

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

Town of Danville  
Board of Selectmen  
March 28, 2016  
7:00 pm

Video-recorded

Selectmen Present: Chairman Shawn O'Neil, Vice-Chair Chris Giordano, Judi Cogswell, Kimberly Farah, Sheila Johannesen

Staff: Patricia Shogren – Administrator, Janet Denison – Land Use/Assessing, Paul Boyd – camera operator

Others present: Jack and Diane O'Neil, Beth and Bruce Caillouette, Stacie O'Connor, Michelle Cooper, Mary Ann DiStephano, Dave Cogswell, Carsten Springer, Halcyon Springer

Chairman O'Neil 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**

Beth Caillouette: Giordano made the motion, seconded by Farah, to authorize Chairman O'Neil to sign the request for blue trash bags for Earth Day cleanup for Beth Caillouette; motion passed.

Beth updated the Board on the activities currently in motion and the workshops she has attended in regard to the Seacoast Coalition meetings, the MS permit process, and the work currently being performed by CEI (Comprehensive Environmental Inc.) in response to a query from Farah.

Giordano made the motion, seconded by Johannesen, to authorize the Chair to sign the agreement to have CEI do the Annual Report for our stormwater reporting.

Carsten Springer: Carsten distributed a letter outlining an encounter he had with an employee and stated he wanted the Board to be aware of this issue, noting it was not the first confrontation he has had with the employee. He asked that the Board address this and he stated the individual was not allowed on his property or his mother's property (across the street) and he has made the Chief of Police aware of this.

**II. Rabies Clinics**

Johannesen was asked how the rabies clinic she scheduled would work. Johannesen stated that she received an email from the Town Clerk asking about a clinic and when she responded it would be on April 2 the Chief responded that the clinic was in conflict with rabies clinic already scheduled on the 17<sup>th</sup>. Johannesen stated that as the ACO she has always done the clinic and it was noted that the Police Association has sponsored the Town's Rabies clinic for the previous 4 – 5 years.

Johannesen stated that per her job description, the ACO is to manage the clinic and the proceeds are to be directed by the Board of Selectmen. She stated she does not report to anyone and she did not know what the percentage of the cost the proceeds would be or to whom they would go to because Edgefield charged \$12.00 per rabies shot and she did not know what they kept out of that money. She stated the vet would donate any proceeds to a cause of their choice. Michelle Cooper stated the Town's Rabies Clinic on the 17<sup>th</sup> was \$10.00 per shot and the vet charged \$6.00 and \$4.00 went to the Police Association who supported Movie Night in conjunction with the Recreation Committee. She stated that when she was assistant ACO that Johannesen always knew what percentage was kept by the vet per shot and what amount was being donated. She stated the vet kept 50% and the Johannesen's Rainbow Association received the other 50%.

It was agreed that there is a lack of communication between the police department and animal control and this needed to be rectified. It was decided that future clinics would be held in April and it would be coordinated before being published. The ACO's rabies clinic was scheduled without input from the Town Clerk and the Town Clerk is unable to attend the clinic on the 2<sup>nd</sup> and register dogs. Giordano stated that the clinic needs to be set up with the town before it is scheduled with a vet. He noted that Johannesen made it appear that the Edgefield vet can donate

the proceeds, or not, as he sees fit, which is in direct conflict with the job description she just read stating any proceeds are directed by the Board of Selectmen. Johannesen stated she spoke with NHMA (NH Municipal Association) and it was suggested a trust be set up for the proceeds. It was explained that the town does not raise or accept monies from the clinics but that the Police Association is not a town-related organization and they can raise funds then use them as they see fit. Johannesen suggested the funds go to the young woman who is raising funds to attend the leadership convention. It was stated that this type of support can set a precedent that opens up funds to anyone in town.

Mary Ann Distefano stated that if this is usually held under the umbrella of the police association and you [Johannesen] represent this town, why don't you just move on and work together for the benefit of the town. She asked why we just didn't run the clinic where we knew where the funds would go.

It was determined that the Board is charged with directing the funds. One clinic has no defined proceeds and where the Town Clerk cannot attend to register dogs. It was stated that the clinic on the 17<sup>th</sup> with defined proceeds and with the Town Clerk in attendance be the clinic this year. Johannesen stated she is running hers on the 2<sup>nd</sup>. Farah stated that she had no problem with two clinics but we should know where the money was going. She stated it was too late to cancel at this point though if later, she would scrap this one [April 2<sup>nd</sup> clinic].

