

**This document is for informational purposes only.  
The original document may be obtained at the Town Hall.**

Town of Danville  
Board of Selectmen  
July 15, 2019  
7:00 PM

7:00 PM

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, Charlie Zilch, S.E.C.; Ad hoc Police Station Committee members: Carsten Springer, Chip Current, Chief Wade Parsons, Judi Cogswell

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**

No members of the public were present who wished to address the BOS, so Scott closed the Delegate Session

**II. Old/New Business**

Charlie Zilch was running late for the Police Station presentation. Dave K. asked if he could present the Heritage Commission updates.

**Heritage Commission:** Dave K. requested permission from the BOS to spend up to \$1500 for the purchase of cabinets and archival storage boxes for storage of the previously owned Hawke historical items. Scott confirmed with Dave K. these funds would come from the Heritage Fund. Sheila motions to accept Dave K.'s request. Shawn also asked if the funds were from the Heritage Fund. Dave K. confirmed these were the funds turned over and dedicated for this process from the Hawke Historical Society. Motion seconded by Dave K. Vote is unanimous.

Dave K. informed the BOS that Heritage Chair Jim Castine had officially resigned as Chair from the Heritage Commission and as a member of the Commission. He notes this now means there is a full membership opening on the Commission in addition to the two alternate openings. The Heritage Commission has elected Brenda Whitehouse as Chair; Vice Chair Carol Baird will be working closely with Ms. Whitehouse to bring her up to speed as Chair.

**New Police Station/Salt Shed:** Mr. Zilch arrives and provides multiple copies of the site maps to the BOS. He explains that on Friday eight (8) test pits were drilled on the site. As he expected, the area is till covered bedrock. The best pit was #5 near Hershey Road. This area will meet all requirements for septic construction, good water table, no ledge, etc. The current discussion is to place the new Police Station behind this area. Test pits #1 and #2 were drilled in the area of the proposed building with mixed results. Pit #1 went down 6-7 feet with no ledge. Pit #2, drilled mid-slope had ledge at 40". Pit #7 showed rock at 38", pit #8 showed rock at 52", but it cannot be determined at this time if this is a boulder or ledge. The last test pit was drilled over by the sand pile and containers, a possible site for the salt shed if it is not located by test pits #7 & 8. Mr. Zilch noted this area was relatively flat and would not require large-scale excavation, noting they could safely go down about 42". Mr. Zilch noted he was hoping for better depth around pits #7 & 8. He explains he would like to go back and explore several more areas, noting the site will need drainage and capture of storm water run-off. He suggested the Town find a smaller machine so that test pits can be drilled in some of the more difficult areas.

Dave K. agrees that test pits #1 & #3 certainly look good for the new police station, and the pit #5 looks good for the septic.

Mr. Zilch explains the second page of the plans shows the details of each test pit. These details include the soil profiles and logs the layers of each pit, as well as seasonal high water levels, observed water tables, ledge depths, and other pertinent factors. He notes that pit #2 demonstrates extremely firm soil from 18"-40"; everything else appeared to be well draining soil on top of ledge or no ledge. He also noted there appears to be no underground debris in any of the test pits.

Mr. Springer asks Mr. Zilch about the topography surrounding test pit #5. While on the site, he noticed there appears to be a natural ridge that may lend itself to the new station layout Chief Parsons had discussed; in particular the development of a separate road leading to the "public parking lot" section of the new station. He also noted a sharp corner that would need a loop in order for the Public Works trucks to turn around. Mr. Zilch reinforces his belief there are some decent areas to work with, but suggests leaving some money to address ledge extraction and boulder removal, as he does not believe the site can be developed without encountering both issues.

Scott expresses his opinion the update did not provide any unexpected information, but the test pits do affect where to build the new Police Station. Mr. Springer added that it also demonstrates the need to adjust the budget for ledge and boulder removal. Dave K. asked for the next step and Mr. Zilch deferred to Chief Parsons.

Chief Parsons updated the BOS that he, Mr. Springer and Mr. Zilch had met with Charter Bros to gather some general information regarding the new Police Station. They have agreed that the building needs to be approximately 3000 square feet with office space. Charter Bros has no direct experience with Police stations, but have been directly involved with other, more complex projects. They have indicated that they are interested in being part of the project. Costs will vary depending if the building is ultimately single story or two-story.

