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Town of Danville  
Board of Selectmen  
Monday, October 9, 2023  
7:00 pm

Meeting is Video-Recorded

**Selectmen present:** Shawn O’Neil, Chairman; Annemarie Inman, Vice Chair; Joe Hester; Sheila Johannesen

**Others present:** Kimberly Burnham, Selectmen Administrator; James Seaver, Road Agent; Carol Baird; Stacie O’Connor

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**

James presented to the Board members a list of items to go to state auction. He said these are outdated items being stored at the town garage, things that are in the way. There is a fee to list items for auction and the town will keep the proceeds after the fee is paid. Sheila asked which fund the proceeds will go to and the answer was the general fund. It was agreed that Shawn would sign the letter to be forwarded regarding the auction.

#### **II. Agenda**

##### **Appreciation Coins**

Joe said the next step is picking a design. Samples were reviewed by the Board members. Shawn suggested that everyone may have different opinions on what the coin should look like. It was agreed that the sentiment of showing appreciation is good and supported. Joe said he can come up with a design and get quotes for discussion at the next meeting. It was suggested that Joe get opinions from others not necessarily on the Board of Selectmen.

##### **Recycling at Community Center**

Kim explained that the apparel impact recycling bin is being used so much that there’s a request to increase the size or add an additional bin. They’ve requested having two 4x4 bins at the Community Center. Shawn said he can support that but is concerned about the amount of space currently being used by one bin. Sheila said it’s in a parking space and there can be an issue during the winter when snow plowing needs to be done. Other placement areas were discussed. After a short discussion, Shawn suggested there may not be a good place for it in the parking lot and it may be that during a big storm, there is no access to it. The Board consensus was to support an increase in size for the bins and that the current placement is adequate.

##### **Snow Removal**

Shawn said that there needs to be a discussion of how to address snow removal at the Town Hall, Safety Complex, and Community Center. Kim has a quote from Auger that can be discussed later. It was mentioned that finding someone who will commit to come out every snow event will be difficult since snow removal will be required at random times. Getting additional quotes for this service will be nearly

impossible. Sheila asked if the library custodian was asked and it was confirmed that he declined the additional work. Shawn mentioned that the town had a resident family perform the task for years at a low cost and more as community support; it was a perk that they didn't realize how good it was until it wasn't there anymore. Shawn said the town hall staff could easily put out rock salt during business hours as necessary, but he does not support the town hall staff shoveling snow.

Sheila asked about someone from the fire or police department helping at the town hall. It was pointed out that they are emergency personnel and responding to calls is their priority. They can take care of their own building on their own time but should not be asked to shovel at other town buildings.

James Seaver was asked about the highway department, and he said no, they've taken care of this before but will not do so again. He suggested putting an ad out to see if someone wants this type of work. He said the issue will be if a weekend storm isn't shoveled immediately and turns to ice by Monday morning. Kim said she reached out to the high school and was told by the counselor that finding anyone to come out two hours before school starts to shovel will be nearly impossible.

Kim explained that the quote from Auger was per inch. At the town hall, with the front and side entrances, 2-3 inches would be \$95.00, and 4-5 inches is \$125.00. The Community Center quote states 2-3 inches would be \$115.00, and 4-5 inches is \$145.00. The number of people indicated for the work is not in the quote. Annemarie said it should be clarified if it is the total number of inches per event that will incur a charge or if there is a charge incurred for each time someone arrives to shovel. She gave the example of a driveway being plowed: the charge is for twelve inches total whether the twelve inches is removed all at once when the snowfall ends, or if the plow driver removes a few inches at a time while it snows, returning several times during the day.

There was a discussion about the preferred way to go about clearing the snow. Keeping up with the snowfall during the day during business hours is ideal. The first clean-up after an overnight event will need to be done before the doors open. This can be by location as business is scheduled. The priority will be the Town Hall, but Kim will have the event schedule for the Community Center, knowing when shoveling will need to be done at that location. An example was given that during a 15-hour storm, if there is nothing planned at the Community Center, clearing at the Town Hall will be the priority, then the Community Center can be cleared when the storm stops. Sheila suggested clearing snow more frequently at the Community Center if that building needs to be opened. It was agreed that is reasonable, and Joe said that if there is an emergency that requires opening the Community Center as a shelter, he will go there with a shovel and likely be accompanied by other residents willing to volunteer.

Shawn suggested that as a rule, there should be no maintenance after 7pm. If a committee is scheduled to meet that night, it can be decided by their respective chair whether to hold a meeting, with the knowledge there is no snow removal. Sheila pointed out that if a meeting is held and there is no snow removal, if someone attending the meeting falls due to snow, the town could be held liable. Shawn pointed out that individuals should be cognizant of being careful walking in snow. Shawn asked that the quotes be discussed at a later date.

### **III. Budgets**

#### **4184.01 Government Buildings**

A 5% COLA was added to the custodian services line. Kim said she wasn't sure why the assistant custodian line was added except that it could have been the snow removal service. Kim explained the kWh rate for electricity is a good price and the town has been working with a local oil company for heating fuel. The

town will get a slightly lower cost next year. Kim said we're locked into a contract with propane but do not have a contract for oil.

