

Town of Danville  
Board of Selectmen  
November 05, 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, Judi Cogswell

Others Present: Patricia Shogren, Town Administrator; Members of the public: Bruce Caillouette, Highway Dept.; Beth Caillouette, Highway Dept/ Cemetery Trustee

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**

Scott asks if there are any delegates that need to speak before the BOS. There being none, the delegate portion of the meeting was closed.

### **II. Budget**

**Town Cemeteries:** Beth Caillouette presents the FY2019 #4195.10 Cemetery budget for \$23,150. This budget is \$10.00 less than last year. Ms. Caillouette notes that she has two deeds ready to be signed by the BOS. Shawn motioned to accept line #4195.10 for the amount \$23,150. Seconded by Sheila. Vote was unanimous.

Ms. Caillouette told the BOS that \$1000 would be used from the FY2018 budget to go toward the tree removal as previously discussed with the Historical Commission.

Judi questioned Ms. Caillouette on the end date of the grounds-keeping contract. Dave asked if the cemetery grounds keeping could be combined with the town landscaping contract. Patty explained that the contracts must be kept separate as the cemetery contract is managed by the Cemetery Board of Trustees.

✚ **#4195.10 Town Cemeteries- \$23,150**

**Household Hazardous Waste:** Beth presents the FY2019 #4323.20 Household Hazardous Waste Collection budget for \$20,000. Shawn notes that 2019 is Danville's turn to host the Fall Hazardous Waste Collection. Shawn explains among other duties as the host, Danville is responsible for applying for the grant to mitigate costs. However, the town must first budget for the **whole** amount. Patty mentioned that Danville did not get the grant the last cycle, with no reason or response from the grantor. Ms. Caillouette has already pulled the grant paperwork in an effort to ensure Danville will get the grant in 2019. The grant ranges from \$4,000-\$6,000. There is further discussion of the process. Danville hosts every five years. Other duties included bookkeeping, billing the other towns based on participation, and other overhead costs. Scott confirms with Ms. Caillouette that the costs would be substantially higher if Danville was to participate as a single town. Patty notes that Plaistow hosts the Spring Collection every year costing Danville approximately \$3000. The remaining five towns rotate hosting the Fall Collection. Ms. Caillouette stated that this fall they were over 425 cars in line, causing the line to be shut down at 12:00PM. Based on what she has heard, she is expecting the bill for Danville's participation to be much higher than usual. There was further discussion around the disposal of paint. Ms. Caillouette pointed out that each spring the Highway Dept. puts out a detailed handout that explains what and how to dispose of specific waste. Discussion moved to assessing both the final costs to Danville and the projected income from other towns. Consensus of the BOS is that Danville's costs could be expected to be in the \$10,000 range, and the expected income from the other four participating towns would be in the \$12,000 range.

Shawn motioned to accept line #4323.20 for \$20,000. Seconded by Judi. Vote was unanimous.

✚ **#4323.20 Home Hazardous Waste Collection- \$20,000**

**Parks and Recreation:** At Dave's request, the BOS quickly reviews the FY 2019 #4520.60 Parks and Recreation budget for \$9,000. This budget is level-funded. Ms. Caillouette states that Parks and Recreation are trying to keep things going the best they can. Shawn motioned to accept line #4520.60 for \$9,000. Seconded by Judi. Vote was unanimous.

✚ **#4520.60 Parks and Recreation- \$9,000**

**Winter:** Bruce Caillouette presented the FY2019 #4312.50 Winter budget for \$163,500. Dave asked if there would be any monies left over from the FY2018 budget. Mr. Caillouette stated that if there were, he would purchase the snow pusher for the backhoe. He currently still needs to purchase 300 tons of salt and there are still outstanding

bills for steel, etc. He did point out that he expects to receive approximately \$30,000 from FEMA for the Voting Day storms; however, he does not have a timetable for that payment. Sheila motioned to approve line #4312.50 for \$163,000. Seconded by Judi. Vote was unanimous.

