he now has to purchase Harvey products through Lansing. He reassures the BOS that he can still deal directly with Harvey Manufacturing. He explains the amount of time and logistics of trying to replace any damaged or incorrect windows if they are purchased from a big box store like Home Depot versus purchasing them from a local dealer. Dennis confirms that Mr. Skinner will address the disposal of the old windows. Mr. Skinner states that he will dispose of them at the transfer station. Sheila confirms that the windows quoted will have safety glass.

Shawn also confirms the quote includes the price of safety glass in the windows. Mr. Skinner suggests that the BOS doesn't have to replace all the windows at once. He reminds them there is a separate quote for the four (4) fixed rectangular windows and four (4) basement windows (new construction). He reiterates his concern with the situation in the basement.

Mr. Skinner states that he also took off the top of the chimney to check it. The heating system is now centralized in the storage room. Years ago, the furnaces were in the basement. The chimney is damaged. Mr. Skinner suggests that the BOS have him dismantle the chimney, side it, and cap it in the basement because it will eventually have to be addressed. Shawn asks him to quote that project.

Kim clarifies that Mr. Skinner's quote is comparable to what the other vendors presented. Mr. Skinner again confirms his quotes are for tempered glass windows. The original quote was for \$12,750 and was for the same windows as the other vendors, with just regular residential glass. Mr. Skinner notes that the second part of his quote for the rectangular and basement windows also have tempered glass. Shawn states he believes all the windows in the Community Center should have tempered glass. Mr. Skinner states it is approximately \$200 more for the tempered glass, but it does protect the Town in case someone gets hurt.

Shawn reviews the quote. It is \$18,250 for the Harvey Classic replacement double-hung, roller window, and awning windows. It is an additional \$3800 for the four (4) non-operating rectangular windows and four (4) basement windows for a total quote of \$22,050. Shawn recommends this. Mr. Skinner notes the scope of work also includes insulating around the windows as needed, matching the trim, replacing damage, etc. Shawn asks for a motion to approve \$22,050 to replace the Community Center windows as quoted and outlined. Sheila makes the requested motion. Second by Annemarie. Vote is unanimous (5-0). Mr. Skinner states he will start preparing for the project.

Mr. Skinner gives Kim a quote for the Carriage House. He explains it's called a shed at the cemetery, but it is actually a timber-framed carriage house and is beautiful. Unfortunately, it's been let go and the top of the roof, the pilings, and the rough-sawn lumber are all rotting. Shawn explains that if it's in the cemetery, this would be an issue for the Cemetery Trustees. Mr. Skinner asks if the Heritage Commission knows about the building. He explains that Kim had

asked him for help with the Little Schoolhouse projects. Dennis asks how old is the Carriage House. Mr. Skinner estimates around 1870 or older. Dennis explains to him that he is the BOS representative on the Heritage Commission and he will bring the subject up at Wednesday night's meeting.

**Welfare Budget Increase Request:** Chris Tracy, the Town's Welfare Officer explains that it is only June and she has already spent most of her FY23 Welfare budget. Shawn states that he wanted Ms. Tracy to explain the situation to the BOS and the public, noting the BOS has the ability to move funds around to address the issue. Shawn states this is the quickest he has seen the Welfare budget expended. Ms. Tracy agrees. She states she spoke with Todd Marsh, the president of the Welfare Association, and many other towns have also expended their welfare budgets, noting that no one knows what will happen from year to year. Ms. Tracy explains that this past year, she had people who have never applied for assistance before. Electric bills that were \$100 and are now \$500, \$600, \$800 and people just couldn't pay them. She has had three (3) to four (4) people being evicted because they couldn't pay both their electric bill and their rent. Ms. Tracy reiterates that she has had a large number of people applying for help for the first time. She states it has slowed down in the past couple of weeks. Annemarie and Ms. Tracy both note their concerns with the coming fall and the heating bills with no decrease in the electric costs.

Shawn expresses his concern with what is going on at the southern border and all these busloads of immigrants sent north. He asks Ms. Tracy if this is happening in Danville. Ms. Tracy reassures the BOS that the people who are asking for assistance are long-time residents of Danville. Dennis confirms with Ms. Tracy that the FY22 Welfare budget was \$64,000. There is a brief discussion. Ms. Tracy states that BudCom had budgeted the FY23 Welfare for \$92,000, but because the Operating Budget did not pass in March, and the Town is working from the default budget, the Welfare budget was reduced to the FY22 funding level of \$64,000.

