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Town of Danville
Board of Selectmen
Monday, October 26, 2020
7:00 PM

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Meeting is Video-Recorded

Selectmen Present: Shawn O'Neil, Chair; Steve Woitkun, Vice Chair; Sheila Johannesen, Dottie Billbrough, and Joshua Horns

Others Present: Kimberly Burnham, Selectmen Administrator; Gail Turilli, ZBA; Kevin St. James, Rockingham County Commissioner; Brian Groshon, Casella; David Allen, Casella; Dr. Kim Farah, Trustee of the Trust Funds; Kelly Beattie, Trustee of the Trust Funds; Kathy Beattie, Trustee of the Trust Funds; Bruce Caillouette, Road Agent

Shawn called the meeting to order at 7:00PM 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. Delegates

Shawn notes the request of Kevin St. James to address the BOS and states that that he will be first to do so.

Rockingham County Commissioners: Kevin St. James introduces himself to the BOS. He is the Town's representative Commissioner. He explains that Rockingham County includes thirty-six (36) towns and one (1) city. There are three Commissioners, each representing a certain "district". He represents seventeen (17) towns including Danville and the Seacoast. He also outlines the areas of representation for the other two Commissioners and explains the three-member board functions as the "Selectmen for Rockingham County". Mr. St. James explains the State representatives set the County budget, and it is up to the Commissioners to expend that budget. He also explains that the Commissioners are responsibly for seven service areas: 1) Long-term care facilities, under NH RSA, the county is responsible for the elderly; 2) Department of Corrections (County Jail); 3) County Attorney's office which prosecutes all felonies in Rockingham County; 4) Sheriff's office, including dispatch, the drug task force, SWAT, education, bench warrants, and transports; 5) Registrar of Deeds, and because Rockingham County has over 400 employees, there is a full 6) HR dept. and Finance Dept. at the complex in Brentwood and 7) Engineer and Maintenance Dept.

Mr. St. James explains the County Budget is July 1-June 30 and he was pleased to announce the County Commissioners had set the budget before COVID and lowered the FY2021 budget by \$1.4M. The operating budget was reduced by \$500,000 and the other \$900,000 savings were made up by the tax rate and unfunded balance. He notes that towns pay into Rockingham County based on the equalized value of property. Danville's equalization rate went down 3.26%, a savings of \$8000. He also notes that COVID also reduced their budget revenues, noting some closures, no new admissions to Long-term Care facilities and added expenses in those facilities. He explains there has been added income through the Registrar of Deeds office due to the amount of house sales and re-financing; and the Commissioners are hopeful that revenue will help balance the budget. Shawn notes the budget went from 49.4M to 50.2M and explains the price of equalization exceeded the increase in the actual budget. He notes this is all good news

Mr. St. James explains the second largest budget after Long-term care is "Categorical Assistance". If any resident in Rockingham goes into any nursing home, whether it be in Rockingham, a private home, or even out-of-state, under State law, Rockingham has to pay a portion of those costs. There is \$19M in that budget. The primary responsibility of the Commissioners is to care for the elderly. He notes they have outsourced the dietary department and saved \$500,000, and have started selling water to a new development of 107 bedrooms at the

Nursing home. This project is for domestic tap water only and charges \$1000 per hook-up. In addition, the water for all the houses is metered.

Mr. St. James also notes that Rockingham has begun medically assisted drug treatment programs at both the jail as well as a current outpatient treatment program. He notes that with this type of treatment, patients have a 76% chance to beat Opioid addiction. Rockingham County Jail is only the second jail in the country allowed to dispense methadone in-house. Shawn notes other innovative changes, including using biomass fuel to cut down on energy costs. Mr. St. James explains the county has just installed an electrostatic reciprocator on the biomass facility to produce clean air. It also allows the plant to generate electricity for revenue. Mr. St. James notes that Rockingham would also love to develop a solar field, but is waiting for the net metering issue to be resolved.

Dr. Farah asks if the County is involved in the class action lawsuit over Opioid addiction against Big Pharma. Mr. St. James explains that the County attorneys from all ten (10) counties in NH got together and hired attorneys to represent the counties in that lawsuit. They have put together the costs of the crisis from each county, but are not sure how the monies will be distributed. He explains that the Counties will see nothing of the awards to the Federal and State governments. He notes it is the counties that absorb most of these costs at their jails and prosecutors' offices and they are hoping to recoup some of those costs.