✚ **#4312.50 Winter- \$163,500**

**Stormwater Management:** Bruce Caillouette presented the FY2019 #4312.30 Stormwater Management budget for \$17,500. Ms. Caillouette explained there are additional costs as part of the MS4 permitting requirement, including extra costs for the consultant and mandatory street sweeping of the parking lots at the Town Hall and Community Center. Those collections are then submitted for testing, also incurring more costs. Dave confirms with Ms. Caillouette the possibility of almost \$8,000 remaining in the FY2018 budget. She states she is working with CEI to finish a mapping process and hopes to encumber remaining funds to reduce the consultant line. However, she will not have a good idea of the budget standing much before the end of November. Scott states that he would like as much encumbered from this year's budget as possible, noting the BOS can reduce the budget line at the deliberative session in February. Sheila motioned to accept line #4312.30 for \$17,500. Seconded by Judi. Vote was unanimous.

✚ **#4312.30 Stormwater Management- \$17,500**

**Road Maintenance:** Bruce Caillouette presented the FY2019 #4312.20 Road Maintenance Budget for \$427,229. Mr. Caillouette began with a discussion of staffing issues. He has requested a salary increase for the Assistant Road Agent to align the salary for that position with other local towns. He has also requested the elimination of the two part-time positions to be replaced with one full-time position. Mr. Caillouette has been unable to fill the part-time positions and hopes that by offering one full-time position he will have an easier time recruiting someone.

After extensive discussion regarding the salary history and longevity of the Assistant Road Agent, Scott motioned to increase the Assistant Road Agent Salary to \$25.00 effective immediately. Monies to cover this increase already exist in the FY2018 budget due to the unfilled part-time positions. Seconded by Judi. Vote: 4 yes, Sheila abstained.

Further discussion of the Road Maintenance Budget continued. Sheila asked if there was a maintenance agreement on the new backhoe. There is none due to the expense of such an agreement and the fact that this is a lease/buy agreement. Dave explains a maintenance agreement would actually be on company-owned machinery until the end of the lease. There was further discussion over several lines. A correction was made to the education line and the small equipment fuel line was doubled due to being over-budget this year. There was further discussion among the BOS regarding the best approach to changing the configuration of the staffing. The consensus of the BOS was to leave the changes within the budget. Shawn motioned to accept #4312.20 as corrected to \$427,104. Seconded by Judi. Vote was unanimous. Mr. Caillouette informs the BOS that with the money received from the state this year he was able to do extensive paving and completed two (2) shim jobs, and he fully expects to be able to pave the two original sections of Walker Rd in 2019.

✚ **#4312.20 Road Maintenance- \$427,104**

**Library Budget (revisited):** Scott opened discussion on line #4550.10 Library budget. He expressed concern that while the Library Trustees stated that they were trying to bring staff salaries up to standards, no comps were produced to verify those standards. He also expressed concern that there appeared to be no performance evaluations demonstrating goals set and met, or any type of measurement used to qualify raises for exceptional job performance. Scott had examined the Police Dept. salaries that the Library Trustees referred to in their presentation. From 2016-2018 Police salary line increased 1.02%. The Library salary line increased 7.73% over the same time. Scott also pointed out that other departments made adjustments in their operating costs as well as restructuring their organizations, to help absorb some of those salary increases, something the Library Trustees made clear in their presentation they were not willing to do. Scott proposed the following changes to the Library Budget: Salary increases would reflect no more than the pre-approved COLA of 2.7%. This would reduce the Library Salary line from \$155,113 to **\$145,389**. It would reduce FICA costs from \$11,866 to **\$11,222**. The resulting bottom line change on the Library Budget is from \$261,867 to **\$251,399**. Judi comments that is still \$10,000 over the FY2018 budget. Scott points out the BOS have allotted a 15% increase in the cost of electricity. Patty also noted an increase in insurance costs. Judi motioned to accept #4550.10 as amended by the BOS to \$251,399. Seconded by Shawn. Vote: 4 yes, Sheila abstained.