Shawn believes the BOS can comfortably move \$15,000 into the Welfare budget. Dennis asks if this is to cover a month or two. Shawn explains that without authorizing additional funds, Ms. Tracy can't spend any more than she has and legally, the Town has to provide assistance. <sup>i</sup> He explains that if Ms. Tracy needs more funding after this, she can return to the BOS with another request. Shawn states he likes addressing the issue this way because it makes everyone aware something is happening. The BOS agrees. Shawn states he feels the Townspeople are very generous and understand that people have hard times. He believes they are also concerned about abuse and people taking advantage of the services, such as illegal aliens, non-residents, etc., but believes that those who have lived in Town for years are not a problem. Ms. Tracy reassures the BOS this is what is happening.

Sheila asks Ms. Tracy about rental payments. Ms. Tracy explains that rental payments are hard because people are being evicted from their homes, and she has to determine which is cheaper; paying the back rent or by law <sup>ii</sup> putting them up in a hotel for who knows how long, noting the Town has to pay for that hotel room. Most of the time it is better to pay the back rent and then she works with the landlord on a budget payment schedule. Ms. Tracy explains she works with both the tenants and the landlords. Sheila asks if the Town provides long-term assistance does the Town put a lien on those people's property. Ms. Tracy explains the Town stopped putting liens on property during COVID, but has reinstated doing that. Dennis asks if those liens happen immediately. Shawn explains that any time someone asks for Welfare assistance from the Town, a lien is placed on any assets. <sup>iii</sup> Ms. Tracy explains that people are aware of this law, but at the point of needing assistance, it doesn't matter to them. She notes that if requests for assistance become habitual, her office does address it. Shawn asks for a motion to increase the Welfare budget by \$15,000. Sheila makes the requested motion. Second by Joe. Vote is unanimous (5-0).

**Unlicensed Dog Warrants:** Ms. Tracy states it's also time to issue warrants for unlicensed dogs. It is due by June 20, 2023. There are currently eighty-one (81) unlicensed dogs in Danville. There are over 1000 licensed dogs in Town. Shawn notes that some of these unlicensed dogs may have died, or their owners moved out of town, etc. Ms. Tracy notes that everyone on the list has been called and sent notices prior to the warrant.

**Town Hall Server Replacement:** Tim Howard and Crystal Perreault from RMON join the BOS at the table. Ms. Perreault explains that the current server at the Town Hall is over five (5) years old and is running server software from 2012 which will no longer have mainstream support as of October 2023. She reminds the BOS that this discussion began last October (2022) during the budget season. RMON has provided revised quotes a couple of times

since then addressing discussions around the labor costs of rebuilding the active directory and has provided the newest update on the Statement of Work. Mr. Howard explains that a big part of it is that there is no hardware warranty for the server.

Dennis has reviewed the proposal and states he is pleasantly surprised with the services outlined in the SOW (Statement of Work). He states his only issue is with the hardware prices. Mr. Howard explains the proposal is a general frame of pricing. Ms. Perreault states RMON uses higher prices for budget purposes because it is always easier to come in under budget. Shawn notes this pricing allowance also enables RMON to purchase the most updated hardware. Dennis explains to Shawn he believes the quote is strong, especially on the services side, but he would ask RMON to refresh their quote and to please provide the manufacturing SKUs for the parts so he can research them. He asks RMON to give him their best last offer so the BOS can move forward. Ms. Perreault states she understands and reminds Dennis of their previous conversations with different configurations. Dennis states he is hoping to get better pricing on the hardware, noting he can get the same box at Best Buy for \$2900. Mr. Howard reminds Dennis that Best Buy has better buying power.

Shawn asks if RMON can purchase through the NH State contract. Mr. Howard explains that RMON would register the contract with the Town and be able to purchase the hardware at municipality pricing (local government pricing). Dennis notes that RMON specifically didn't do a deal with HPE Shawn confirms the current proposal represents the extreme upper boundary. He expresses his concern about turning the quote around quickly without waiting until the next BOS meeting. He asks the BOS to authorize the proposal if Dennis is okay with the final quote. Sheila asks where the money to pay for the new server is coming from. Several BOS members state it was in the budget. Sheila confirms it is in the default budget. Shawn explains the BOS has an IT budget. The consensus of the BOS is to move the project forward. Shawn will wait for RMON to update the quote and will execute it as soon as Dennis agrees the quote is okay.