Road Agent: Shawn requests that Mr. Caillouette approach the BOS. Mr. Caillouette requests the discussion take place in a Non-Public session as it involves his job. Shawn states that it is a public issue and he will personally vote against a Non-Public session. Shawn asks the BOS if they wish to go into Non-Public to discuss the issue with Mr. Caillouette. Sheila confirms that he is looking for a motion. Dr. Farah notes a point of order stating that she "did not think elected officials were afforded that opportunity (of a Non-Public session)". Shawn responds that the BOS is not, but that does not extend to all elected officials. Joshua asks for clarification. Shawn explains the BOS cannot go into Non-Public to talk about any BOS member. Dr. Farah did not think that elected officials were afforded the same opportunities under NH RSA 91-A as non-elected officials. Shawn explains the RSA talks about the "governing body" and this position (Road Agent) is not part of the governing body. Joshua confirms that Dr. Farah is questioning whether the BOS does not have a right to go into Non-Public to discuss their issue with Mr. Caillouette. Shawn states that to the best of his knowledge, it is only the "governing body" (i.e.: the BOS) that cannot go into a Non-Public session for any of the reasons allowed for Non-Public session. Shawn explains that the BOS can agree to go into Non-Public with Mr. Caillouette, but he would need a motion to do that. Joshua motions to go into a Non-Public session to discuss Mr. Caillouette's issue. Second by Steve. Roll Call vote: Shawn- no, Steve- yes, Sheila- no, Dottie- no, Joshua- yes. The motion fails 2-yes, 3-no (2-3). Mr. Caillouette approaches the BOS and confirms that everyone has received his statement and *"that basically is all I have got to say, I guess."*

Shawn: *"The BOS is addressing the accident that occurred on Rte. 107 in Fremont NH on Tuesday, September 29, 2020."* He asks Mr. Caillouette to please explain to the BOS what happened.

Mr. Caillouette states that *"everything is in his written statement"*.

Shawn confirms that written statement is all he (Mr. Caillouette) wishes to say at this time.

Shawn: *"Are you aware that the BOS has repeatedly asked you to report any and all accidents to us?"*

Mr. Caillouette: *"Yes, I am."*

Shawn: *"And there were numerous verbal affirmations of that statement. There was also one followed up in writing sent to you (Mr. Caillouette) on September 24, 2019 by Ms. Shogren. It reads in part: The Board wants to remind you that you must notify the office immediately of an accident or 'near miss' so measures can be taken to avoid something from re-occurring. The incident should be considered a 'near miss' if corrective action was to be done to prevent the re-occurrence and should be included in the reports."*

Bruce states that he has no excuse for it.

Shawn: *"The spill was coming back from picking up one of our new dump trucks from the State. The acts of what happened was the hydraulics line had blown, 1/2 -3/4 of a mile is the distance of the spillage of the 3'-4' wide swath of hydraulic fluid. Mr. Caillouette had pulled over to the side, ascertained that he had to shut off the valve for the hydraulics and proceeded to drive back to the Town of Danville without notifying anybody of this Board or anybody of an Emergency Response to address such spillage. That act is still being investigated to the best of my knowledge and being pursued by the Fremont Police Dept. and that will take its own course wherever that should be. But I can say that the Town is feeling the ramifications of that because we are now undergoing a Dept. of Labor audit for safety. So I think it's all been dispensed up at the State and it's coming into the dendritic tentacles of the State oversight and we are going to be under a fine-toothed comb in the not-too-distant future, which the merits of that will live wherever they will live."*

Shawn addresses Mr. Caillouette: *"Do you understand the gravity of this, not reporting this to us and we have made this very clear multiple times of this to you?"*

Mr. Caillouette: *"Yes, I do."*

Shawn: *"So with that I am going to be recommending to this Board, and I will preface this: this is one of the most hardest decisions I had to make. In accordance with NH RSA Title 20 231:65, I move to remove Mr. Caillouette from his position as the elected Road Agent for the Town of Danville due to his admitted failure to immediately report to the Board a hydraulic oil spill accident that occurred on September 29, 2020; which is an intentional refusal to comply with the Selectmen's lawful instructions. That is going to be my motion to this Board."* Shawn's motion is seconded by Dottie. Shawn asks for comment from the BOS, there is none. Shawn asks Mr. Caillouette for comment.

