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Town of Danville
Board of Selectmen
June 18, 2019
7:00 PM

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Meeting is Video-Recorded

Selectmen Present: Scott Borucki, Chair; Shawn O'Neil, Vice Chair; Sheila Johannesen, David Knight, and David Cogswell

Others Present: Patty Shogren, Town Administrator; Rosemarie Bishop, Ryan Paulson, Standard Power Electrical Representative; the following Representatives for the New Police Station/Salt Shed project: Charlie Zilch, Surveyor; Police Chief Parsons, Judi Cogswell, Carsten Springer, Bruce Caillouette, Road Agent; Chip Current, Beth Caillouette.

Scott called the meeting to order at 7:00 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. Delegates

Rosemarie Bishop informed the Board of an issue she is having with the yard lights belonging to a neighbor. She presented pictures she had showing this problem. She spoke with the neighbor on more than one occasion and engaged a lawyer to intercede, asking the neighbor to redirect their yard lights, all to no avail. She shared with the Board an ordinance that some towns have adopted that address this issue and asked the Board to adopt this ordinance. Scott explained that the adoption of that kind of ordinance would need to have a warrant article written and go to town vote next March. Scott reviewed our current zoning and interpreted that it did not cover this nuisance. The other Board members concurred. Rosemarie stated her lawyer wanted to take this to court and Dave asked what statute or state RSA would support that action. He stated that if one existed, it may be one the board could address but there was not one. Rosemarie was informed this was a civil matter and the town was not able to intercede.

II. Old/New Business

Ryan Polson of Standard Power of America made himself available to the Board to address any questions the Board may have regarding is distributed paperwork outlining the costs of the suggested intermediary power companies. Dave K discussed the "demand" charges on the Town's electrical bill, asking about these charges and how they were handled if the town were to sign on. As an example, he explains how the Library turns on all their air conditioners at the same time, creating a peak demand and extra charges. He notes that other town buildings probably do the same thing, noting that the Town should address the issue by instituting a process for staggering the powering up of the air conditioners, and this is part of the bigger picture of electrical expenses, that it is not just about the variable rate.

Scott asks Mr. Paulson for the terms of the contract. Standard Power oversees the suppliers who issues contracts the average a choice of 12, 24 and 36 months. A fixed rate contract would allow the Town to budget payments over the life of the contract. A variable rate contract is more appropriate for an entity willing to take more risks and would require a clear knowledge of their utility use history.

Dave K. asks to see the costs of a year's comparison with fixed rate, in an effort to look at more data on the best route to follow. Shawn notes that several years ago the Town tried to use this process, but due to the laws at that time, only qualified for very few parts of the utility costs under a contract. The laws have changed since then.

Mr. Paulson asked the BOS if they were familiar with net metering. This allows entities that generate their own power to sell any extra power generated to another user in the same utility zone. Standard Power participates in a hydropower program that allows them to purchase and sell power to schools and towns at a much lower rate. Unfortunately, there are no smaller hydro dams in the Unitil service area, which includes Danville. The proposed law would allow larger hydro dams to participate in net metering, in turn allowing the larger hydro plants that are in Unitil area to sell their extra power, and helping to keep costs down.

Shawn questions Mr. Paulson why the best time for a contract to expire is November, when winter utility bills are much higher. Mr. Paulson explains that new contracts are written three months prior to the end of the contract, and rates and usage details would be based during the less expensive months.

Shawn expresses his concerns to Mr. Paulson that as an aggregator of several utility companies, there may be some concerns with Standard Power's financial backing. Mr. Paulson reassures the BOS the companies they represent have been heavily vetted. He also notes that these contracts are with the individual utility companies and his fees are included in those utility bills. Dave K. likens Mr. Paulson's role to that of an independent insurance agent. Mr. Paulson agrees, noting that his role would be to continue as an energy consultant for the town, in most cases without additional fees.

Dave K. summarizes the discussion stating the BOS would review the process, speak to other who made this type of change and come back to Standard Power with a first and second choice of companies. If the BOS does choose to make this change he would like to be able to write the contract into the budget in time to discuss it with the Budget Committee.