**Cable Committee Request for Increase:** Kim explains that Mr. Hantman (Chair, Cable Committee) is asking the BOS to increase the previously approved amount to install the old Town Hall camera equipment in the Community Center from \$5000 to \$6500 from the Cable TV fund, due to additional costs to complete the project. Shawn confirms there is enough in the Cable TV fund to cover these additional expenses, noting there are a couple of new pieces of equipment that were not on the original request.

Dennis asks what the \$4475 is for. Shawn explains that is for all the wiring and cabling, and the extra is for contingencies. He recommends the BOS increase the request for an additional \$1500 in Cable funds to finish up the Community Center project. Sheila makes the requested motion and asks for a quick discussion. Second by Dennis. A discussion follows.

Sheila states that she wants to ensure the funding for the project is coming from the Cable TV fund and has no tax impact, it is not coming from the Town's budget. Annemarie also confirms this. Shawn calls the question. The vote is unanimous (5-0).

**Harassment Training:** Shawn states that Kim has found an organization that offers an online course in harassment training. He explains several Town employees have not yet taken this training and the BOS had agreed that everyone would have this training. The BOS is trying to line everything up. Shawn states the online information will be sent out to the department heads with a list of Town employees who have not taken the course. Town employees will have thirty (30) days to complete this online training.

Dennis states he is confused because he was asked at the last meeting to look into this training and has done so as well. Shawn apologizes, noting he didn't realize this was the case. Dennis explains that he brought the issue up during the discussion of dissatisfaction with the previous trainer and Shawn had asked him to find out more information.

Dennis states he spoke with a representative of Lexipol. This is an online firm and they had spoken with Kim last year during the process of trying to find a vendor. He went through their demo and liked their program and felt it was exactly what the BOS needed. The cost is \$30 per person, per year. For sixty (60) people, it will cost the Town \$1800

per year. The program provides approximately one hour's worth of harassment training. The training is entirely online and the employee can go at their own pace. There are pauses to check the employee's knowledge as well as more knowledge checking at the end. If the employee doesn't pass the end tests, they can return to the program and redo it. When the test is passed, it gets logged, the employee gets an e-mailed certificate, and the BOS receives a report on who has completed the course. The only thing the BOS has to do is submit a roster of the Town's employees. Dennis states that he liked the active training the most, and feels it is exactly what the BOS needs. He notes this company also has 300+ other courses that are part of the \$30 per month subscription, including courses for newly elected municipal officials. The courses cover compliance requirements for all departments; fire, police, etc. This company services municipalities.

Sheila clarifies that at the end of the course, the employee will have to pass a test. Annemarie explains they will also have to pass incremental quizzes throughout the course and usually have to get at least an 85% on the test at the end in order to pass. If the employee fails, they will not get a certificate. Usually, the course will return the employee to the section that was their weakest so they can review the information again and retest.

Dennis confirms the name of the company is Lexipol. The representative explained that she can give him administrative access so he can demonstrate the program to the BOS. Dennis reiterates that he feels this program is a good price and offers a wide range of training. He suggests that it would not be a bad idea for the BOS to have an overall compliance resource available. Shawn again apologizes for the miscommunication and asks the BOS to review the two (2) options presented and figure out the best solution. He reiterates that any Town employees who have not taken the harassment training will have to take it. It will be a requirement for Town employment. Shawn states he wants to be very clear this is the intention of the BOS and they will revisit this issue after they have a chance to review the options.

### **III. Old/New Business**

***Heritage Commission Updates:*** Dennis states that he wants to be sure that the BOS is aware that at the last Heritage Commission meeting, he made a motion to ask the Chair to provide an agenda for the Heritage Commission meetings forty-eight (48) hours in advance of the meeting to the members of the Heritage Commission board. The motion was seconded. The Chair of the Heritage Commission immediately threatened to resign if the motion passed. The motion failed 3-1 with one (1) abstention. Dennis expresses his concern because all he did was ask for an agenda.