**NH RSA: TITLE XX:
TRANSPORTATION-CHAPTER 231
CITIES, TOWNS AND VILLAGE DISTRICT HIGHWAYS
Repair of Highways by Towns Section
231:65**

231:65 Oath; Bond; Supervision. – Highway agents and expert highway agents shall be sworn to the faithful discharge of their duty, give bonds to the satisfaction of the selectmen for the faithful performance of the duties of the office, and be responsible to them for the expenditure of money and the discharge of their duties generally. The selectmen may supervise the methods and manner of performance of such agents. ***If any highway agent shall intentionally or deliberately refuse or neglect to comply with lawful instructions of the selectmen, or shall intentionally or deliberately refuse or neglect to carry out the duties prescribed by law for highway agents after written request by the selectmen, the selectmen may remove such agent from office. The selectmen shall file a copy of any such order of removal, under their hands, with the town clerk.***

Mr. Caillouette: *"Yes, I screwed up. My judgment at the time when it happened was persuaded not to do anything and I went with that, and then it was dropped. Not another word was spoken between Mark and I until about a week and a half later when I got a call from the Fremont Police Dept. Yes, it was my fault. I think Mark should have some ramifications as well, but I'm at the top of the chain so...that's where it lies. I know that I am the only elected official that is under the direction of the BOS. There are other elected officials that have been told to do and not do certain things, but that continues to happen without ramifications. Because of that, I am pleading my case not to. I believe I finally learned my lesson. Like I said, I know I did wrong and I guess that's it. The other one can keep doing what they're not supposed to do and still gets away with it. But like I said, I'm the only one that's under the direction of the BOS."*

Steve: *"I'll echo Shawn's statement, this is a very hard thing to do and if I knew I'd be sitting here tonight, I never would have run. I don't want to do this. What I am going to say to you, I don't know the legalities of it or whatever, but if you're coming up with evidence of other Town officials that are disobeying their superiors, personally I'd like to hear. We've had some sit-downs in the past couple of months; you and I have talked a couple of months and just with society, how it is today, liability wise. I had told you (Mr. Caillouette) you're the department head. I really, in the Fire Dept. next door, I don't care what any of the guys say, it's ultimately my decision, my responsibility, and I'd like to hear of these insinuations you're making to try to validate them, that they're not idle threats."*

Mr. Caillouette: *"I've been here at Selectmen's meetings when the public has told Sheila, different statements and going on calls not taking her van, taking her mother, and all that stuff, continues to keep happening, but that's the only one I'm alleging against. Everything has been done in public. Nothing that hasn't been done on the side. These allegations have been brought up and they continue to keep happening."*

Joshua: *"So I just get an understanding of exactly the situation of the accident. So we know that it's a hydraulic leak, returning back from Concord. It spanned 3/4 of a mile?"*

Mr. Caillouette: *"I guess, I never measured it."*

Shawn: *"It's 1/2 to 3/4 of a mile."*

Joshua: *"And the hydraulic oil went on the road?"*

Mr. Caillouette: *"Yes."*

Joshua: *"And approximately how much?"*

Mr. Caillouette: *"I have no idea."*

Shawn: *"Those tanks hold about fifty (50) gallons."* He asks Mr. Caillouette if that's fair to say.

Mr. Caillouette: *"That's fair to say, but I don't know how much came out. It could have been a gallon, 1/2 gallon, 2 gallons, 3 gallons, 4 gallons."*

Joshua: *"Did it look like the spray was a couple of inches?"*

Mr. Caillouette: *"No, it was about 4'-5' wide, but there's no way of telling how much was spilled."*

Joshua: *"You were obviously in a Town truck."*

Mr. Caillouette: *"Yes"*

Joshua: *"Under Town insurance."*

Mr. Caillouette: *"Yes."*

Joshua: *"And if anybody had gone down that strip on that side of the road, being a car or a motorcycle, they could have gone off that road. Is that fair to say?"*

Mr. Caillouette: *"Yes."*

Joshua: *"And how long was it like that before it was dusted or dried up?"*

Mr. Caillouette: *"I have no idea."*

Joshua: *"Okay, thank you, that's really all I've got."*

Shawn asks if there are any other questions. Joshua responds: *"I just want to say, I don't want to take this on either, but I don't ...I guess we should just take a vote."* Shawn asks for a roll call vote for the record.

Shawn- yes, Steve- yes, Sheila- yes, Dottie- yes, Joshua- yes. Roll call vote is unanimous (5 yes, 0 no). Motion to remove Mr. Caillouette as the elected Road Agent for the Town of Danville passes.