### **III. Old/New Business**

Janet Denison presented the new laws regarding Veteran tax abatements to the BOS.

**SB341:** Veterans with 100% service related disability can receive tax credits from \$2001-\$4000. Danville currently has six (6) residents who qualify for this credit.

**SB503:** Veterans who have served and have an honorable discharge can receive tax credits from \$500-\$750. Veterans with 100% disability can receive these credits in addition to those credit received under SB341.

Danville currently has 179 veterans who qualify for this credit in addition to the six (6) residents with 100% disability.

**SB511:** Active duty Reserve and National Guard members can receive up to a \$500 tax credit while they are on active duty in a recognized combat zone. This bill is very complicated and while all members of the BOS recognize the good intentions of this bill, it creates a huge and confusing administrative impact. Currently there are no classes to provide clarification and instruction in administering this law. The BOS decides by consensus to wait and see how other towns address this law, and perhaps the development of training in administering this law.

Any changes to the Veteran's tax credits must be approved by the voters via Town Warrant. Patty will draft two (2) warrants for BOS approval. 1) Under SB341, Veterans with total disability will receive a credit of \$4000. 2) Under SB503, Veterans will receive an additional \$250 credit. (already receive \$500).

Dave informed the BOS that he asked Janet to research two subjects regarding the Planning Board. The first was issue was the possibility of instituting a growth ordinance. Under NHRSA, a growth ordinance can only be put in place unless the town can define the service limitation it is meant to address. In addition, the town must prove it is working to remedy that limitation.

The second request was regarding a new NHRSA that allows towns to provide tax credits to business for commercial development. Dave asked if the Planning Board and the town should consider offering tax credits to develop two lots on Rte.111. Perhaps those incentives could be used as a marketing tool to provide incentive to new business looking for location opportunities.

#### **IV. Signature File**

**Health Trust Authorization:** Shawn motioned to appoint Patty as the authorized person to access and manage the Health Trust Portal and Website. Seconded by Dave. Vote was unanimous.

**Minutes:** Dave motioned to accept the Public minutes as presented. Seconded by Judi. Vote was unanimous. Dave motioned to accept the Non-Public minutes as presented. Seconded by Judi. Vote was unanimous.

Scott followed up with Shawn on his previous discussion regarding changing the school voting date to the second Tuesday in April, due to the past two inclement elections. Shawn stated the School Board did not bring the subject up. This decision must be unanimous among all schools in the SAU as well as the School Board. There was further discussion around how such a change would affect other important deadlines. Scott suggests the matter be tabled until it is addressed by other members of the SAU. Patty will make some inquiries of the other schools' intentions.

Scott and Dave provided the BOS with updates and concerns regarding the Budget Committee. Scott began by reading an impassioned statement outlining the current cuts made by the Budget Committee to several departments and committees for the stated sole purpose of making "even numbers". No committee Chairs or Department Heads were present at this meeting to defend these cuts and these budgets were already level funded. Cuts made to the Planning Board budget amounted to 10% of their budget and will prohibit the purchase of necessary RSA updates to ensure the Board's actions comply with the current laws. This cut could lead to expensive lawsuits if the Planning Board is forced to use out-dated RSA's. Scott outlined several changes he felt the Budget Committee should consider before proceeding further. They included, among other items, 1) a focus on what the Town needs vs. making arbitrary cuts. 2) Department heads and Committee chairs should be invited to the meeting at which their budget is being discussed in order to have an opportunity to discuss and defend their budgets. 3) The Budget Committee should be meeting with Department heads and Committee chairs throughout the year in an effort to understand what they are doing and how these services directly impact their budgets and develop a better understanding of what the town needs. He urges the Budget Committee to develop a plan for addressing the town needs and exercising the discipline necessary to execute that plan. Scott continues by urging the Budget Committee to revisit the cuts they have already made, the reasons those cuts were made, and to invite the Department heads and Committee chairs to provide input.