Shawn expresses his concern, noting that if the BOS did such a thing the Heritage Commission Chair would be the first one to complain. Dennis agrees, noting there is no requirement for an agenda.<sup>iv</sup> Sheila states she watched the meeting and was not happy. Shawn agrees that people should be able to prepare for a meeting. Sheila states the BOS is different from other boards. Annemarie states that an agenda should go to all the board's participants. Shawn asks Sheila how she would feel coming into a meeting not knowing what they would be talking about. Sheila states that it happens. Shawn agrees that it does happen occasionally, but is not the norm. Sheila disagrees and states the BOS is different because it has stuff it has to talk about all the time, the minutes, the budget, etc.

Dennis explains the Heritage Commission has power over finances and the Historic District. It has power over a budget and zoning rules. Sheila tells Dennis that his attitude will get him into trouble. She notes that the Planning Board doesn't have agendas. Dennis states that he is not on the Planning Board and that was the argument at the Heritage Commission meeting, if he was going to make every board have an agenda. He explains that he wasn't making anyone do it, he made a motion and was asking for a vote. Annemarie states that she received an e-mail from the Conservation Commission regarding the discussion for Thursday's meeting and was asked for any input. Dennis states he was told that he couldn't make the Heritage Commission do this and stated that he wasn't trying to make anyone do anything.

Sheila states the BOS has no control over the other boards. Annemarie clarifies that Dennis' motion was not a mandate from the BOS. Sheila states that he's asking for that now. Dennis disagrees and states he's simply making the BOS aware of the issue. He is not asking the BOS for any decision; he is simply updating them that the chair of the Heritage Commission threatened to resign based on a motion he made to have an agenda provided forty-eight

(48) in advance to the internal members of the Heritage Commission. Dennis explains that he felt the BOS should know this because BOS appoints the members to these committees and should be aware of these attitudes towards communicating with the public and BOS members from a transparency standpoint. Dennis states that to him, it was completely non-transparent. Shawn expresses his concern that if only one person is making an agenda and doesn't discuss it or share it; if that person becomes sick, no one can run the meeting.

Annemarie asks Joe if the Planning Board does agendas. Joe explains that Gail provides all the material for the meetings such as blueprints, plans, etc. Annemarie asks Sheila if she gets an agenda for the Budget Committee meetings. Sheila agrees that she does. Annemarie states that she's hearing that everyone is made aware and doesn't have to walk in cold to a meeting. Shawn explains that often topics come up that need to be discussed. Annemarie notes that the fluid part of the BOS agenda is the Delegate Session. Sheila states the BOS is supposed to know if someone is going to address something and the agenda is supposed to note that.

Dennis explains that an additional reason for an agenda, and ideally a public one, is so people can come to a delegate session. He notes that no one comes to the Heritage Commission meetings because most people are not interested, but for transparency, they should be given an opportunity to show up. He expresses his concern that people are not interested in joining boards or volunteering. Dennis reiterates that he was astounded at the reaction, the threat to resign over a motion.

Sheila expresses her concern with the transparency of the Forestry Committee meetings at the Community Center, stating those meetings should be televised. Dennis notes that televised meetings are not required by RSA.<sup>v</sup> Sheila states the Town has made it so that meetings are held at the Town Hall, but the Forestry Committee has moved their meetings to the Community Center. Annemarie believes there is a scheduling conflict. Sheila states that if the Forestry Committee continues to meet at the Community Center a camera crew should also be down there. Kim explains it is not that simple, and as it was discussed tonight, the Cable Committee is working on getting a camera down there. Dennis believes the Forestry Committee would televise their meetings if that was available, but are limited by the technology at the Community Center. The Heritage Commission's ability to produce an agenda is limited by its ability to be transparent by one individual.

