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Town of Danville  
Board of Selectmen  
September 24, 2018  
7:00 PM

7:00 PM

Meeting is Video-Recorded

Selectmen Present: Chairman Scott Borucki, Vice Chair Shawn O'Neil, Sheila Johannesen, David Knight,  
Absent: Judi Cogswell

Others Present: Patricia Shogren, Town Administrator; Members of the public: Beth Caillouette, Janet Denison

Scott 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

There were no public delegates wishing to speak. Scott moved on to the Stormwater Report

Storm water Report: Beth Caillouette presented the notice of intent for the MS-4 permitting phase for signature. Shawn motioned to have the Chair sign the report. Sheila seconded. Vote was unanimous

Beth commented that the Coalition was very helpful providing both training and guidance through the process. The signed permit will put them in compliance for Nov. 1. Dave asks if the BOS should be concerned about FEMA as discussed in an earlier conversation. Beth states they are meeting with FEMA on Friday morning Sept. 28 regarding the March 13-14 storms. Shawn comments there should be additional funds coming due to the snow storm and the expenses of holding the elections through the storm. Beth states that this particular time FEMA will also be covering regular snow removal in addition to the extra plowing, shoveling, and clearing of debris, something they normally do not cover.

**Assessing Bids:** Scott confirmed that all bids had been received. Patty confirmed there were four (4) bids. Scott opens the bids and the amounts are read.

✚ Contract Assessing Services, Fred Smith: 3 year bid

- 2019- \$24,000
- 2020- \$24,000
- 2021- \$ 27,000

Total bid for three (3) years- \$73,000

Patty notes that in 2021 Danville will undergo a complete re-assessment/re-evaluation process

This bid also had an option for years 2022 and 2023 for \$25,200

✚ Cross Country Appraisal Group:

- 2019- \$3000/mo= \$36,000
- 2020- \$3000/mo= \$36,000
- 2021- \$3000/mo= \$36,000

Total bid for three (3) years- \$108,000

✚ Avitar:

- 2019- \$44,084
- 2020- \$44,084
- 2021- \$44,084

Total Bid for three (3) years is \$132,252

✚ Corcorane Consulting Association- Rochester: Preliminary reading of bid was for \$30,000 or \$15.00/parcel

- 2019- \$48,480
- 2020- \$50,940

- 2021- \$52,740

Total bid for three (3) years- \$152,160

Janet will review all the bids and ensure that all specifications have been met and that the pricing packages are comparable. There was discussion among the BOS about the five-year re-evaluation process and aligning the bids to include those years. Sheila requested that copies of the bids be provided to each member of the BOS. Janet will place those copies in the selectmen's file cabinet for easy access to review.

## II. Signature File

Minutes: Corrected spelling of "Jervis" noted. Sheila motioned to accept the minutes as written. Seconded by Shawn. Vote was unanimous.

### Budget:

**#4411- Health & Mosquito:** Patty notes this budget has been level funded with the exception of the Health Officer stipend, which increased from \$826 to \$843 as part of the previously discussed COLA increase.

The BOS discusses the COLA increase, the timing of when it is determined, and settled on the previously discussed amount of 2.7%. Shawn motioned to set the Northeast CPI from BLS at a 2.7% COLA increase. Seconded by Sheila. Vote was unanimous.

Shawn motions to approve the level funded budget requests, and the Health Officer COLA increase for budget lines **4411- Health & Mosquito; 4319.4- Dam Dues; 4150.2- Auditing; 4723- Tan Interest, and 4290- Emergency Management** for \$8076. Seconded by Dave. Vote 3-yes. Because the vote includes Emergency Management, Shawn abstained.

### Budget Committee:

Scott asks and Patty confirms that she has written the proposed warrant article for eliminating the Budget Committee. Dave asks if anyone did not agree with the elimination of the Budget Committee. Sheila states that she is opposed to the elimination. She believes it is part of the checks and balances of the process. She questions what the actual benefit would be if it were eliminated. Dave responds that it would free up time and simplify the budget process. He further explains that a Budget Committee is useful when there are groups or departments with great amounts of power and control, but that hasn't happened in Danville. As a result, the Budget Committee is a duplication of the BOS budget process. In addition, because very few people will run for the Budget Committee, members of other committees have been asked to sit, adding more burdens on their time. He does not see that the Budget Committee adds value to the budget process. Sheila explains how the Budget Committee and BOS work in tandem in Hampstead. Scott asks how disagreements are resolved. Scott mentions that in the years he has watched BudCom meetings, very little – if any, changes are made to what the Selectmen have passed.

