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Town of Danville  
Board of Selectmen  
Tuesday, May 30, 2023  
7:00 PM

6:53 PM

Meeting is Video-Recorded

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

Others Present: Kimberly Burnham, Selectmen Administrator; James Seaver, Road Agent; Stacie O'Connor, Highway Dept.; Residents: John and Sandra Furtado; Johnathan West; Bianca Mauro; Bud and Dorothea Post; Visitor: Tim Lavelle

Shawn called the meeting to order at 6:53 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 6:54 PM and asks if there are any members of the public not on the agenda who wish to address the BOS.

**ATV Applications:** Shawn reviews the ATV Applications the BOS has received. John and Sandra Furtado introduce themselves. Shawn explains that applicants for ATV riding permission are asked to attend a BOS meeting so the BOS can review the rules of the permission with them. He states the permission is only for the 300' wide, Town-owned right-of-way under the power lines. ATV riders are not allowed to leave any part of that trail and ride into the Town Forest. That is a violation of the rules and NH Fish and Game will fine riders for this unlawful access. Other trails included in the permissions are Tuckertown Rd.; Rockrimmon Trail, and Hersey Rd.

Johnathan West states that he has also filled out an ATV permission application. He explains that he submitted the form, but forgot to submit the two (2) pages on the back of the form and was told to attend tonight's BOS meeting. Shawn explains the application is only a Town record and applicants like Mr. West are asked to attend a BOS meeting if they don't know Dave Drislane, the ATV riders group organizer. Shawn explains this is a new program and the BOS is concerned about people doing what they want because then (the ATV riders) become a problem. Shawn clarifies that Mr. Drislane is the organizer of the local group of ATV riders and he spearheaded the ATV permission program. Shawn asks Mr. West where his application is. Dennis finds it in the BOS e-mail and Kim makes a printed copy for the records. Shawn states he will sign the applications and they can be picked up tomorrow at the BOS office. Kim notes the BOS had already signed the applications for Mr. and Mrs. Furtado and she returned their copies to them at the meeting. Joe reminds all the applicants the keep their permits with them when they are riding. They will need to show them if they are stopped by NH Fish and Game or the Police Dept., or a member of the ATV riding group.

Mr. Furtado confirms who the point of contact is for knowing where the permitted roads/trails are. Dennis explains that Mr. Drislane is the best contact. The riding area is in his neighborhood and he rides all the time. Dennis notes that Mr. Drislane also tries to be on the trails every Saturday from 12:00 noon to 2:00 PM. The group is also working on putting up signs with directions on the trails. Mr. Furtado asks if riders can use GH Carter for access to the powerline trail. Dennis confirms this is by the soccer fields. There is a discussion of access to the trails. Stacie O'Connor explains that if Mr. Furtado is at the upper end of GH Carter, there is a dead end that is private property and there is no (lawful) access from there. Kim makes a copy of Mr. West's signed permit and returns it to him. Dennis states he will put Mr. Furtado in contact with Mr. Drislane so that his questions can be clarified. Dennis explains the group has a Facebook page and is trying to put a broader communication process together. For now,

Mr. Drislane can take new ATV riders out and show them where they can ride. Joe notes that Friday night (June 2) the ATV group will be meeting across from Colby Pond at 7:00 PM.

Mr. West confirms that riders need to have their permits with them when riding. Shawn explains that because the trail is not designated, NH Fish and Game will be asking to see the permits to ride there. He asks if he has to become part of the ATV riding group. Shawn explains that's not necessary and the project started when the ATV riding group need permission to ride on Town property and they also had to get permission to ride from other landowners along the powerline trail. The group has gotten those permissions as well. Shawn reiterates the BOS wants to review the applications to ensure that riders understand they can only ride on designated trails. Dennis explains the ATV riding group is not a club, it's just a loosely knit group of people who ride.

**Road Bond Reduction Request:** Bud and Dorothea Post join the BOS at the meeting table to discuss their road bond reduction request. Shawn reviews their application and the Town Engineer's report from May 19, 2023. He explains to Mr. and Mrs. Post that the Engineer's letter only reflects the work that has been completed through May 19, 2023. If there has been any subsequent work done, the Town Engineer would need to inspect that work and submit another report. Mrs. Post explains the Town Engineer is stating that he doesn't have some of the plans, but that she had attached two (2) copies of those plans to the application that she submitted on May 9, 2023. She states that she checked with Gail today and she stated that she had given the plans to the BOS.