Review of Engineering report for New Police Station and Salt Shed. Charlie Zilch, the surveyor for the project, presents his findings to the BOS. He briefly reviews the history of the property, which was gifted to the town in 1996. He established the property's boundaries according to State Plains and US GP datum, so they are searchable via GPS. Mr. Zilch tied this information into the 1986 boundary survey and found it to be mostly accurate and his opinion is there is no reason to re-survey the lot. Mr. Zilch presents a detailed map of the lot's topography and existing plan highlighting the following:

- ✚ There are many areas of exposed boulders and ledge. No design work is planned in those areas
- ✚ Mr. Zilch noted the large amount of contour on the property
- ✚ Utilities have been located
- ✚ The only wetland issue is a small section in the Southeast corner of the property
- ✚ There is a flood zone noted on the Northeast corner of the property. Flood levels for surrounding property is at 170', the property is at 180', and the proposed building is outside of this flood plain area
- ✚ He has located the easement around the beehive hut.
- ✚ He has coordinated with Hampstead Water to locate the waterline. The shut-off valve is behind the DPW garage and there are water valves on GH Carter Drive. Overlays from the 1980's Lewis plan showed the exact same sites, so Mr. Zilch believes the location of the water line is accurate.
- ✚ The plan is on a 40 scale

Bruce Caillouette is proposing the new Salt Shed to be located by the woodshed (materials storage shed) and the gravel pile.

Chip Current places a scaled floor plan for an 8000 sq.ft. Police Station on Dave K's map to show how the two story building would utilize the existing topography for parking and access to both floors.

Mr. Zilch expands on the discussion. This plan was a favorite of the late Chief Savage. It is a 2-story building. The first floor offers a drive through for officers with detainees and the holding cells. The second floor would be utilized mostly for office space. Chief Parsons explains the idea is to have tiered parking providing access to both floors. There is further discussion of the placement of the Police Station and praise for how well the plan fits into the existing topography of the property. There is more discussion of the location of the Salt Shed. Carsten Springer notes the area around the garage is much flatter than expected, with changes in topography towards the

edge of the property. He expresses concern that there is too much building proposed for the center of the property. Dave K. believes it would be best to design the Police Station and then locate the Salt Shed. Mr. Springer adds there other structures associated with the Police Station such as a cell phone tower that needs to be accounted for.

Scott asks about a second proposed Police Station of 12,050 square feet. Mr. Current explains that plan included a Community Center space and additional parking and that Chief Parsons felt it was a bigger building than he needs. Scott suggests it might be wiser to build the bigger building, even if part of it was left unfinished, to meet future growth.

Mr. Springer suggests walking the site, including the other end of the property and to have test pits done to examine the actual composition of the land. Mr. Current asks Mr. Zilch if he knew that rules for septic sizes, noting he is estimating 900-1000 square feet for the new Police Station. Scott again questions if they should be looking at the larger building- if it is feasible and would fit in the same area as the smaller building.

Scott and Dave K. ask what the next steps are in this process. Mr. Zilch explains the location of the buildings is not dependent on the location of the water line. Mr. Lonza from Hampstead Water would work with the Town on water hook-ups. Mr. Current believes the next steps should be a ground surveys for land data and for the septic system and a detailed plan for the Police Station. Scott asks what monies are left in the budget for the next stages. Patty details the \$12,500 approved in the Warrant Article as well as a substantial amount saved from impact fees. The Town has not yet received a bill from Mr. Zilch for the work completed so far.

After some discussion, the consensus of the BOS and the Police Station Committee is the site walk, test pits would be completed, and an evaluation of architectural work would be presented to the BOS at the July 15 meeting.

Dave K. asks Mr. Caillouette if he can continue to move forward getting ready for the Salt Shed even without knowing the exact location of where it will be built. Mr. Caillouette stated that he could continue to cut trees and prep for the most probable location.