Shawn: *"Now that this motion has passed, Mr. Caillouette you are hereby removed from your position as the elected Road Agent for the Town of Danville. You have the right to appeal this decision to the Select board by filling out a written notice with the Town Administrator and the basis of your appeal for fifteen (15) calendar days. You will receive written notice of this decision. We will be generating that within the next twenty-four (24) hours. I am sorry that it had to come to this, but unfortunately this Board had to act and that's all we have on this."*

Mr. Caillouette: *"How much time do I have to remove my stuff from the Highway Garage?"*

Shawn: *"We will be reasonable. We know you have some stuff up there and we'll make accommodations to address all that stuff and we will work it out with us."*

Mr. Caillouette: *"I'm hoping to have it out by Friday."*

Shawn: *"Okay, thank you Bruce."*

Mr. Caillouette: *"I apologize to the public and it falls on me and good luck."*

Shawn: *"Thank you Bruce."*

Casella Bulk Pick-Up Update: Brian Groshon reviews the recent Bulk Pick-Up with the BOS. He reminds the BOS they did not have the Spring Bulk Pick-Up due to COVID, so this is the first Bulk Pick-Up since Fall 2019. For this Fall Bulk Pick-Up they had just under 700 registered for pick-up. He notes that all the numbers are not in, but the preliminary estimates are that 110-120 tons of material was picked up. The trucks were done around 1:00PM. Casella sent thirteen (13) trucks. Mr. Groshon notes that some residents who were not registered had material curbside. He was hopeful that this being the third time around with the program, this time people would understand how the program works. Casella did not collect anything that was not registered. Mr. Groshon states that he would like to improve on this, that he does not want to leave materials still sitting on the curb. He would like to discuss ways to avoid this issue the next time (they do Bulk Pick-Up). He notes the new members on the BOS and explains that earlier Bulk Pick-Ups collected 200 tons of materials. The registration process helped to control those costs, and the Town has seen significant success with about one-half of the amount of materials being pick-up, as well as less potential for abuse. He notes that he used to see out-of-state plates dropping materials off in front of residents' houses. Mr. Groshon notes that this time there was a residence that took over forty (40) minutes to pick up. Mr. Groshon notes that they are still seeing a significant volume of "non-bulky" items and remnants of household "projects", and they (Casella) just want to inform the BOS of what they see. He states that the Bulk Pick-Up is a "superior level of service that the BOS provides to the Town. But if the BOS is looking for ways to enact some control measures, Casella would like to continue the conversation regarding what he observed".

Shawn states that the BOS is open minded to new ideas and notes that "we've (the BOS) brought a lot of issues to ballot to let the Town have a say and it's overwhelmingly support....the Town wants this." Shawn notes his concern with the excessive amount of materials and that it is uncalled for. He states the BOS would want to address that issue and by-pass those stops. He notes the agreement outlines the size of the piles, and while he would not ask Casella to make those judgments, he suggests putting a member of the BOS on staff that the drivers could call with questions and the BOS member could go out there and assess the situation and bring the issue back to the BOS. He states that if the drivers are seeing large piles it is in violation of even the "spirit" of what Bulk Pick-Up is. Mr. Allen notes the Town has some successes to celebrate. The Town has reduced the material collected from 200 tons to 110 tons as well as out of town abuse without a giant effort. He feels that, with a little more focus, the Town could reduce that even further. Shawn agrees, but notes there could be a "point of diminishing returns" if the Townspeople become frustrated with the process. Sheila states that she feels the amount picked up was good considering everyone has been stuck at home for months. Mr. Groshon states that Casella is happy to provide the service and just notice things at the curb that they wanted to pass along to the BOS. He notes the sign-up sheet allows Casella to deploy their trucks efficiently. Shawn states it is a good update to have.

Casella Budget Update: Shawn states that Casella has provided their cost proposals and increases for the FY2021 budget and that the costs are in line with his expectations. He notes that the two Bulk Pick-Ups are currently budgeted for \$45,000 and Casella, based on the tonnage of the last bulk pick-up, is recommending they budget \$52,893 for FY2021. Mr. Allen notes that is the hardest cost for Casella to calculate.

Shawn asks about the recycling program. Mr. Groshon explains to the new members of the BOS that in 2017 China implemented new laws that changed the entire commodities market. Currently Casella is moving a lot of their recycling domestically, so it does have use, and while the value is not where they want it, it has improved. He states that this month the value has improved to an average of \$17/ton, noting that eighteen (18) months ago the value was -\$10/ton. He notes that in 2019, Casella invested \$10M in new equipment to improve the processes. Mr.

