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Town of Danville
Board of Selectmen
Monday, November 27, 2023
7:00 pm

Meeting is Video-Recorded

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

Others present: Gail Turilli

Shawn called the meeting to order 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

No one was present as a delegate.

II. Agenda

RMON SOW

Dennis explained that Crystal from RMON will get an updated price sheet to the Board. Shawn stated this has to be done in December or funds will have to be encumbered.

Olde Road Site Plan Compliance

Shawn explained that a letter had been sent to the owners of the business on Olde Road regarding the site plan approval requiring a natural barrier along the road. The barrier has yet to be established. The violation of the site plan approval has been corroborated by Chip Current, the Planning Board chairman. In response to the letter, the owner said he'd prefer to wait until the spring to plant the trees. He was given thirty days from today to come into compliance with the site plan or the occupancy permit will be revoked.

RecordsForce

Chris Tracy contacted the Selectmen stating she does not recommend continuing the contract with RecordsForce. Shawn briefly reviewed a letter from Chris, in which she states the program is not user-friendly and believes if they release the paper documents from their office, the public will have more difficulty finding information and will be constantly contacting the office for help, adding unnecessarily to their workload. She also said that uploading documents takes an inordinate amount of time and effort, which is also adding to their workload.

The issue of record retention and storing needs to be addressed. Shawn said he'd like to have Chris and a representative from RecordsForce come to a Selectmen's meeting to discuss the issue. The volume of documents required to be stored creates a number of issues, including the weight of the paper versus the integrity of the building. The police department, as an example, has little space to store the records they are required to retain. Sheila suggested contacting neighboring communities who use RecordsForce to get their opinions.

Dennis explained that he has a unique insight into the Town Clerk's office. He said he agrees that the records need to be scanned so they are searchable and off-site storage would be great, but the system is "clunky" and is not as simple as just scanning a document. He explained that while the town clerk's office is open for business, they are receiving phone calls and walk-in customers, and there is never a lull during the day. There is the first office people visit when going to the town hall and adding the responsibility of scanning documents is like an additional job category.

Dennis said a survey can be conducted of those who input records and see what their workload is, how frequently do they do this and what amount of time is spent in this activity. The town can consider hiring someone to just input records for storage. This person could do what's necessary to get everything scanned now, then come in maybe once a week to take care of anything current. Annemarie asked if there was any onboarding from RecordsForce. Sheila said they did visit each department. The department heads and representatives from RecordsForce will be invited to a meeting in the near future for a discussion.

2024 Warrant Articles

There are no warrant articles expected to be on the ballot except for the usual ones. All the departments will be asked to consider what they would like to present to the voters so these can be discussed in a timely manner.

A bond for the police station is not anticipated at this time. Rushing the process for a police station bond is not advisable. However, Dennis pointed out that if things fall into place, a special meeting can be held. Shawn said that with the recent tax bill that just went out, a bond will be a slap in the face.

Regarding the tax bill, the Board agreed to invite the representatives from the Timberlane Regional School District to come to a meeting and discuss the budget process and what they see happening in 2024. This will be a chance for residents to ask questions. The Board does not support the school board members being "tarred and feathered".

III. Minutes

The minutes of November 20, 2023 were reviewed. Sheila made and Annemarie seconded a **motion to approve the November 20, 2023 minutes as written**. The motion **passed** unanimously.

IV. Old/New Business

Sheila mentioned that someone approached her about information presented on social media regarding hiring a new fire chief. The Board discussed the process and that the Fire Wards do not have the authority to hire anyone; that is the purview of the Selectmen. The Selectmen will get copies of applications and will review recommendations from the Fire Wards. There will be oral board reviews conducted by area Fire Chiefs and make their recommendations to the Selectmen also.

Gail will be compiling a spreadsheet of property transfers for the Selectmen to review monthly, specifically to review exemptions and credits. Gail will add notes to the list. This is to avoid mis-categorization of properties. Sheila asked about the frequency of reviewing exemptions and credits and Gail said she reviews these every three years.

Joe said he had a chance to tour some of the town's historic properties with Carol Baird. He expressed his appreciation to Carol and noted he learned a lot about the town.

V. Announcements

Monday, December 4, 2023: Board of Selectmen's meeting at 7pm.

Monday, December 25, 2023: Town Hall is closed in observance of Christmas.

Wednesday, December 29, 2023: Senior coffee hour at the Community Center, 10am to 12pm.

Monday, January 1, 2024: Town Hall is closed in observance of New Year's Day.

Friday, January 5, 2024: Last day to file Citizen's Petition Warrant Articles with appropriations.

Tuesday, January 23, 2024: NH Primary Elections at the Community Center from 8am to 8pm.

Saturday, February 3, 2024: Town Meeting Deliberative Session, 10am at the Community Center.

With nothing more to discuss, the **meeting adjourned** at 7:25pm.

Respectfully submitted,
Janet Denison