Patty was asked to send a letter to Edgefield Veterinary Hospital and request the proceeds be given to the Danville Police Association. Johannesen was asked to have the details and specifics of costs before scheduling another clinic and to work with a vet that is giving the residents more of a cost savings like the clinic on the 17<sup>th</sup>. If this is the ACO job to manage the clinic, then she should manage it and have answers for costs, etc.

### III. Board Officer Nominations and Committee Appointments

### IV. Minutes/Signature File

Giordano made the motion, seconded by Johannesen, to authorize the chair to represent the Board in the small claims court case with K. Callahan; motion passed. Selectmen signed a letter to the court authorizing the chair; Patty notarized the Board's signatures. Selectmen signed a timber cut, intent to excavate, warrant 2016-6, an administrative abatement for the tax collector, and a solar panel exemption. Patty was asked to inform the public about the solar panel exemption

Selectman Farah made and Vice-Chair Giordano seconded a **motion to approve the February 29, 2016 non-public minutes as written**. Selectman Cogswell abstained. The motion passed.

Selectmen had a question about the March 14, 2016 public minutes and the review of these minutes was postponed until the next meeting.

### V. Old/new business

Selectmen discussed the work that Hampstead Consultants was doing and the need to complete a survey so the engineer could continue to outline a plan for the potential of a PD station addition to the Community Center. A survey would cost \$4000 to \$5000 to complete. Reviewing the floor plan showing the town offices relocated to the Center, made it evident that the Community Center would be no longer be available to the community due to the offices open during the day and the multiple evening meetings that need to be held each month. Farah noted our options for a PD were limited and the Board discussed the area where the Town Garage is currently located and the 599 Main Street property as potential remodels to house departments. Farah suggested we wait another year and our options may expand. She asked that Patty provide the Board with the needs of a town hall and that Chief Parsons do the same for a police station. It was decided not to move forward with plans for an addition to the CC at this time and Patty was asked to notify Hampstead Consultants of the hold on the project.

Selectmen discussed the contract received from Bruce Mayberry (BLM Planning) to conduct the Safety Impact Fee study for Danville. Giordano explained that completing the study did not necessarily mean the fee would be put in place. He stated that if and when needed, we would have the tools in place with a completed study and fee schedule.

Selectmen reviewed the video streaming proposal submitted by Barry Hantman for a service provided on the Town website. Giordano made the motion, seconded by Johannesen, to authorize Barry to negotiate the deal for the service Barry recommended on behalf of the Board; motion passed.

O'Neil stated he was working on the auditing RFP and had sent version 1 out and Patty was working on updating the numbers. He stated the board would look at this in two weeks at the next meeting.

Cogswell stated that a porta-pottie was ordered for Colby Pond with Pete's Sewer Service and that they would need access to the field. Patty said she would take care of it. Johannesen stated that the Snack Shack roof is in need of replacement. Cogswell stated that the Recreation Committee was discussing this repair with volunteers.

Selectmen held a lengthy discussion regarding trash pickup including what are and are not private roads, prescription [actual use for travel for at least 20 years prior to 1968], and the discontinuance of curb side trash pick up for private roads, the mobile home parks located on private roads, and if a warrant were needed to discontinue this service. O'Neil stated that the sale and altered use of the former Four Seasons, now Rock Rimmon Association, opens up a discussion regarding the town providing services since they have to have a site plan review and trash services can be discussed. He did not feel that a 'blanket' change should be done, changing all of the parks and/or private roads. He asked how the town can cease to pick up trash from businesses even though they have been including businesses in the town-wide trash pickup for years. O'Neil stated this will snowball and where does it stop?

Patty and Janet was asked to find out the town's liability, town roads by prescription, if a town warrant or Regulation is needed to discontinue trash services for certain areas, and to query the NRRA about these issues also.

Giordano stated that this occurred because previous boards did not enforce the regulations that were in place and the pick up of trash on private roads and businesses should never have started.

The board asked Patty to schedule a non-public to address Carsten's letter in two weeks.

At 9:53pm, Vice-chair Giordano made and Selectman Johannesen seconded a **motion to adjourn**. The motion **passed** unanimously.

Respectfully submitted,

Patricia Shogren  
Selectmen's Administrator