Groshon explains that Casella has to produce a better end product; the acceptable contamination rate has decreased from 3% to about ½%. He notes it is difficult to achieve that ratio with mechanical separation. They have had to slow the process and add laborers. He explains that in Boston, Casella has inserted a new piece of equipment that picks out newspapers as they have greater value, removing them from other mixed fibers which have low value. He also notes that COVID changed the variables, such as has the demand for cardboard. The situation is still volatile, but the values of the commodities have come up and the market is more stable now.

Shawn asks about glass recycling, noting it is the biggest weight component in recycling. Mr. Groshon explains there is no facility in New England that recycles crushed glass. He notes that in the recycling process all glass is crushed. However, there is construction around Boston that is using crushed glass as an “aggregate” in several construction materials. Glass is being used in landfills for road base and cover as well. So, while not being used to make new glass bottles, glass is still being utilized and reused in other ways. Joshua asks if the aluminum shortage is impacting the recycling economy. Mr. Allen explains that the values are changing rapidly in the last three months and they cannot predict prices. He does note that aluminum has the highest value of the recycled commodities, but there is still a lot to learn about the value of commodities. Mr. Groshon states there are a lot of “myths and truths about recycling, and Casella has created information packets to address these. They have provided this information to Gail as well as a discussion of where the markets are so the Town can see where their recycles are going. Shawn asks if the BOS could get updates more frequently. Mr. Allen agrees and adds the BOS to the mailing list of the group that does a comprehensive quarterly update. He explains the BOS will get more detail from this group and asks the BOS to send feedback back to Casella so they (Casella) can provide better information to their customers. Shawn notes it is costing the Town and Casella more for recycling, but that environmental and moral obligations keep the program going. Mr. Allen notes those decisions are best made with facts and reiterates that commodities are tough. He asks if the BOS is moving forward with the opportunity to roll the current contract over another year. Shawn confirms this. Mr. Allen will follow up with an acknowledgement letter.

II. Budgets

#4323.10- Waste Disposal & Recycling: Shawn states the budget has all the numbers, but he has not had a chance to review them and requests that the BOS table this budget for further review.

 **#4323.10- Waste Disposal & Recycling is tabled for further review.**

#4150.10- Trustees of the Trust Funds: Kelly and Kathy Beattie present the budget for #4150.10- Trustees of the Trust Funds for \$2966. Kathy Beattie explains this budget is level-funded and includes the 2% COLA increase. She explains that when Kelly Beattie took over as bookkeeper, she did not receive any training from Patty, and was told that if she (Kelly) had any questions to ask her mother (Kathy). Ms. Kathy notes that she has been helping Ms. Kelly with the spreadsheets and the budget. Dr. Farah states that as a Trustee over the past couple of years, Patty had explained everything to her. Ms. Kathy responds that when Patty turned over the books she was “ready to retire”. Shawn explains that Patty had tried “leaving everything in good hands” and notes the person the BOS hired to replace her left suddenly and that she (Patty) was “gracious enough to extend her working for the Town.” He notes that he knows Patty was under a lot of stress and while “not the best outcome for the Trustees, her focus was on ensuring the BOS was taken care of”. He could understand that training was probably not provided.

Shawn notes that now the Trustee members need to work as a team to “move forward.” He states that he is aware of issues such as expired Trust funds that need to be reviewed, funds that have expired beyond their “life durations”. The trustees need to ascertain what they need to do and how to correct these things and that could potentially involve petitioning courts or the State to resolve these issues. All of this needs to be transparent.


Dr. Farah states that she takes issue with Shawn’s statement and that Patty did not leave the Trustees of the Trust funds without anything. She states that she sat down with Patty before she (Patty) left and notes that she (Dr. Farah) was a Trustee when Patty was the bookkeeper. Ms. Kelly notes that Patty told her that Dr. Farah could help her. Dr. Farah states that Patty explained the Trust funds to her and she has all the documents. There is animated discussion among the three Trustees and Shawn. Shawn expresses concern that the Trustees cannot work

together, noting that he can clearly see the friction. There is more discussion. Sheila asks how often the Trustees are supposed to meet. Ms. Kathy states technically just once a year. Sheila suggests the Trustees get together more often. Ms. Kathy notes there was a ZOOM meeting earlier this summer and she used last year's budget to do the budget for FY2021. Joshua attempts to clarify if Ms. Kelly has all the information that she needs now. Ms. Kelly responds that she is working on it. Shawn suggests the Trustees put together a "road map of what accounts need to be addressed", and suggests the Trustees "divide and conquer" the various funds. He notes the Trustees need to sit down, work in one direction and "get stuff done." Dr. Farah states that the paid bookkeeper should be the one doing the work. Ms. Kathy notes the Trustees are technically a volunteer position. There is more discussion among the Trustees. Dr. Farah asks Ms. Kelly to take the lead setting up a meeting and she will attend and help them out as much as she can.