The town hall roof was discussed briefly. Three bids were obtained at the beginning of the year after a windstorm, but those bids will need to be redone. It is unclear when the entire roof was redone. A small portion of the roof was redone several years ago.

There is a small increase in the cost of supplies and the alarm system cost is level funded.

Shawn asked about heating oil costs. Kim said that as of September 1 this year, the town has locked in the price of \$3.099 per gallon. Other items listed in the budget are simply proposals right now. Sheila asked about getting bids for these items and she asked how the numbers for costs of repair and maintenance are derived. Kim said she spoke with a flooring company to get an estimate, and she spoke with the fire and police departments about sealing the parking lots. These numbers are not meant to be exact, and hopefully bids can be obtained that are lower than what is budgeted. The reality is that not all the maintenance hoped for will be done, so the emphasis was keeping the line level-funded. Annemarie stated the estimated costs are reasonable as discussed. Sheila asked about prioritizing the projects. Kim reiterated that she does not realistically expect to get all these projects done next year, but these need to be done soon and that's why they're listed.

Joe made and Annemarie seconded a **motion to approve Budget 4184.01 Government Buildings in the amount of \$82,923.00**. Shawn, Annemarie, and Joe voted in the affirmative. Sheila voted no. The motion passed.

#### **4194.02 Government Building Community Center**

Kim said she spoke with Kerry about the Community Center custodian salary. The actual amount spent on this line has not been put in the budget sheet yet. Kim said she will get this number this week. There is a 5% COLA increase in this line and in professional services. Electricity is contracted and combined with other town buildings. There was a short discussion of the building being used and the preparation required for it being used as an emergency shelter.

Kim said she has Auger spray the grass that grows in the cracks in the parking lot during the summer. She pointed out the alarm company does not distinguish between buildings regarding the cost. It is all in one bill. This cost is budgeted in the Government Buildings budget and is reflected in this budget as \$0.

Sheila said something was brought to her attention. She said in 2011 a citizen's petition was passed stating, "If the warrant article proposing the purchase of the Danville Fire Association Hall land and building passes, shall the Town vote to create a volunteer committee of five, appointed by the governing body to manage and oversee the facilities [sic]<sup>1</sup> including, but not limited to, the Operating Budget of this town property?" She said we shouldn't be paying anyone to oversee the building. Shawn stated the Fire Department used to pay people to oversee the building. Sheila reiterated that the town passed this article, therefore the town should not be paying someone to manage the building. Shawn stated the committee is comprised of volunteers and there is someone paid to coordinate the activities of the building.

Annemarie said there are two different things being discussed: the oversight of the center and the management of it, which is the day-to-day operation. Sheila said the warrant article states the town should not be paying someone to look after the building. Annemarie responded that just because the warrant article is written the way it is, the committee can still choose to have someone be paid to oversee

the daily management of the building, otherwise there would need to be someone on-call for the phone calls and scheduling. Annemarie stated it's the same principle as having office staff do the legwork for the Board of Selectmen. She said there are levels to getting functions done in a work environment. Joe said it makes sense to him that there is a committee to manage the building and they have one person to administer that. Sheila stated, according to the warrant article, the volunteer committee should be the ones getting the phone calls and managing the schedule. Annemarie reiterated that the Board of Selectmen does its function as voted upon by the community, but in order to do the day-to-day work, Kim is their backup in the office. Similarly, the Community Center Management Committee has delegated a person or persons to do the professional tasks as required.

There was a short discussion revising some of the proposed amounts within the budget, lowering the budget as originally presented.

Joe made and Annemarie seconded a **motion to approve Budget 4184.02 Government Building Community Center in the amount of \$54,052.00**. Shawn, Annemarie, and Joe voted in the affirmative. Sheila voted no. The motion **passed**.

#### **4191.30 Zoning Board of Adjustment**

All the lines were level funded. With no further discussion, Sheila made and Joe seconded a **motion to approve Budget 4191.30 Zoning Board of Adjustment in the amount of \$945.00**. The motion **passed** unanimously.

#### **4196.01 Property Liability Insurance**

Kim stated there is a 5% increase. Sheila made and Joe seconded a motion to approve **Budget 4196.01 Property Liability insurance in the amount of \$70,082.00**. The motion **passed** unanimously.

#### **4197.01 Advertising Regional Memberships**

Sheila made and Joe seconded the motion to approve **Budget 4197.01 Advertising Regional Memberships in the amount of \$4,055.00**. The motion **passed** unanimously.

#### **4199.01 Heritage Commission**

Joe said the comments in this proposed budget were very helpful. Kim clarified the numbering of the budget lines per Carol's inquiry. Carol explained that most lines in this budget are level funded from 2022. Two amounts in different lines have changed and one line is new. Postage has increased and a 5% COLA has been added to the clerk's payrate. The new item is a line for zoning ordinance legal notices. Carol said this may have been part of the budget years ago but was dropped due to not being used. However, this year there have been two applications to the Heritage Commission requiring legal notices being posted. She said it was a scramble finding the funds from other budget lines to cover the costs. The newspaper legal notice was about \$75.00 even when they kept the notices short. The abutter notices are less expensive with the new system at the post office but are still just over \$5.00 per abutter.