Mrs. Post states the original road bond was for \$89,000. The updated bond request from the May 19, 2023 report asks to reduce that bond to \$35,000. Mrs. Post explains the Town Engineer told them to subtract...that he didn't know if the asphalt plan was provided to the BOS. She states she spoke with the Town Engineer because the new bond amount still had \$18,975 and the Town Engineer states it was because the asphalt plans were not included in their application. Mrs. Post reiterates that she gave them to the BOS when she submitted their application on May 9, 2023, and that she has the letter of submission. Shawn states he will give the plans to the Town Engineer so that he can adjust the amount on his letter of recommendation. Mrs. Posts explains she can e-mail the plans to the Town Engineer, but questions if need to come from a Town Official like Gail (Land Use Administrative Assistant). Kim confirms that Gail will e-mail the plans to the Town Engineer. Mrs. Post states that before the BOS sends their letter to the bond company, she would like another \$2000 reduced from the bond. Shawn explains the BOS can't address that until the next BOS meeting in two (2) weeks.

Shawn reassures Mr. and Mrs. Post the BOS will address their issues, but the board has to go with what the Town Engineer is recommending as a bond amount. The Town Engineer looks over the plans, making sure everything is in there. Shawn explains that he and he does not believe anyone else on the BOS, is qualified to make those decisions. Shawn explains the current bond is \$410,529.94. The Town Engineer is recommending the bond be reduced to \$35,101.43. Sheila motions to reduce the Post's road bond from \$410,529.94 to \$35,101.43. Second by Dennis. Vote is unanimous (5-0).

Mr. Post states they have a list of items they discussed with the Town Engineer, but the Town Engineer told them they had to discuss these with the BOS who can then go back to him. Mrs. Post reads the following items into the minutes:

- 1) Shoulders: Mrs. Post states these are not on the plans but the Town Engineer states *"they need to be placed and compacted along all edges of the pavement except along curbing. This provides support and prevents edge cracking of pavement."*
- 2) Mailboxes: This item has been resolved with the rest of the mailboxes that were incorrectly installed. The homeowners installed the mailboxes where the mailman told them they should be, but they need to be installed where the Town states they should be. Mr. Post suggests that the Building Inspector informs homeowners where to correctly install their mailboxes. Shawn explains the Post Office wanted them close to the road, but the Town wanted them back further for plowing. This puts the homeowners in legal limbo. Mr. Post states that he had removed several mailboxes when they started paving the road.
- 3) The bounds are required to be concrete, but iron rods were installed instead. Tim Lavelle, the contractor for the Posts, explains that this mistake is on him. He told his crews to set the iron bounds and he will reset the bounds with concrete.

Shawn states it appears the Posts are addressing all the problems the Town Engineer noted in his report and having the Town accept the road is another phase after the road bond reduction request. At that time, all the issues listed in the Town Engineer's report will have to be addressed.

Mr. Post states that he will have the landscapers come in a couple of days to re-hydro-seed the grass as noted in the Town Engineers report. He expresses his concern that the contractors destroyed all the areas he had previously hydro-seeded and again suggests this is something the Building Inspectors address when they are issuing the building permits. Mr. Post explains that he is just selling the land to the homeowners and they don't know the rules. Shawn reminds Mr. Post that all the rules for things like the mailboxes are in the Town Ordinances, but no one reads them. He explains that if the homeowners violate the plan and Mr. Post has to remedy that violation, it is a civil action. Mr. Post expresses his reluctance to bring those kinds of lawsuits.

- 4) Trees: Mr. Post states that Mr. Seaver was going to send a message to the BOS regarding the trees because he reduced the number of trees on the plan during a discussion with the guy planting them. Mr. Post explains they only planted twenty-one (21) trees because the plan had them planted in inappropriate places such as culverts, curbs, etc. Mr. Seaver had stated that he would send a letter of the recommended changes to the BOS.
- 5) Catch-basin: The Town Engineer noted the *catch-basin grate in the cul-de-sac was not the correct one and must be changed to NH DOT Type B as specified in the plan.* Mr. Post explains they put the wrong grade of hot-top in there.