Scott asks for the timeline of determining the Police Station location. Mr. Zilch explains that is dependent on what kind of decisions are made regarding the kind of building. Mr. Springer has spoken to Chris Smith on the Planning Board who has some expertise in building design and he has agreed to assist the Committee with the design process. Mr. Springer explains there are no "common" plans for Police Stations. The Committee had especially liked the new building in East Kingston, but that it was built on a very flat lot. Chief Parsons noted he like the layout of the rooms in that building. Scott notes the committee may have a better idea of the layout process after the July 15 meeting.

Dave K. asks Mr. Caillouette what he needed for a time frame to have the Salt Shed constructed once a location is determined. Mr. Caillouette responded that he needed 90-100 days. Dave K. asks him to bring the designs he wants and some alternatives to the BOS so the monies can be approved for purchasing a structure, even if the location has not been determined. Mr. Caillouette has pricings for two different structures with a difference of \$60,000. The square footage of the shed is the same; the difference is in the roof structure. Mr. Springer suggests the difference in price could be made up with cost savings in loading the trucks in 2-3 years.

Sheila asked if there were local examples of the two structures. Mr. Caillouette stated the 100x80 unit is in Hampstead. This is the more expensive one as the roof can be repaired/replaced in 14' sections. The roof warranty is 25-30 years. The other structure 82x100 has a vinyl arched roof, which can be patched if damaged. The warranty on that roof is 20-25 years. Mr. Springer notes these are tangible differences. Mr. Caillouette would like to continue to prep the site in order to have a better view of where the Salt Shed might go. Scott asks if there are concerns with the EPA/State requirements. Those requirements come due at the end of 2020 and the Town is covered because they have been consistently putting money away to meet these upcoming regulations. Mr. Caillouette expresses his concerns how the Salt Shed is set up to receive deliveries and how the DPW trucks enter, load and exit. Mr. Springer asks if the bigger Salt Shed would lead to a price savings, however those costs are set

by the state. Shawn asks if the new Salt Shed would hold an entire winter's worth of salt. Mr. Caillouette estimates it will hold about half a winter's supply, as he will be storing both the sand and the salt in the shed.

Scott notes the consensus of the BOS is for the Committee to move forward with a site walk and test pits for the July 15 meeting.

Minutes: The BOS reviews the minutes from the May 29, 2019 meeting. Dave K. motions to accept them as presented. Seconded by Sheila. Vote is unanimous. The BOS reviews the minutes from the June 3, 2019 meeting. Dave K. expresses concern on line 52, noting the Heritage Commission needs a vote from the BOS in order to sell the items from the Hawke Historical Society. After being reassured that vote will take place directly, he motions to accept the minutes as presented. Seconded by Sheila. Vote is unanimous.

Dave K. motions to allow the Heritage Commission to sell Hawke Historical Society items they obtained such as: postcards, books of vital statistics, indices of vital statistics, letterhead and plates, and to do so by putting these items up for sale on their website and having them available for sale at Town events such as Old Home Days, and when they have facilities open for viewing. Patty clarifies that Dave K. wanted the words "such as" contained in the motion. Dave K. noted he worded this motion precisely. Seconded by Sheila. Vote is unanimous.

Dave K. notes the Heritage Commission has been offered an opportunity to purchase a display case from a resident. After discussing possible locations, the Commission referred back to an earlier conversation with the Library Trustees who offered to work collaboratively with the Heritage Commission on display space. He has spoken with officers of the Heritage Commission and the Librarian and believes there would be approval for the Commission to provide the display case and use it to display Hawke Historical Society items in the Library. The case also provides added storage and security as it can be locked. Pending approval by the two Boards to follow through on this arrangement, he would like the BOS to approve spending \$150.00 to purchase the case. Shawn motions to expend \$150.00 to purchase the display case. Seconded by David C. Vote is unanimous.

Patty asks about the display case in the Town Hall lobby. Dave K. explains the keys were turned over to the Heritage Commission, but there is a question of ownership with the Meetinghouse Association that is still being researched. However, he believes that ultimately the Heritage Commission will be able to use that display case for items from the Hawke Historical Society. Dave also informs Patty that he has developed three plans for display, but they have not been reviewed by the Chair of the Heritage Commission. He is hoping to present these plans at the July 1 BOS meeting.