Mr. Springer informs the BOS that Charter Bros is willing to meet with them and discuss the stages of the project, develop some drawings and put some numbers together. Chief Parsons notes that Mr. Springer thought the numbers were a bit higher than they should be. Scott asked for an estimate and Mr. Springer felt it would be more productive if the BOS met with Charter Bros and got those numbers from them.

Mr. Springer goes on to explain there are different ways to manage a construction project. Charter Bros had been describing a more collaborative approach, assembling a team of people that would provide a seamless approach to the project. This would be different from going through the process with an architect, engineer, going out to bid, etc. and then finding issues along the way, paying for each vendor and issue individually. He notes that costs appear higher in the beginning of a collaborative project because the team is budgeting for issues in advance (e.g: ledge excavation, boulder removal, etc.) Charter Bros had given a rough estimate of \$200-\$350 per square foot for the entire project.

Scott noted that he had been unclear with his question and was actually looking for a cost of the building. Mr. Springer suggests if the BOS meet with Charter Bros in approximately four weeks, they would get a clearer picture of the cost of the building, as well as an explanation of those costs and the process.

Mr. Springer reviews his understanding the approved warrant article did not allow for expenditures beyond the \$12,000 until there was another town vote next year. Scott states this is the case. Dave K. agrees the BOS should talk to the Charter Bros. and review the next steps to move forward so the BOS can begin talking to the public about the process, options and costs. Mr. Springer suggests the BOS put forward a bonding proposal to take advantage of the low interest rates. Scott explains that with the tight labor market, big GC companies are 3-4 years out on projects and are turning work away.

Dave K. remarks there are other ways to get the money beyond bonding, referring to the BOS' previous discussions of using the loan process as a way of getting the money and earning interest on the unused portion as the project progresses. He notes this would allow the project to proceed step by step. He reiterates this could keep the project moving forward piecemeal while taking advantage of the low interest rates.

Scott acknowledges the warrant article budget is getting tight, but asks if the Charter Bros. could provide a conceptual drawing the BOS could present to the voters. Shawn notes the BOS has the right to use funds from the professional services account to move the drawings forward.

Mr. Springer states their meeting concluded with two agreements:

- 1) Charter Bros. has agreed to prepare a presentation of the timeline and phases, and costs of each phase for the BOS within four weeks.

Dave K. explains the costs of the each phase is important as it provides the option of taking the loan money out as needed to pay for each phase. He notes the BOS needs the data in order to make these financial decisions, and does not want to upset the public until they have all the data.

- 2) Charter Bros. will meet with the BOS in two weeks to answer their questions regarding the process.

Patty notes the next meeting is July 29, and the following meeting is August 12. Mr. Springer reiterates the importance of keeping the momentum moving forward.

Scott asks Mr. Zilch if it worthwhile to continue with the test pits. Mr. Zilch feels it might be better to hear what Charter Bros. has to say, particularly regarding the feasibility of the 2-story style the Committee had discussed including the first floor being constructed of masonry on at least three walls. Mr. Springer noted it was feasible, but there were certain costs associated with masonry construction, but the trade-off is lower maintenance costs. Shawn agrees, noting he would rather pay more up front for solid construction than run into a bonding situation every 20-30 years for maintenance.

Mr. Springer notes the test pits validate earlier discussions of moving the building northward towards Hershey Rd., noting that if they do run into bedrock, they can slide the building site forward. He also brought up the subject of the Salt Shed, noting that both the size and location are in flux. Patty asks if the EPA has any requirements for the construction, size, etc. of the shed. Mr. Zilch states he had just worked with Plaistow DPW on their shed and the only EPA requirement is that it must be covered. When asked, he noted their shed was approximately 40x40. There is a short discussion regarding the proposed size of the Salt Shed. David C. reminds everyone that Mr. Caillouette needs to be part of that discussion. Scott reiterates the need for all parties to work together to ensure that both the DPW and the Police needs are met. Mr. Springer also noted that he did bring up the idea of constructing a larger building then currently needed and leaving part of it unfinished for future growth with the Charter Bros.

Chief Parsons confirms with the BOS the schedule and purpose of the meetings with the Charter Bros.

**Fire Department:** Chief Woitkum was unable to attend the meeting, but forwarded a memo to the BOS citing the cost of the container previously discussed for \$3000. Patty also received a preliminary cost for the pad for the container for \$1500. Scott motions to authorize up to \$5500 for the purchase of the container and the concrete pad to install it on. Sheila asks where the container would be located. Patty explained it would be behind Town Hall on the side of the tanks. Dave K. confirms the money would be from the Facilities account. Motion is seconded by Dave K. Vote is unanimous.