Shawn discusses how the deliberative session could actually be more effective if there were issues with how the budget was presented. He notes the residents would actually have more say in the budget process through the deliberative session. Dave agrees, remarking it would be no different from school budget discussions under SB2. Dave motioned to put the warrant: ***"To see if the Town will vote to rescind the provisions of RSA 32:14, Municipal Budget Committee adopted at the Town Meeting Vote in 1985."*** forward. Seconded by Shawn. Vote 3 -yes, Sheila- no.

Dave would like to review the purchasing policy with Patty. They will meet and work up changes to present to the BOS at the next meeting.

Scott requested a motion and vote to appoint Roger Denison to the ZBA. Shawn motioned to accept the appointment. Seconded by Sheila. Vote was unanimous.

Signature file completed with:

- ✚ Signing of the payment warrants
- ✚ Three (3) petition and pole licenses for PSNH for the replacement of a utility pole,
- ✚ LUCT (Land Use Change Tax) tax bill,
- ✚ Reappointment of Brian Lockard as Danville Health Officer
- ✚ Reimbursement request to the Treasurer from the Police Detail account,
- ✚ Authorization to cut a check to Timberlane for school impact fees as discussed and approved at the Sept. 10 BOS meeting.

### III. Old/New Business

Shawn informs the BOS of School Board resignations in Plaistow and Sandown and replacements/replacement process.

Scott requests an update on Mosquito control and results of West Nile and Triple E testing.

Patty states that 80% of the budget has been expended.

Dave states that he has received several pieces of feedback from the Senior Trip, that it went very well, and the members had a great time.

Dave asked if Patty had sent the letters to the Department Heads reminding them that employee reviews were due. She stated that had not been done yet. She said that reviews were supposed to be due on Sept.1, but with summer vacations and the budget process, she was considering pushing back the process back. She asked if the BOS found that acceptable. Dave suggested that the reviews be conducted at the end of the year and due in February. Sheila asked if there was a policy on this, Patty will check on the policy.

### IV. Town Announcements

Open Committee seats:

Forestry- 1 open position and 1 alternate

Heritage- 1 alternate

Trick or Treat will be celebrated on October 31, 2018 from 6:00-8:00 PM

Recreation Happenings:

✚ Trunk or Treat! Saturday, October 27 from 1:00PM-4:00PM. All ages are welcome. Contact the Town Hall or print a sign-up sheet from the Recreation FaceBook page or from the Town website under "Recreation"

✚ Craft and Vendor Fair- Saturday, November 10. The sign-up form is now available on the Town website and on the Recreation FaceBook page.

✚ Annual Senior Luncheon- Saturday, November 17 from 12:00PM-2:00PM. Contact Chris or Sue in the Town Clerk's Office to reserve your lunch.

✚ Annual Tree Lighting Party- Saturday, November 17 at 4:30PM. – PLEASE NOTE: this is one week earlier than it is usually held!

At 7:50pm Scott requested a non-public session under NH RSA 91: A-2E. Shawn motioned to go into a Non-Public Session as requested. Seconded by Sheila. Roll Call vote: Scott: yes, Shawn: yes, Sheila: yes, Judi: absent, Dave: yes

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

Respectfully Submitted

Deborah A. Christie

**At 8:08pm, Motion to return to Public Session** made by Sheila seconded by Shawn

<b>Roll Call Vote</b> to return to public session:	Scott Borucki	yes
	Shawn O'Neil	yes
	Sheila Johannesen	yes
	David Knight	yes

**Motion: PASSED**

**Motion made to seal these minutes?** If so, motion made by Sheila seconded by Shawn

<b>Roll Call Vote</b> to seal minutes:	Scott Borucki	yes
	Shawn O'Neil	yes
	Sheila Johannesen	yes
	David Knight	yes

**Motion: PASSED**

At 8:10 Dave made the motion, seconded by Sheila to adjourn; motion passed.

**Non-public minutes recorded by** Patricia Shogren