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Town of Danville
Board of Selectmen
Monday, June 26, 2023
7:00 PM

6:52 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; Jim Seaver, Road Agent; Andy Ward, Highway Dept.; Jason Johnsten, E. Hampstead

Shawn called the meeting to order at 6:52 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 6:53 PM and asks if there are any members of the public not on the agenda who wish to address the BOS. He notes that it would be nice if other commissions and committees would also have delegate sessions.

Highway ARPA Projects Update: Jim Seaver, Road Agent, updates the BOS on the status of several ongoing Highway Dept. projects. The new generator has been received and is installed at the Highway garage. The electronic sign has been delivered and the new radios have come in except for one, including both the mobiles and the portables, have arrived. Mr. Seaver notes that the new wood stove was also delivered on Friday afternoon. Sheila asks him about the missing radio. Mr. Seaver explains that it is one of the mobile radios and is on backorder. He notes that it is so hard getting the radios. Sheila states that at least the Highway Dept has the other ones.

Dennis expresses his appreciation to the Highway Dept for its handling of the downed tree on Friday night. Shawn notes the Highway Dept. does a lot more than planting grass seed and feels that the Highway Dept. and the BOS need to do more public relations to let the Townspeople know what the Town employees do. Shawn believes a lot of this rests on the BOS to give acknowledgment to the various Town departments. He notes that when something happens, everyone just expects things to happen and calls 9-1-1 while there’s a whole network of people making it happen right at their door.

As no more members of the public wish to speak, Shawn closes the Delegate session at 6:55 PM.

II. Agenda

War Memorial Etching: Shawn explains that it was brought to his attention that the phrase **goal of terrorism** was not etched into the War Memorial. The BOS has received a quote for \$395 to add that etching to the stone. Sheila motions to approve the quote and have the etching completed on the War Memorial. Second by Joe. There is further discussion.

Shawn confirms with Kim that appropriate funds for this expenditure are in the budget line for Patriotic Purposes and asks that this project be expended from that budget line. He notes that the American Legion usually oversees this budget line, using it to purchase flags, supplies, etc. Kim states she believes there are plenty of funds available for this project. Shawn calls the question. Vote is unanimous (5-0).

RMON Statement of Work (SOW): Shawn states the BOS has received RMON’s latest contract. Dennis states he did review it and is very comfortable with the Statement of Work and Services. Dennis notes that he asked RMON to sharpen their pencil on the hardware, licensing, subscription, and maintenance costs. He states they did, though not as much as he would like them to, but he feels they did a pretty good job coming back with a quote. The final quote for the new server is \$34,119.27. Shawn asks for a motion to authorize the chair to sign the proposal. Sheila makes the requested motion. Second by Annemarie. Vote is unanimous (5-0).

III. Old/New Business

Minutes: The BOS review the minutes for the Monday, June 12, 2023 BOS public meeting. The following corrections are noted:

- ✚ Line #16, Dennis notes that beginning on this line, Crystal Pouliot’s name needs to be corrected to Crystal Perreault. This will be changed throughout the minutes.
- ✚ Line #289- the business that Dennis refers to is HPE.
- ✚ Line #36- ATVS is corrected to ATVs.

Sheila motions to approve the minutes for the Monday, June 12, 2023 BOS public meeting as amended. Second by Annemarie. Vote is unanimous (5-0).

Non-Public Minutes: The BOS review the minutes for the Monday, June 12, 2023 BOS Non-Public session under NH RSA 91-A 3:II (c). 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 the deadline for the applications for the Town-wide yard sale has passed.

Signature File: The BOS review and sign documents in the Signature File. There are short discussions on how several documents need to be signed.

Library Building Management System: Sheila explains that she was asked at the May 30, 2023 BOS meeting to return the quote for the Library’s Building Management System to the Library Trustees because Shawn requested that the BOS receive something in writing that the system quoted will reduce the peak load on the Library’s HVAC system by controlling the handling of that system and that it would lower the Library’s peak demand rate.ⁱ

Sheila states the Library has received a response from the vendor. It is a Description of Operations. She reads this response into the minutes:

Description of Operations: *The new control system will help save electrical energy by ensuring that the air handling units will not all start at the same time, which will reduce the library’s peak demand. Additionally, the units supply fans will only operate when there is a call for heat/cooling or humidification. Currently, each unit’s fan operates continuously during occupied hours. The new system will also ensure that the units only operate to maintain the unoccupied heating and cooling setpoints. Currently, the units run 24 hours a day, seven days a week.*

*Sincerely,
Richard Olson*

Sheila states she would like this response attached to the vendor’s quote. She reminds the BOS that they had put a placeholder in the ARPA funds for the quote for \$6,675.ⁱⁱ Sheila motions that the BOS proceed with the quote for the Library’s Building Management System from EME Systems of NH. Second by Shawn. Vote is unanimous (5-0). Sheila will let the Library know that they can move forward with the project.

Town Employee Retirement Fund: Shawn reminds the BOS that the Town passed the Warrant Article regarding setting up a 457-retirement fund for the Town employees and elected officials.ⁱⁱⁱ He explains that Dottie Billbrough was spearheading this project and had all that information but is no longer on the BOS. He asks if anyone can reach out to her and get that information. Kim states that she has already contacted Ms. Billbrough and has that

information, but she has not had a chance to look into it any further. Shawn states the BOS should start working on this issue.

IV. Town Announcements

Calendar

- ✚ June 30- Friday: Senior Coffee Hour at the Community Center 10:00 AM- 12:00 Noon
- ✚ July 1- July 2- (Saturday & Sunday): Town Wide Yard Sale.
- ✚ July 10- Monday: Board of Selectmen’s meeting at 7:00 PM at the Town Hall

As there are no further items to discuss, Shawn requests a Non-Public session under NH RSA 91-A 3:II (c) and (d). Sheila makes the requested motion. Second by Annemarie. Roll call vote: Shawn-yes, Dennis-yes, Sheila-yes, Annemarie-yes, Joe-yes.

The public session of the BOS meeting ends at 7:13 PM.

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

Respectfully Submitted
Deborah A. Christie

ⁱ **ARPA Fund Update:** ...The Library’s building management system quote is for \$6,675...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. Pg. 7. Town of Danville NH Board of Selectmen’s Minutes May 30,2023. Online at www.townofdanville.org. June 26, 2023.

ⁱⁱ *IBID*

ⁱⁱⁱ **Article 2023-11: Adoption of Retirement Plan for Employees and Elected Officials**

To see if the Town will vote to adopt a 457 Retirement Plan for Employees and Elected Officials. Vote: 356-yes, 308-no. **Official Ballot Annual Town Election Danville New Hampshire. March 14, 2023.** Online at www.townofdanville.org. June 26, 2023.