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Town of Danville  
Board of Selectmen  
Monday, January 29, 2024  
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:** Kim Burnham, Selectmen’s Administrator; James Seaver, Road Agent; Stacy O’Connor, Highway Department secretary; Dave Knight

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**

There was no one in the audience to address the Board.

**I. Agenda**

**Annual Report Selectmen’s Message**

Joe had written the message for inclusion in the 2023 Town Report. It was agreed it was well written and covered the major highlights of the year. Dennis made and Sheila seconded a **motion to move the Selectmen’s message forward as written**. The motion **passed** unanimously.

**Employee Policy Manual – PTO discussion**

Annemarie has been working on this. She explained the revisions she’s made to address some issues as the town moves toward the accrual basis of PTO. This addressed issues brought up by MRI, especially concerning the employee being able to see their total accrual each pay period. The Board discussed details of the proposed revisions. Annemarie asked about sending the revised copy to MRI for their perusal. It was agreed that the document should be approved tonight and if MRI has any other suggestions, the manual can be reviewed at a later date. Sheila made and Annemarie seconded a **motion to approve the Employee Policy Manual amendments as written**. The motion **passed** unanimously.

**Hazardous Waste Update**

Jimmy updated the Board on the details for the next collection to be hosted by Danville. The date is set as October 19<sup>th</sup>, 9am-12pm at the Community Center. The weekend has been blocked off on the town calendar and Chief Parsons has been contacted regarding traffic control. That will be discussed in more detail closer to October. The new fire chief will also be contacted when he or she is hired. Stacy, the Highway Department secretary, is waiting to hear from three other area towns before sending in paperwork.

**Police Department Sealed Bid Request**

Shawn asked about following the usual practice of opening bids during a regularly scheduled meeting. Chief Parsons has asked about the account the money will be deposited into. Shawn said he does not

believe money can be put directly into the Special Detail account. This may require a town vote in order to do so. Kim was asked to note this for next year's Warrant Articles discussion.

There was a short discussion of the funds. The Special Details fund is a revolving fund account. Money from special details goes into this, the officer is paid from it, and anything remaining is used to offset the purchase cost of vehicles. Nothing from taxpayers is put into this fund. Shawn said it would make sense to put the proceeds from the bid into this fund and a Warrant Article, if passed next year, will allow this. Right now, the proceeds from a bid go into Unanticipated Revenue. Dennis asked if funds can be retroactively moved if the Warrant Article passes in 2025. They cannot. It was agreed that the normal bid process will be followed.

Dennis pointed out RSA 31:95-h Revolving Funds and that this lists various funds in which deposits can be made, specifically that, "If a town establishes a revolving fund for any purposes listed in paragraph 1, it may deposit into the fund all or any part of the revenues from fees, charges, or other income derived from the activities or services supported by the fund, and any other revenues approved by the legislative body for deposit into the fund." He said he will review this RSA and any case law pertaining to this. Jimmy asked if this would apply to his department also. Sheila said it depends on the wording and how the fund was created. The consensus was that this would apply to all town departments.

### **Operating Budget**

Shawn explained the Selectmen approved \$4,773,046.00 for the operating budget. The Budget Committee approved \$4,707,002.00 for the operating budget. This is a difference of \$66,044.00 taken from several budgets. It was agreed that the amount approved by the Budget Committee is better than the default budget. Shawn made and Joe seconded a **motion to approve the amount of \$4,707,002.00 as recommended by the Board of Selectmen**. Shawn, Joe, Dennis, and Annemarie voted in favor; Sheila voted against. The motion **passed**.

### **I. Minutes**

The minutes of Monday, January 22, 2024, were reviewed. It was noted that a motion was made and seconded regarding releasing correspondence from town council.

Sheila made and Joe seconded a **motion to approve the Monday, January 22, 2024, minutes as written**. The motion **passed** unanimously.