Dave K. also requests permission from the BOS to use the storage rooms on the right and left sides of the stage as locked storage for the Hawke Historical Society items. He notes that shelving will need to be installed and proper archival storage boxes purchased to properly store and preserve these items. Patty notes she had been using the right side storage for the town books. The closet is currently empty with the exception of some old technology, as paper records were removed for shredding day. She did not feel it would be a problem to leave the remaining paper records where they were currently located in the room. Dave K. has asked Patty and Janet to ensure that the items in the storage unit are insured as everything donated by the Hawke Historical Society has been consolidated in that unit with the exception of the items currently stored in the Library.

Scott asks technically, who is the owner of the contract on the storage unit. Dave K. explains that the Town is, now that they have accepted all the assets and debits of the Hawke Historical Society. He will ensure the name on the storage contract is changed to the Town. There is discussion of how to determine a dollar value for these items for insuring aside from incurring the expense of an appraiser. Patty asks how to assess a dollar value to the paper and document items as historical documents of the history of Danville. Dave K. explains that if these items are covered under an umbrella policy, he can take the proper amount of time to conduct an actual inventory of Hawke Historical Society items before moving items into storage at the Town Hall.

Scott expresses concern that a blanket policy covers building the Town owns. The Town does not own the unit and therefore would need a separate policy with a dollar amount assessed for the value of the contents. Patty states that is the information the insurer asked for during their discussion. Dave K. notes the inventory list provided by

the Hawke Historical Society is about two-thirds accurate. There is more discussion regarding assessing the value of the items both while in the storage unit, as well as when they are eventually moved to the Town Hall. Dave K. will ask the Heritage Commission to help assess a value to the documents.

Dave K. notes before they move everything into Town Hall, they need to assess whether or not the storage areas will be sufficient. The Heritage Commission is currently assessing the volume of the collection, assessing moving the items that need preservation into proper archival storage material, and how much space is needed. Dave K. expresses confidence that the materials can fit in the second floor storage if the shelving is installed properly. Patty suggests protecting the storage areas with fire-rated sheetrock. Dave explains this would not address the additional needs of climate and humidity controls. He notes the archival storage provides this protection. Dave K. expresses the sentiment the Heritage Commission would like to use the money they received to build proper shelving and purchase the appropriate preservation materials, rather than purchase all kinds of locking shelves and cabinets. He reiterates he is only asking for the right side storage as a precaution if they need it. Sheila reminds the BOS of weight limits for the second floor. Dave K. responds the weight of the Hawke Historical Society collection would be offset by the removal of the three air-conditioners and old technology currently stored on the second floor. Patty remarks it may be time to do an electronic dumpster. The consensus of the discussion is that the weight issue is not really an issue at this time.

Dave K. summarizes by requesting a consensus to lock the storage rooms, have the proper shelving built, purchase appropriate archival storage material, and to do so utilizing the money given to the Heritage Commission by the Hawke Historical Society. Shawn asks if Dave K. will be overseeing this project. Dave K. notes that Carol Baird will be overseeing the project, but as the BOS representative appointed to the Heritage Commission, he will be very hands on throughout the process. Shawn motions to give Dave K. the authority to purchase materials for the project from the Heritage Fund. Seconded by Scott. Dave K. reassures the BOS he will notify the BOS at each meeting if there are any unexpectedly expensive expenditures. Vote is unanimous.

Review of Signature File contents: Shawn notes the Recycling budget has already expended 53.5% of the budgeted amount. Dave notes the Town is being billed \$2300-\$2500 a month, mostly for glass recycling. Originally, the Town was being paid \$300-\$700 a month for recycling. Sheila asks how much glass is being recycled. Both David C. and Dave K. respond approximately 6800 pounds. Scott notes that if the Town remains on this track, they will go approximately 10% over the budget. Patty reminds the BOS that several expenditures in that budget line were contracts that were paid in full at the beginning of the year, and will not be recurring expenses. Shawn explains he is looking at only the recycling budget. Scott asks what the expense of the bulk pick-up was and is informed that it was \$17,275.76. Shawn noted the bottom line budget expenditures are at 43.5%.