Mrs. Post confirms that when this list is completed, they can contact the Town Engineer for a final inspection. Shawn explains that at that point, the standards of the road would be all set and the Town can then accept the road. He confirms with Mr. and Mrs. Post they are trying to get everything done. Shawn states that when roads are installed, they have a certain longevity. In previous years, the Town did not hold the contractors who were installing the roads to any standards and the Town was accepting inferior roads. Mr. Post agrees the Town Engineer is responsible for that. Shawn notes that Dennis Quintal was not the Town Engineer during the time these roads were being accepted as Town roads even though they were not up to standard. There is a brief discussion. Shawn notes that Mr. Seaver now does compact tests on all the paving.

Mrs. Post also confirms the Town Engineer needs to send another letter to the BOS to reduce the \$35,101.43 road bond. Shawn explains that she and Mr. Post will need to work with the Town Engineer to make sure he agrees to reduce and close out the road bond.

As no more members of the public wish to speak, Shawn closes the Delegate session at 7:14 PM.

## II. Agenda

**Apparel Impact Container:** Kim presented the information on this project to the BOS for review. The representative for the organization was unable to attend tonight's BOS meeting. She explains the organization picks up donations from their containers at least two (2) times a week. Shawn expresses his concern that these types of containers become trash bins and would like the BOS to meet with a representative of the organization at the next meeting. He would also like to have a discussion with Mr. Seaver and Police Chief Parsons regarding putting the bin(s) where there is camera supervision to watch for dumping issues. Kim reiterates the program is specifically for clothing and accessories. Shawn agrees it is for a noble cause but again expresses his concern about ensuring the frequency of the pick-ups. He doesn't want to see the bin(s) get full and then have stuff left outside.

Sheila asks what is the difference between this program and the bin that is already at Danville Market. Kim explains the current container is only picked up once (1) a month. This program picks up two (2) times a week and they will take everything, even donations that are unacceptable for the program. They will take these items as well and they will pay to dispose of them. Shawn notes that would be a key issue and asks Kim to explain to them that if the program gets out of hand and is not controllable, they will be asked to remove the bin(s). He asks Kim to put this issue back on the agenda for the next BOS meeting.

**Fifth (5<sup>th</sup>) Grade Celebration:** Kim e-mailed a letter from Stacie O'Connor to the BOS. Shawn reviews the letter and states that Ms. O'Connor was being very gracious offering to pay for the Fifth (5<sup>th</sup>) Grade Celebration out of her own pocket, but she should not be doing this. Ms. O'Connor states that she is concerned and doesn't want to see the Celebration end. Shawn states he believes moving forward working with the Recreation Committee there shouldn't be a problem next year. Ms. O'Connor asks if the Recreation Committee has responded. Shawn states that everything is fine now.

**Community Center Replacement Windows:** Kim has received several more quotes for replacing the windows in the Community Center. Shawn expresses his concern that the quotes are for the same quality windows. He notes the High-Tech bid quoted top-of-the-line Harvey windows. The other bidders did not specify which line of Harvey windows they were quoting. Annemarie notes that one bidder did note they were quoting the Majesty line of replacement windows and confirms that is a line of Harvey windows. Kim notes that all the quotes were for Low E/Argon gas-insulated windows and all had tempered glass. Shawn states he is not supportive of the quote for aluminum windows and believes the BOS wants to use vinyl replacement windows. There is a discussion of the bids. Kim states she double-checked with each vendor if they intended to re-install the woodwork on the inside and maintain the integrity of the interior of the Community Center as well as how the old windows will be disposed of. The BOS questions if the disposal of the old windows is part of the quotes. If it is not, the vendor will need to inform the BOS of those additional charges.