Shawn notes that he's seen Heritage Commission work sessions that were full meetings and were not properly documented. Sheila states that meeting minutes are up to the person taking the minutes. Dennis explains the minimum requirements for the minutes<sup>vi</sup> such as recording motions, etc. Shawn states he understands and agrees with Dennis' frustration. He confirms the next Heritage Committee meeting is Wednesday, June 14, 2023, at 7:30 PM. Dennis notes the RSA states that minutes are required at any meeting in which there is a quorum except for a non-meeting which has four very specific scenarios such as a meeting with an attorney, employment, and collective bargaining discussion,<sup>vii</sup> Dennis notes these are also the requirements for a non-public meeting. Dennis states that the Heritage Commission has non-meetings all the time. He explains the Chair calls the meetings working sessions and so there are no minutes. He states that she is wrong, if there is a quorum of members present it is a meeting unless it fits one of the four (4) criteria for a non-meeting.<sup>viii</sup> Shawn believes the chair of the Heritage Commission is well-versed in this and should know better. He notes the BOS is now aware of this issue, has taken note of it, and will address it as best as it can. Dennis clarifies that he is not asking for the BOS to address the issue, he just believes the BOS should know about it. He notes that since the Heritage Commission was created in the 1990s, Ms. Baird has been the only chairperson. Sheila notes that Shawn has been the BOS chair for the last seventeen (17) years. Annemarie states that she was at the Heritage Commission meeting and was surprised at Ms. Baird's instant comment that she would resign. She notes that Dennis made it clear that his motion was not coming from the BOS, it was his personal request and he also made it clear that his request was for an agenda to be only internal for the Heritage Commission board members, not a public display. She believes there was a lot of misunderstanding in the discussion, but does not think that Dennis was wrong to ask for this. She expresses her concern because she wants people to come to the Heritage Commission meetings, she wants participation.

**Minutes:** The BOS review the minutes for the Tuesday, May 30, 2023 BOS public meeting. Dennis states that he was pleasantly surprised not to find any errors. He states he was confused with the transcriber's notation on lines #282-283 regarding the time noted in the second session of the Non-Public minutes from May 15, 2023. Kim explains that



the Non-Public session did not begin until 8:58 PM that evening, but the Non-Public minutes note a time of 8:20 PM. The BOS decided to leave the notation as written. Sheila motions to approve the minutes of the Tuesday, May 30, 2023 BOS public meeting as written. Second by Joe. Vote is unanimous (5-0).

**Non-Public Minutes:** The BOS review the minutes for the May 30, 2023 Non-Public session of the BOS under 91A-3:II (c) at 8:32 PM. Sheila motions to approve these minutes as written. Second by Joe. Vote is unanimous (5-0).

The BOS review the minutes for the May 30, 2023 Non-Public session of the BOS under 91A-3:II (c) at 9:32 PM. Sheila motions to approve these minutes as written. Second by Annemarie. Vote is unanimous (5-0).

The BOS review the minutes for the May 30, 2023 Non-Public session of the BOS under 91A-3:II (c) at 9:48 PM. Shawn notes that he and Annemarie were going to work on something and have not done that yet. Sheila motions to approve these minutes as written. Second by Annemarie. Vote is unanimous (5-0).




Shawn reads the Town Announcements listed below. He notes that the Recreation Committee is sponsoring the Townwide Yard Sale.

**Payroll Warrants:** Sheila states that after going through the payroll warrants, she would like to ask that employees print their names as well as sign their timesheets, noting that she cannot read the signatures on the timesheets. Shawn agrees. He states that he sees timesheets that are not meeting the spirit of timesheets and believes the BOS needs to be more diligent in enforcing department heads to make sure their staff is filling out their timesheets appropriately and are written so the BOS can read the employees' names.

Sheila also notes that the Highway Dept. used to give descriptions of work that was done on their timesheets and are now just recording their time. She states she would like to go back to getting a description of what they are doing. Shawn suggests that Mr. Seaver (Road Agent) give a summary of what the Highway Dept. did for that week. Sheila states she just wants an idea of what the Highway Dept. is working on. Shawn suggests that she run this idea past Mr. Seaver.

**Timberlane Regional School District Graduation:** Joe states that he was invited to attend the TRSD graduation as a Selectman and it was a great ceremony and the band played great. Anna Hammer was the Valedictorian and is from Danville. He extends his congratulations to all the graduates, and in particular, all the Danville graduates. Dennis confirms there were 36-38 graduates that were Danville students.

#### IV. Town Announcements Calendar

-  **June 26- Monday:** Board of Selectmen's Meeting at 7:00 PM at the Town Hall
-  **June 30- Friday:** Senior Coffee Hour at the Community Center from 10:00 AM- 12:00 noon.
-  **July 1-Saturday and July 2- Sunday:** Town Wide Yard Sale- Applications are available online. The deadline to register is Tuesday, June 20, 2023. This event is sponsored 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 requested motion. Second by Annemarie. Roll call vote: Shawn-yes, Joe-yes, Dennis-yes, Annemarie-yes, Sheila-yes. The public session of the BOS meeting ends at 8:28 PM.