Sheila asks if the Casella contract is up this year. Scott responds the contract is not up, but the renewal is scheduled for this year, and prior BOS conversations had centered on the desire to put the contract out for bid and that Janet was going to address that issue after the bulk pick up with Casella's representative Brian. Patty informs Scott there is an updated template for the bid. Scott looks for consensus of the BOS to move forward now with the bid process.

Scott notes that Shawn had an earlier question regarding a request for abatement. Dave K. noted he had e-mailed Janet with the questions from the BOS and asked two follow-up questions and the responses were the new system should have taken care of the issue, and the owner should have known better at the time. Dave K. does not believe the request is worth fighting. Scott looks for a consensus from the BOS on the matter. Dave noted that the acceptance/rejection letter did not reflect the actual applicant's name, and that Janet would need to insert that. Otherwise, he was in agreement with the recommendation. After further review, he believes the BOS would have to override their own rules in order to disagree with the recommendation. There is a brief discussion regarding the income limits for abatements. Scotts asks the BOS to review the document and unless they disagree, to sign it.

Scott reads the Town Announcements listed below with one addition from Judi Cogswell, Dave K. and Sheila.

Prior to moving into Non-Public Session, Shawn stated that he wants Fred to attend a BOS meeting and explain how the situation to be discussed happened. He expresses his concerns regarding the removal of funds from Conservation and undoing an error. He also wants noted that since Fred has gone into the private sector; his ability to perform his duties for the Town as previously done has become diminished. Scott feels there are two separate issues: 1) if the BOS believes they should correct the error, they should sign the document and 2) if the BOS wants to speak to Fred, he should be asked to attend a BOS meeting. Patty notes that he had been in town on multiple occasions. Shawn states that Fred had complained earlier to him that he did not want to be tied up in court with the PSNH case. Shawn stated he wants more details of the issue than the small amount of notes provided to the BOS. Scott states that out of common courtesy, the BOS should contact the other person and let them know the BOS has questions and wants to review it with the assessor. Dave K. and Scott both express they do not have a problem with asking for more information.

III. Town Announcements

Open Committee Seats:

- ✚ Heritage Commission- 2 alternate positions
- ✚ Budget Committee- 1 opening

Recreation Committee

- ✚ **Senior Coffee Hour is Friday, June 28 at 10:00 in the Community Center**
- ✚ **Important Change** for July's Senior Coffee hour: it will be **SATURDAY**, July 20, at 10:00 in the Community Center
- ✚ Recreation Committee will be forming a sub-committee for Old Home Day. If interested please contact them at Recreation@townofdanville.org
- ✚ The next Old Home Day meeting with the Recreation Committee is Wednesday, July 17 at 7:00PM in the Town Hall.

Dave K. notes there will be an Open House at the Little Red Schoolhouse on Main St. on Sunday, July 14. Peter Meigs will be the featured speaker.

Sheila notes the Danville Lions Club will be hosting a Spaghetti Dinner on Saturday, June 22 from 4:00PM-6:00PM.

Scott motions to go into Non-Public session under NH RSA 91A:3-2A. Seconded by Sheila. Roll call vote:
Scott- yes, Shawn-yes, Sheila-yes, Dave K. - yes, David C. - yes.

Non-Public session beings at 8:55PM.

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

Respectfully Submitted
Deborah A. Christie

Motion to return to Public Session made by Dave seconded by Sheila

Roll Call Vote to return to public session:	Scott Borucki	yes	Motion: PASSED
	Shawn O'Neil	yes	
	Sheila Johannesen	yes	
	Dave Knight	yes	
	David Cogswell	yes	

Motion made to seal these minutes: If so, motion made by Dave seconded by Sheila

Roll Call Vote to seal minutes:	Scott Borucki	yes
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Shawn O'Neil	yes
Sheila Johannesen	yes
Dave Knight	yes
David Cogswell	yes

Motion: PASSED

Motion to adjourned – 10:15pm

These minutes recorded by: _____
Patricia Shogren, Town Administrator