Shawn asked about the applicant paying the legal notice fees as is done in the Planning Board and Zoning Boards. Carol stated that is correct for a developer or commercial business. But with the Historic District Ordinance portion of the Zoning Ordinance being written long before the town forest designation, the cost of legal notices is paid by the Heritage Commission if the applicant is the town or a town resident. She said if the applicant is another town board, the money all comes from the same overall budget. Because the ordinance was written with the potential for future construction either by the town or a resident. It was decided to have those costs for abutter notices paid by outside developers. Carol

explained that with all that's happened since, it doesn't seem likely that there will be construction there and the two applications posted this year have been from other town committees, requiring the Heritage Commission to pay the legal notice costs. The two applications had not been anticipated, so it was not part of this year's budget, but it is statutory that the notices be sent.

Carol said budgets are difficult to judge because the number of applications cannot be predicted. She guesses this was a line item that was dropped years ago due to unuse. She said there are many abutters to Tuckertown Road and the second application had 218 abutters. The overall budget increase is \$307.00, with \$104.00 of that for the clerk's COLA.

Sheila made and Joe seconded a **motion to approve Budget 4199.01 Heritage Commission in the amount of \$3,097.00**. The motion **passed** unanimously.

Carol asked if someone will need to discuss the additional line to the Budget Committee. It was agreed there is a good explanation accompanying the spreadsheet.

Carol said she was asked by the Heritage Commission to speak with the Selectmen about any unused funds in their budget. She said their wish is, if by the end of the year there are unused funds, that money be preserved in their budget to be spent on a project they have planned. She explained that a target project they have had for a year and half is to record oral histories of people who have grown up here or who have lived here for a long time. She said they have a reasonable quote from someone who has worked with the Committee previously and he has a good working relationship with them. They got to a point where they didn't make any appointments with anyone because they didn't know if they could pay for it. She said they've always returned unused funds to the general fund, but she said there is a statute that allows funds to be appropriated and allowed to stay in the heritage fund. A copy of the RSA was given to each board member.

Carol further explained it's not really a revolving fund. She said there is a fund set up from money donated by the Meigs family that is only used for projects in their name. The balance of the other funds Carol guessed to be about \$1600.00 or \$1700.00. She asked that the Selectmen consider this request and offered to do any other research to answer additional questions. She reminded the Board that a request must be made to the Selectmen when it comes time withdraw funds to pay for the services done for the project they have in mind.

It was mentioned that the cost for each interview is set at \$30.00 and they have 20-25 people on the list for potential interviews. They are trying to speak with everyone they can before it's too late. Shawn stated he had no issue with this project. Carol asked if she or Kim should contact the DRA or the NHMA to see how the funds can be kept in the Heritage budget. Kim agreed to get the information and will bring it back to the Board.

Carol asked if some reflective tape can be put on the telephone pole at the driveway entrance on the church side of the parking lot. She said it is difficult to see the entrance, especially in bad weather. Kim was asked to let the Road Agent know about this request.

#### **IV. Minutes**

The minutes of October 2, 2023 were reviewed. The name on line 48 should read Parker Schuerman. Line 93 should be walking instead of working. The RSA mentioned on lines 129 and 134 should be RSA 231:59a. Lines 285-286 were clarified that the etching on the Veteran's Memorial has been finished. Sheila stated

that she wants to ensure that the email exchange between Annemarie and Matt Serge is attached to the minutes as stated.

Joe made and Annemarie seconded a **motion to approve the October 2, 2023 minutes as amended**. The motion **passed** unanimously.

**V. Announcements**

Monday, October 16: The Selectmen will meet at 7:00pm. The 4210 Public Safety budget is currently on the agenda to be discussed.

Saturday, October 21: Household Hazardous Waste collection will be in Atkinson, 78 Woodlock Park Lane, from 9am to noon. There is a flyer with more information on the town website.

Monday, October 23: The Selectmen will hold a Public Hearing to consider designating Tuckertown Road, or a portion thereof, an emergency lane, pursuant to RSA 231:59a. The meeting may be attended by a majority of the following committees/commissions: Forestry Committee, Heritage Commission

Friday, October 27: The Senior Coffee Hour at the Community Center will be held from 10am to noon.

The Board briefly discussed appointing Garret Coscia as the Assistant Emergency Management Director. Sheila made and Joe seconded the **motion to appoint Garret Coscia as the Assistant Emergency Management Director**. The motion **passed** unanimously.

Joe reminded everyone that the Trunk or Treat is scheduled for October 15 from 10am to 1pm, with a rain date of the 22<sup>nd</sup> at the Community Center.

With nothing more to discuss, the **meeting adjourned** at 8:10pm.

Respectfully submitted,  
Janet Denison

<sup>1</sup>The Warrant Article reads, “....to manage and oversee the activities including, but not limited to,....”