Per the January 22 meeting, Shawn made and Sheila seconded a **motion to release the email trail for legal opinion for the warrant article submitted by the Board for the hand-count voting**. (Original motion was made by Dennis, seconded by Joe as follows: release the town counsel January 4, 2024 correspondence regarding the Danville Warrant Article). Annemarie asked if any redactions would be made, especially the private email address. It was agreed to not make any redactions. The motion **passed** unanimously.

The non-public minutes of Monday, January 22, 2024, were reviewed. Dennis said he had something to discuss regarding these minutes, and this will be done during the non-public meeting tonight.

Sheila made and Annemarie seconded a **motion to approve the non-public Monday, January 22, 2024, 8:40pm minutes as written**. The motion **passed** unanimously.

### **II. Old/New Business**

Dave Knight said he met several people at the Senior Coffee hour who asked about the purpose of the Deliberative Session. He asked Shawn to explain what that is. Shawn said there are two formats for conducting town business. One is to have the residents discuss everything in one meeting, with all decisions being final. The other method was introduced as Senate Bill 2, or SB2, with two meetings being held. The first town meeting is called the Deliberative Session and is a time for explanations, discussions, and debates, and then amendments can be made to proposed warrants. The budget is also discussed and opened for discussion and amendment. The second meeting is when ballots are cast by voters.

Dennis explained the importance of the Deliberative session and that it is the opportunity for each voting resident to be a part of the legislative body and shape the town. Dave said there are limits to what can be changed in the budget and said the Timberlane school budget is over \$89 million. He said that people can make a difference in a budget that has a great impact on their taxes. He explained that if people don't show up to the school deliberative, everyone is constrained by the outcome. Dave said there's been a \$30 million increase in less than five years to the school budget.

Shawn announced that a resident has donated \$2,000.00 for the new K9 unit. He said it would be good to have a specific fund set up for this. This can be another Warrant Article for 2024. It is expected that residents will like donating to the new K9 unit and it is best to donate money rather than food and treats to ensure a specific diet is maintained. Sheila made and Annemarie seconded a **motion for the Board of Selectmen to accept the donation as mentioned**. A thank you will be sent to the donor. Dennis referred to RSA 31:95-e which states, "Any town or village district at an annual meeting may adopt an article authorizing the board of selectmen...to accept gifts of personal property, other than money, which may be offered to the town or village district for any public purpose, and such authorization shall remain in effect until rescinded by a vote of town." David explained that the Board needed legislative approval to accept property, but this is not needed to accept money. The treasurer will be asked to set these funds aside to be spent for its intended purpose. The motion **passed** unanimously.

All those who worked last Tuesday were thanked. The newly appointed moderator stepped into the role seamlessly. Sheila said the state inspector thought the moderator had been in the role for years. It was agreed that he did a fantastic job, and it is hoped he puts his name on the ballot. Dennis said that the Town Clerk is amazing and knows the answer to every question.

## II. Announcements

Wednesday, January 24, 2024: Declaration of Candidacy begins this day and continues through Friday, February 2, 2024

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

Monday, February 5, 2024: Board of Selectmen meeting, 7pm at the Town Hall (Building Committee presentation)

Thursday, February 8, 2024: TRSD Deliberative Session, 40 Greenough Road, Plaistow, NH at 7pm (Timberlane Performing Arts Center or PAC)

Tuesday, February 27, 2024: Meet the Candidates night, 7pm at the Community Center

Tuesday, March 12, 2024: Town & School Election Session, 8am-8pm at the Community Center

Saturday, April 6, 2024: Rabies Clinic, 10am-12pm, Kimball Safety Complex

At 8:00pm, Sheila made and Annemarie seconded a **motion to go to a non-public session under RSA 91-A:3, II (b) & (c)**. A roll call vote was taken:

Shawn:	yes
Dennis:	yes
Sheila:	yes
Annemarie:	yes
Joe:	yes

The motion **passed** unanimously.

Shawn stated the public portion of the meeting was adjourned.

Respectfully submitted,  
Janet Denison