Sheila asks about the electricity to firehouse #2, noting it is needed to open the garage doors. Shawn follows up regarding a conversation he had Kim Farah from the VIS in which he was told they planned to move the Schoolhouse to that site in September of this year and will need time to dismantle the firehouse. There is further discussion of the timeline for the installation of the containers. Patty will follow up with Dana Kimball on the concrete pad; the containers are usually delivered within a 2-3 day notice. Shawn was told only the FD boat is still in the firehouse, all other equipment has been removed or is in the boat to be removed with the boat. He notes the electricity needs to be disconnected at the pole. Scott states this needs to be done by Unutil. He notes the building is going to be dismantled anyways, so the Fire Dept. can remove the garage doors when removing the boat. Patty states that Kim should be discussing the urgency of this issue with Chief Woitkun. There is a brief discussion on communication channels. Scott calls the meeting back to order.

**Electric Update:** Dave K. updates Patty on the previous BOS discussion regarding electrical suppliers. He refers her to the minutes of July 1. He reiterated his opinion if the BOS receives a proposal for ALL costs that saves the town

money, the BOS would consider changing vendors. To his understanding, the proposal submitted only addressed variable costs. There is further discussion regarding the lack of demonstrable actual savings and the BOS' reluctance to change unless there is significant benefit for the town. Scott states that unless the vendor can provide a whole picture, the BOS will move on from that discussion. Patty will forward the BOS decision to the vendor.

**Minutes:** The BOS reviewed the public minutes for the July 1 meeting. Dave K. noted two corrections:

- ✚ Line #146: *Shawn motioned to authorize the Treasurer of the Conservation Commission to reimburse the Town the exact amount of the land use change tax abatement including interest.* Motion amended to read: the Town Treasurer shall reimburse the town.... Following this correction there is a brief discussion with Patty regarding the paper trail to ensure the funds are removed from the Conservation Commission fund and put into the Town's General Fund.
- ✚ Line #261: *Scott notes they have received that Trash contract and asks Janet if it will go out to bid shortly.* Corrected to read: Scott asks Janet about the trash RFP.

There being no more corrections, Dave K. motions to accept the minutes as amended. Seconded by Sheila. Vote is unanimous.

**Non-Public Minutes:** The BOS reviews the minutes for the non-public session of July 1. Dave K. motions to accept the minutes as presented. Seconded by Sheila. Vote is unanimous. A discussion regarding the sealing/unsealing of the minutes follows. Shawn motions to unseal the non-public minutes of July 1. Seconded by Scott. Roll call vote: Shawn- yes, Scott-yes, Sheila-yes, Dave K. - yes, David C. - yes. Patty asks if Shawn was at the meeting, his name did not appear on the attendance roll call. Dave K. confirms that he was at the meeting, but arrived late.

**ACO Van:** Sheila noted the van had recently been in the shop for brakes and an oil leak. She expressed concern 1) she had been using the van unaware of the issues and 2) she was not told the van would not be available for use when it went in to be repaired, and had left her equipment in the van. Sheila is informed the van is not a dedicated ACO van. It is a Town vehicle and is used as a utility vehicle, primarily by the Police Dept. Dave K. agrees that when the ACO needs the van, it should be made available ASAP. Sheila explains she would like to be able to leave her equipment in the van, noting it is her "office on wheels", but feels she cannot do that if it is being used for other purposes. She is concerned her equipment will be moved, lost or damaged. Scott suggests asking the Police Department to notify Patty if they are going to use the ACO van. Patty can then let Sheila know so that she can remove her equipment. After a short discussion, the consensus of the BOS is to follow Scott's suggestion. In addition, they ask Patty to ask Chief Parsons how often the Police Department uses the van.

Scott reads the town announcements as follows:

### III. Town Announcements

#### Open Committee Seats:

- ✚ Heritage Commission- 1 open position and 2 alternate position
- ✚ Budget Committee- 3 open positions
- ✚ Forestry- 1 open position

#### Recreation Committee

- ✚ Recreation Committee will be forming a sub-committee for Old Home Day. If interested please contact them at [Recreation@townofdanville.org](mailto:Recreation@townofdanville.org)

There being no further items to discuss. Scott motions to go into non-public session under RSA 91:A3: II-E. Seconded by Sheila. Roll call vote: Scott- yes, Shawn-yes, Sheila-yes, Dave K. - yes, David C.-yes.

Non-Public session begins at 8:17PM

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

Respectfully Submitted  
Deborah A. Christie