Dennis notes the High-Tech quote is for twenty-three (23) windows. The SK Services and L-See bids only list eighteen (18) windows. Kim clarifies the L-See quote is for sixteen (16) double-hung windows. Annemarie asks if a total of twenty-one (21) windows need to be replaced. Sheila confirms the Community Center Committee is replacing all the windows in the Community Center. Annemarie expresses her concern there is no consistency in the number of windows being quoted. Dennis states the first quote is for twenty-seven (27) windows, the second quote is for twenty-one (21) windows, and the third quote is for twenty-three (23) windows. There is more discussion. It is determined the third quote is actually only for twenty-one (21) windows. Kim explains the window quoted for new construction would be installed in the wall in the basement going down to the lower parking lot. They would like a window installed there that can be opened in the summer to prevent mildew. There is a discussion that this is a crawl space. Sheila suggests they could do something else down there. Shawn suggests they could put a dehumidifier down there, but because it's a dirt floor, it would be running 24/7.

Dennis reiterates his concern there are different amounts of windows quoted from the three vendors; especially since the first vendor has quoted an extra six (6) windows. Shawn asks Kim to have that vendor specify what windows he is replacing so the BOS can make an accurate comparison and clarify why they are quoting a high-end Harvey window. He suggests Kim use the information from the second vendor to specify what the other vendors need to use for their quotes. He believes the BOS will be able to decide what bid to use at the next BOS meeting. Dennis suggests having L-See quote the Harvey Slimline which is the lowest end of the Harvey windows line. There is a discussion regarding which line of Harvey windows the board wants to use. Dennis states he wants to go with the low-end window.

Shawn disagrees and wants to use a higher-end window for energy savings. He states he didn't know the various names of the Harvey lines until the BOS reviewed the quotes tonight. Now that the BOS knows what line of Harvey windows they want to use, they can ask the vendors to all quote the exact same window. Dennis notes that Harvey Slimline has the highest energy rating and he still wants L-See to quote the same product. Joe notes that one of the differences in the window lines is their warranties. Dennis suggests that L-See quote the Harvey True D 3x. Sheila reiterates she wants the windows to have safety glass.

**MRI/HR Update:** Shawn reminds the BOS of their recent agreement with MRI to handle the Town's HR issues outside of the routine duties. He states the BOS has not been conducting exit interviews when a Town employee leaves and is concerned with losing these employees and not having any knowledge of why they left. Shawn believes the BOS should know if these employees are leaving for more money, retirement, etc., and is suggesting the BOS retain MRI to conduct these exit interviews for all Town employees. Shawn notes an added benefit would be that MRI would also be an unbiased third party. MRI would then provide a report on the interview to the BOS so they can make the

appropriate decisions to make the Town a better work environment and employer. Shawn notes the Town lost a couple of employees at the beginning of the year.

Annemarie states the process should begin on January 1 of each year to keep the process on an annual cycle. She notes that with the March elections, there are changes in Town officials. Shawn explains he wants to get the Town on continuity so that when someone resigns, the BOS can share their contact information with MRI so that MRI can request the exit interview. Annemarie notes this process will help the BOS establish job descriptions and scale wages during the budget season. Annemarie explains it is also important to learn what the employee was actually doing in their job. Dennis notes one question would be what the employee expected they would be doing versus what they actually were doing.

Joe asks if the BOS would develop the exit interview questions so they can get this type of information. Annemarie explains that would be up to MRI, noting the Town probably wouldn't want to ask the questions because it might skew the interview. Shawn states there are probably some basic questions that could be asked. Annemarie explains the Town can't ask probing questions. Shawn agrees noting that MRI would have the depth to pursue the questions as they see fit during the interview, giving the example of the difference in the questions that would be asked of a disgruntled employee versus someone who retiring. Annemarie explains that MRI would be dealing with the mechanics of the whys and wherefores and believes this would help the BOS establish budgeting as well as make the BOS aware if job descriptions need updating. The BOS would get feedback on issues they have no idea they have.

Shawn suggests that because the BOS wants to make this a policy, there should be a motion before he contacts MRI to pursue this idea. His requested motion is that the Town of Danville will be conducting, through a third party (currently MRI), exit interviews for all Town employees that leave the Town; and to have a report submitted to the BOS due to their findings. Annemarie clarifies this would be effective as of January 1, 2023. A discussion follows.