Shawn expressed disappointment that long-term members of the Budget Committee who were well aware the Planning Board purchased these updates yearly, did not speak up during the cuts to that budget.

Dave expressed concern that while he did not see purposeful malice, he felt the Budget Committee was looking for ways to make an impact. He noted that all the cuts, except for the Planning Board came from the same two people. There was discussion of the lack of transparency regarding the use of outside information used by Chair George Manos in public discussion, without revealing the source of that information. Dave informed the BOS that the Treasurer's budget was also cut. However, the treasurer was there and agreed to the cuts. Dave asked that funding for mileage and training be restored to that budget. With the Treasurer's agreement, Dave voted approval for that

cut. He voted against all other budget cuts, as there was no representation from the departments and committees impacted by those cuts. Dave stated there was a commitment made at the meeting to notify each Department head and Committee Chair when their budget would be discussed and to set up a time, so each budget could be discussed individually. This agreement has not yet appeared in the minutes of the Budget Committee meeting. Dave expresses concern that differences between the BOS and the Budget Committee does not turn into an “us vs. them” situation. He recognizes there is a new chair that is inexperienced in the process. Dave again apologizes for mishandling the BOS proposed warrant to eliminate the Budget Committee. Scott clarifies that his apology is only on his (Dave’s) behalf and does not represent the BOS. Dave reassures the BOS that he is VERY clear when he is speaking for the BOS based on their directive and when he is speaking as an individual. In addition, he has not made a motion or second on any matter in an effort to demonstrate there is no interest in a “power grab”. Dave expresses concern that Budget Committee agreements to address town needs has NOT been reflected in their actions to date. Dave ends his discussion reminding the public there are currently two (2) openings on the Budget Committee and anyone interested is welcome to attend the Budget hearings.

Judi expressed confusion with information regarding the Recreation Dept. Mr. Manos stated he received from a previous BOS meeting. She reviewed records from several meetings and could not find any of that discussion. Dave stated he challenged Mr. Manos on the source of that information, asserting that when a source is used for public discussion, it should be identified.

Patty clarified with Dave the agreement with the Budget Committee, that all the Department heads and Committee chairs whose budgets have already been impacted will be invited to attend and defend their budgets. In the future, Department heads and Committee Chairs will be notified when their budgets would be discussed and given a specific time for that discussion. Patty stated she had received an e-mail from the Budget Committee requesting the Library Trustees and Fire Dept. attend the next meeting, but no time had been mentioned. Dave responded that was not what the agreement stated. Patty stated she had been receiving draft minutes from the Budget Committee but has not received any approved minutes.

There is discussion regarding the duties of the BOS representative on the Budget Committee. Dave mentioned that due to the turnover in the Chair position there is a delay in the completion of many duties. BOS reiterates its collective concerns how budget cuts are being handled and the lack of representation from departments and committees.

#### V. Town Announcements

Scott read the open positions in the town:

Open Committee seats:

Forestry- 1 open position and 1 alternate

Heritage- 1 alternate

Judi read the Community events

Recreation Happenings:

✚ Annual Senior Luncheon- Saturday, November 17 from 12:00PM-2:00PM. Please contact Chris or Sue in the Town Clerk’s Office if interested in attending

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

Dave asks Scott to add an agenda item to the November 19, 2018 BOS meeting. He would like to ask the Heritage Commission to provide an advisory role in assessing the value of creating a historical easement for the property at 599 Main St. The house on the property is on the National Register of Historic Buildings, but he would like to explore the value of a historic easement on the property itself. There is some concern regarding the future of the building without that easement.

Sheila asks to confirm when another member of the BOS will be available to relieve her at the polls on Tuesday. Dave has already confirmed to relieve Patty. Other BOS members will be available as quickly as possible after the end of their workday.

Sheila motioned to adjourn. Seconded by Shawn. Vote is unanimous. Meeting is adjourned at 9:20  
Minutes derived by video provided on the Town of Danville website.

Respectfully Submitted  
Deborah A. Christie