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

Respectfully Submitted  
Deborah A. Christie

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<sup>i</sup> State of New Hampshire. **NH RSA TITLE XII- PUBLIC SAFETY AND WELFARE. CHAPTER 165: AID TO ASSISTED PERSONS.** Online at [www.gencourt.state.nh.us/rsa/html](http://www.gencourt.state.nh.us/rsa/html). June 12, 2023

ii *IBID*

iii *IBID*

iv *State of New Hampshire. **TITLE VI PUBLIC OFFICERS AND EMPLOYEES. CHAPTER 91-A :ACCESS TO GOVERNMENTAL RECORDS AND MEETINGS Section 91-A:2 Meetings Open to Public.** –*

*II. Subject to the provisions of RSA 91-A:3, all meetings, whether held in person, by means of telephone or electronic communication, or in any other manner, shall be open to the public....notice of the time and place of each such meeting, including a nonpublic session, shall be posted in 2 appropriate places one of which may be the public body's Internet website, if such exists, or shall be printed in a newspaper of general circulation in the city or town at least 24 hours, excluding Sundays and legal holidays, prior to such meetings.... Online at [www.gencourt.state.nh.us/rsa/html](http://www.gencourt.state.nh.us/rsa/html). June 12, 2023.*

*Buckley, Stephen C. Esq. “Crafting Rules of Procedure for Your Public Body.” The only required contents of the public meeting notice are the date, time and place of the meeting. The law does not require that the purpose of the meeting or a meeting agenda be included in the notice. **Town and City Magazine. March/April 2019.** Online at [www.nhmunicipal.org](http://www.nhmunicipal.org). June 12, 2023.*

v *State of New Hampshire. **TITLE VI PUBLIC OFFICERS AND EMPLOYEES. CHAPTER 91-A :ACCESS TO GOVERNMENTAL RECORDS AND MEETINGS Section 91-A:2 Meetings Open to Public.** –*

*II. Subject to the provisions of RSA 91-A:3....Any person shall be permitted to use recording devices, including, but not limited to, tape recorders, cameras, and videotape equipment, at such meetings. Minutes of all such meetings, including nonpublic sessions, shall include the names of members, persons appearing before the public bodies, and a brief description of the subject matter discussed and final decisions. The names of the members who made or seconded each motion shall be recorded in the minutes.... Online at [www.gencourt.state.nh.us/rsa/html](http://www.gencourt.state.nh.us/rsa/html). June 12, 2023.*

vi *IBID*

vii *. State of New Hampshire. **TITLE VI PUBLIC OFFICERS AND EMPLOYEES. CHAPTER 91-A :ACCESS TO GOVERNMENTAL RECORDS AND MEETINGS Section 91-A:2 Meetings Open to Public.***

*I. For the purpose of this chapter, a "meeting" means the convening of a quorum of the membership of a public body, as defined in RSA 91-A:1-a, VI, or the majority of the members of such public body if the rules of that body define "quorum" as more than a majority of its members, whether in person, by means of telephone or electronic communication, or in any other manner such that all participating members are able to communicate with each other contemporaneously, subject to the provisions set forth in RSA 91-A:2, III, for the purpose of discussing or acting upon a matter or matters over which the public body has supervision, control, jurisdiction, or advisory power. A chance, social, or other encounter not convened for the purpose of discussing or acting upon such matters shall not constitute a meeting if no decisions are made regarding such matters. "Meeting" shall also not include:*

*(a) Strategy or negotiations with respect to collective bargaining;*

*(b) Consultation with legal counsel;*

*(c) A caucus consisting of elected members of a public body of the same political party who were elected on a partisan basis at a state general election or elected on a partisan basis by a town or city which has adopted a partisan ballot system pursuant to RSA 669:12 or RSA 44:2; or*

*(d) Circulation of draft documents which, when finalized, are intended only to formalize decisions previously made in a meeting; provided, that nothing in this subparagraph shall be construed to alter or affect the application of any other section of RSA 91-A to such documents or related communications.... Online at [www.gencourt.state.nh.us/rsa/html](http://www.gencourt.state.nh.us/rsa/html). June 12, 2023*

viii *IBID*