Kim explains the current Town policy states that exit interviews will be conducted by the Department Head. Annemarie clarifies the BOS is trying to push this out to have them done by a third party. Shawn agrees the BOS needs to review and redo the policy. He explains that because the Town is small, it is difficult to have unbiased exit interviews. Annemarie agrees the BOS needs to revisit the exit interview policy and change it so that it is pushed out to a third party. Shawn notes there are probably other issues with that policy. Sheila states the policy hasn't been reviewed in a while. Shawn notes there may be other things that need to be changed.

Kim notes the auditors had a lot of discussions regarding the BOS and their policies. They advised that these policies should be reviewed annually and be accepted or revised. Sheila states that used to be done. Annemarie agrees the BOS used to review the handbook and BOS policies on a scheduled timetable.

Sheila makes the motion requested by Shawn. Second by Annemarie. Vote is unanimous (5-0). Shawn will talk to MRI about this process. Dennis confirms the MRI agreement for dealing with HR issues is in place and asks if the employees have been made aware of this option. He states he does not believe that any Town employee is aware of this yet. Shawn states this is his fault and he will make sure an update is issued. Dennis reiterates he wants to make sure the Town employees are aware this service is available. Annemarie states she will help with the wording of the announcement. Kim confirms that Shawn will do the update. He will generate the letter and Kim will disperse it.

### III. Old/New Business

**Minutes:** The BOS review the minutes for the Monday, May 15, 2023 BOS public meeting. Dennis states he would like to recommend several corrections. The following corrections/clarifications are made:

- ✚ Line # 165- Dennis explains he believes the word *group* is incorrect because only two (2) ATV riders can be authorized to access the Town Forest on the Audubon Easement for forest management. Annemarie agrees that she knows for sure it is only two (2) riders. ***The word group is corrected to two (2).***
- ✚ Line #177- Dennis states the phrase *the project is moving forward* is misleading because it is not a project. He rephrases it to read ***conversations are happening.***

- ✚ Line #192- Dennis notes the grammatical context for the phrase *he had* has no previous reference and asks that it be rephrased to read ***that the event would be canceled.***
- ✚ Line #564- change the word *vinyl* to ***trim***
- ✚ Line #657- correct the spelling of *July Jervis* to ***Judy Jervis.***
- ✚ Line #600- correct the address of the motion to ***67 Hersey Rd.***

Dennis motions to approve the minutes as amended. Second by Joe. Vote is 4-yes, 0-no, 1 abstention (4-0-1). Sheila abstains because she was absent from that meeting.

**Non-Public Minutes:** The BOS review the minutes from the May 15, 2023 BOS Non-Public Session under NH RSA 91-A 3:II (c). Dennis motions to approve these minutes as written. Second by Joe. Vote is 4-yes, 0-no, 1-abstention (4-0-1). Sheila abstains because she was absent from that meeting.

The BOS review the minutes from the second session of the May 15, 2023 BOS Non-Public Session under NH RSA 91-A 3:II (c). Shawn asks for a motion for this Non-Public session at 8:20 PM please check this- Video @ 1:02- the public session of the 5/15 meeting did not end until 8:52 PM that evening.) Dennis makes the requested motion. Second by Annemarie. Vote is 4-yes, 0-no, 1-abstention (4-0-1). Sheila abstains because she was absent from that meeting.

**Signature File:** Shawn asks if there were any questions on the documents in the Signature File or if there was any new business to come before the board.

**ARPA Fund Updates:** Kim explains that the BOS had suggested putting the costs of the new phone system in ARPA, but had never motioned or voted on it. Shawn explains the phone system is part of the Operating budget and the BOS could put the entire three (3) year contract through ARPA, but that would mean the Town would have to start paying for the phone system after those three (3) years. He believes the BOS could go either way with this item.

Kim clarifies the discussion was that only the installation would be paid from the ARPA funds. She reminds Shawn that he had referred to Sheila's absence at the meeting to confirm if this was an allowable expense, so there was no vote. Kim reiterates the monthly costs would be paid from the Operating budget. Shawn states that he would support that, and would not vote against using ARPA funds for that, but asks if the BOS can use ARPA funds for the installation costs of the new phones. Sheila asks if there are installation costs in addition to the \$1264 listed on the spreadsheet. Shawn asks for a remaining balance in the ARPA funds. Dennis confirms the installation costs of the new phones are included in the \$1264. Kim states the ARPA balance after the items were approved at the last meeting is \$21,070.80.

Sheila asks if the BOS had discussed the Library's building management system. She states that during a previous discussion, the BOS had suggested putting a placeholder of \$6000 as an ARPA expense for that project. Kim states she just received a quote for that project and that no placeholder had been put into the ARPA account because the BOS was waiting for three (3) bids that never came. Sheila states she believes the BOS discussed this at the May 1, 2023 meeting.<sup>iii</sup> because Ms. Massoth couldn't get the requested three (3) bids. Sheila reiterates that \$6000 was supposed to be added to the ARPA expenditures as a placeholder.

Shawn states he remembers the BOS discussed it but he didn't know if the BOS already acted on it. He asks to see the expenditure sheet. Sheila reiterates there should be a \$6000 placeholder. Shawn states the BOS approved the Library's humidification project for ARPA at the March 6, 2023 BOS meeting.<sup>iv</sup> Kim believes the building management system was discussed but was never put in as a placeholder. Sheila again reiterates the BOS had discussed putting that project into the ARPA expenditures as a placeholder. She states she has a quote for \$6,675 for the Library's building management system.

Shawn confirms there is \$21,070.80 currently left in the ARPA funds. The Library's building management system quote is for \$6,675 which would leave approximately \$15,000 in the ARPA funds. The BOS is currently discussing if they should put the costs of the new phone system of \$1264 through the ARPA funds. Shawn states he would recommend paying for the new phone system from the Operating budget. Sheila notes the BOS still has to deal with the costs of replacing the windows in the Community Center. Shawn agrees that will probably use up the remaining ARPA funds.

Dennis reminds the BOS of their previous discussion of spreading the costs of the replacement windows from the Infrastructure Trust Fund, and the Government Building line and the Community Center Repair line from the Operating budget. Shawn agrees, noting the BOS could also use the remaining ARPA funds as a fourth (4<sup>th</sup>) funding source. He suggests the BOS deal with this issue when the replacement window project is completed. He reiterates that he would like to have all the costs for the new phone system paid from the Operating budget. Dennis agrees. Shawn confirms the BOS will be spending all of the ARPA funds. Dennis states he also had a project that could use all the remaining ARPA funds. Shawn clarifies for Kim to remove the \$1264 for the new phones and the installation of them from the ARPA funds and to pay those costs from the Operating budget. He notes this makes the discussion of the vote moot because the BOS is no longer using ARPA funds to pay for the new phone system.

Sheila asks the BOS to discuss the bid for the building management system for the Library. She states the original bid was approximately \$6100. The Library Trustees will be voting to approve the new bid. Shawn explains the reason the BOS is asking the Library to do this project is to take advantage of the on-demand energy needs for the power load and he wants to make sure the new system meets those needs to ensure the Town gets the cheaper rate from Unitil. Shawn wants the quote to state the system will reduce the peak load on the Library's HVAC system by controlled handling of that system and that this will lower the Library's peak demand rate. Shawn states the cost of it is fine and the BOS will go from there. Sheila clarifies there are no maintenance fees involved.

Shawn asks the BOS to agree to put the bid amount in the ARPA expenditure list as a placeholder and clarifies that he doesn't want to vote on it until he is sure the project will allow the Town to take advantage of a lower peak demand rate. Dennis agrees. Shawn confirms for Kim that the project will be paid from ARPA, but has not been voted on.

**BOS Officer Change:** Dennis announces that his stepping down from the position as the BOS Vice-Chair. His resignation is effective immediately. He will, however, remain on the board as a BOS member. Shawn thanks him for his service. He notes that these are hard positions, they get tenuous at times, and they take a lot of physical and mental toll on people over time. He states he is glad that Dennis will remain on the BOS. Shawn recommends Annemarie as the new BOS Vice-chair. He explains that she has a lot of experience from her prior years on the BOS. Joe motions to nominate Annemarie Inman as the BOS Vice-chair. Second by Shawn. Vote is 4-yes, 0-no, 1-abstention (4-0-1). Annemarie abstains from the vote. Motion passes. Annemarie Inman will serve as the new BOS Vice-chair.

**Purple Heart Day Ceremony:** Joe states that now that the proclamation has been read and Danville is officially a Purple Heart Community, he would like the BOS to do something on the actual Purple Heart Day which is August 7, 2023. He explains the Town does have residents that are Purple Heart recipients, some who are still living, and others who are deceased. Joe explains that when a person is awarded a Purple Heart, they also receive a citation that explains why that person is being awarded that Purple Heart. These citations can be very detailed. He would like the BOS to hold some sort of ceremony, which would require planning, for the Townspeople to come out and hear these citations read aloud, but only if the Purple Heart recipient agrees. Kim confirms that August 7, 2023, is a Monday. Annemarie notes that even if it is not a scheduled BOS meeting, the BOS could still meet two (2) weeks in a row. Shawn suggests the ceremony could be held at the Olde Meetinghouse. There is a discussion of the issues of heat and parking. Joe states he would like something in the minutes and on video. Sheila suggests also putting an article in the newspaper. Joe suggests that people who are interested can contact him directly. Annemarie confirms that August 7, 2023 is a scheduled BOS meeting. Shawn suggests holding the meeting and ceremony at the Community Center. There is more parking, there are cameras, and the Purple Heart sign is there. Annemarie agrees this is something the BOS could do. Sheila suggests they could serve refreshments. Annemarie believes the BOS should do this. Kim states she spoke with Russ Currier and there are no stock Purple Heart flags to purchase. It would have to be custom-made. She suggests they could use the parade banner and have the light shine on it as they did at the parade. She did ask him if he would be willing to read his Purple Heart citation but did not receive an answer. Annemarie notes that Purple Heart recipients would be recognized even if they didn't want to read their citations, but the recognition should be mandatory. She states these people should be recognized for their accomplishments.

**Committee Appointments:** Shawn states he has received two (2) applications for re-appointment to the Recreation Committee. Vanessa Boling and Tara West have both applied for re-appointment to the Recreation Committee. Sheila motions to approve the reappointment of Vanessa Boling and Tara West to the Recreation Committee. Second by Joe. Vote is unanimous (5-0).

Shawn has also received a recommended appointment for Michelle Cooper as a full board member on the Zoning Board of Adjustment (ZBA). Kim explains that she will be a full board member and Dave Knight will be a ZBA alternate. Shawn states that it is Jason Holder who has requested to no longer be a full board member of the ZBA but would like to apply as a ZBA alternate. Shawn asks for a motion to appoint Jason Holder as a ZBA alternate board member and to appoint Michelle Cooper as a full member of the ZBA. Sheila makes the requested motion. Second by Joe. Vote is unanimous (5-0).

Dennis confirms the paperwork for the Heritage Commission and states there are no longer any vacancies on that board. He notes that Mr. Drislane was appointed to the Conservation Committee, but was not elected as an alternate member of the Heritage Commission.

Shawn reads the Town Announcements listed below. He notes that George Brasil has graciously cut the grass around Colby Pond for the Fishing Derby.

Kim clarifies for Annemarie that Jason Holder was originally appointed as a full board member to the ZBA, but has stepped down so that Michelle Cooper could become a full board member. He then was appointed to the ZBA as an alternate. Sheila notes that Ms. Cooper is more available.

**E-Document Signatures:** Sheila asks for clarification on the process of signing BOS documents on PandaDoc. She expresses her concern the BOS is only getting the cover for the documents, not the document itself. Shawn states this is due to his concerns with NH RSA 91-A requests. If all the paperwork is on PandaDoc, the BOS would need to scrub all the personal information contained in those documents. Annemarie explains it is an electronic disclosure issue. Shawn states he is working with the PandaDoc representative on how to put summaries on PandaDoc. The details will continue to be on the records retained at Town Hall, but only on those physical records.

Sheila expresses her concern that if the BOS isn't getting all the information electronically, they still need to come to the Town Hall to see the whole document. She is concerned the BOS is signing documents without seeing everything they are signing for. Annemarie states it is the BOS' responsibility to look at the complete document and she believes they should never sign anything that they haven't seen or have no knowledge of. She explains that (electronic signing) is a two-edged sword. It is efficient, but board members should always be doing their due diligence and looking at the backups. She notes that Sheila's point should be well-taken.

Annemarie explains that the BOS has to worry about electronic disclosure issues. All the information cannot be out there because then it becomes part of a domain that the BOS may have to service. Kim states there is a lot of personal information on the warrants and this is why Shawn recommended the BOS use this type of signing so that private information would not be on the documents. Sheila states she understands, noting that she has to come down and look at everything anyways. She expresses her concern that the BOS needs to look at timesheets, vendors, and payroll and should not be just signing off on the covers. Annemarie reiterates the BOS's concerns with the exposure of the Town if the PandaDoc documents included all that information, versus the exposure of the Town if the BOS signs without doing their due diligence. She agrees that Sheila's point is valid.

#### **IV. Town Announcements**

##### **Calendar**

-  **June 3- Saturday:** Danville Dads Fishing Derby- 7:00 AM-11:00 AM at Colby Pond
-  **June 12- Monday:** Board of Selectmen's Meeting at 7:00 PM at the Town Hall
-  **June 30- Friday:** Senior Coffee Hour 10:00 AM- 12:00 Noon at the Community Center

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 Joe. Roll call vote: Shawn-yes, Dennis-yes, Sheila-yes, Annemarie-yes, Joe-yes.

The public session of the BOS meeting ends at 8:22 PM

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

Respectfully Submitted  
Deborah A. Christie

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<sup>i</sup> Dennis Quintal, PE. **Engineers Report for Doe Run Rd.** May 19,2023. Copy available by request from the Board of Selectmen's Office. May 30, 2023.

<sup>ii</sup> IBID

<sup>iii</sup> **Library Climate Control:** Sheila reminds the BOS of their previous discussion of an ARPA project with the Library regarding an energy management program for the building's HVAC system so the systems would run at staggered times. Shawn clarifies this is a building management system that will help the Library and the Town avoid peak power surcharges from the utility companies. Director Ann Massoth still only has one quote from 2022 and has had trouble getting any additional quotes. She would like to confirm with the BOS that she can move forward with an updated quote from the one vendor that has provided a proposal. Shawn reiterates that peak usage costs are expensive. The current quote that Ms. Massoth has from December 2022 is for \$6,175. Kim asks to have a copy of the quote e-mailed to her. **Town of Danville NH Selectmen's Minutes May 1, 2023.** P.10 Online at [www.townofdanville.org](http://www.townofdanville.org). May 30, 2023

<sup>iv</sup> **Library Humidification Project (ARPA):** Ann Massoth, Director of the Colby Memorial Library, addresses the BOS, reminding them that they had requested that she attempt to get three (3) quotes for this project. She explains that she was unable to find a third vendor to provide a quote and only has the two (2) quotes from her discussion last Fall.<sup>iv</sup> Ms. Massoth states that she would still prefer to go with the quote from MacKenzie as they are an established vendor for the Library and is familiar with the building's HVAC systems. Dottie motions to appoint MacKenzie to oversee the Colby Memorial Library's humidification project. Second by Sheila. There is further discussion.

Sheila confirms that this has been approved as an ARPA project. Shawn confirms that the earlier quote was for \$8737.32. Ms. Massoth notes that this was a 30-day quote, but believes that an updated quote should not be "much different." Dennis asks for clarification of the quote. Shawn confirms that the quote of \$8737.32 is for the total costs of all three units. He reminds the BOS that they have already approved this project and that Ms. Massoth was presenting the project again only because she had been asked to try to get a third quote. The BOS will keep the two quotes received on file. Ms. Massoth reminds the BOS that the MacKenzie quote requests a 50% deposit when the contract is signed.

Dennis expresses concern that the second quote reflects the costs associated with the removal of the old humidification units and that these costs are not reflected in the MacKenzie quote. He is concerned there may be additional charges that have not been listed. Shawn suggests the BOS authorize him to sign the contract with MacKenzie and that Ms. Massoth will clarify this issue with the vendor. Dottie motions to approve the bid for \$8737.32 from MacKenzie to replace the humidification system for the Colby Memorial Library. Second by Sheila. Vote is unanimous (5-0). Ms. Massoth assures the BOS that she will notify them if there are any major changes to the quote. **Town of Danville NH Selectmen's Minutes March 6, 2023.** P.6. Online at [www.townofdanville.org](http://www.townofdanville.org). May 30, 2023