Dr. Farah informs the BOS that at the last School Board meeting, the auditors stated that in 2013 the Trustees did not make a payment that should have come out of a Capital Fund and that Danville probably needs to go back into the records. The amount of that payment should have been \$200,000. Shawn explains the Trustees will need to backtrack that. He asks the Trustees to meet with the BOS in thirty (30) days. There is more discussion regarding the documents, who has them, where they are, etc. and the process to resolve the issues.

Steve asks if the impact fees for new construction go to the Trustees. Ms. Kathy explains those fees go into the Town's escrow accounts. Steve explains that he was made aware there are impact fees for public safety and over the last fifteen (15) years he has not been aware of that. Steve asks if anyone knows the balance and how the money is divided. Ms. Kathy states that she can give him the balances. Steve reiterates he is interested in the public safety balance. Dr. Farah states she remembers a discussion several years ago but was unclear if the impact fees ultimately included public safety. He explains that he was at a Planning Board meeting last week and saw the paperwork that charged both school and public safety impact fees. Dr. Farah suggests checking the BOS files, noting there was a discussion five to six years ago regarding the impact fees. Shawn states he remembers the discussion but not the resolution. Steve and Dr. Farah discuss how long funds may have stayed in that account. Steve expresses concern with the public safety account due to the time limits of holding unspent fees, noting that after seven years they must be returned to the owner with interest.

Shawn requests a motion to approve the #4150.10 Trustees of the Trust Funds budget for \$2966. Steve makes that motion. Second by Dottie. Dr. Farah asks how much time the bookkeeper spends working for the Trustees. There is discussion regarding how much time is involved depending on the time of year. There is some discussion regarding how the stipend came about, what has changed with the transfer of the Timberlane accounts, etc. Shawn requests that Ms. Kelly keep track of her time until the Trustees get into a routine and all the pending issues are resolved, Shawn calls for a vote on the motion. Vote is unanimous (5-0).

 **#4150.10 Trustees of the Trust Funds is approved for \$2966.**

#4241.10- Building Inspector: Shawn presents the #4241.10 Building Inspector budget to the BOS for \$3500. He explains that when permits are issued, the fees include a schedule of different inspections. 75% of those funds go to the different inspectors. He notes that in previous years there were issues of inspectors being paid in advance for inspections and then leaving before completing those inspections. The BOS changed the process and now 100% of the permit fees are put into a Trust fund. The inspectors are paid from that fund only after a physical inspection has been completed. Sheila asks if this is only for the building inspectors. Shawn explains it is for all inspections. However, the Building inspector has "office hours" and is paid a stipend for holding those "office hours" and that is what this budget is for. Shawn continues to explain the inspection process. When the project is completed and all the inspections are done and paid; 25% of the permit fees remain in the Trust fund. The Town will issue a payment warrant for that 25%, which is then transferred into the Town's General Fund. Shawn notes the Building inspector's stipend includes the 2% approved COLA. There is discussion regarding line #bi390 that appears to reflect an additional \$400 stipend. Gail notes that she is unclear what that line is for and simply carried it from the previous year's budget. Shawn asks Kim to find out how the line was expended in FY2020, as he cannot make sense of why it is in the budget. He notes he is fine with the rest of the lines with the exception of #bi390. Shawn asks to table #4241.10 Building Inspector budget until that line can be explained.

 **#4241.10 Building Inspector is tabled for further review.**

#4316.10- Street Lighting: Kim has provided the BOS with #4316.10- Street Lighting budget for \$8500. She notes that she has additional information for the BOS. Shawn notes the FY2020 expenditures are already over the budget for FY2021 and there are still two more months in FY2020. He estimates the BOS should be budgeting at least \$800/month. Joshua asks if the increase is due to more lighting or simply a rate increase. Shawn explains the Town is billed a fixed rate for each light and for the technology on that light. Shawn states the Town has either 21 or 24 streetlights, noting the Town did a physical audit a few years ago. He asks Kim to contact NH Co-Op to get their rates for 2021 and any other information that the BOS can use for budgeting. Shawn notes that he expects that budget to increase to \$10,000. Sheila asks if the new light for the Salt Shed should be included in the budget. Shawn explains that will be on the building's meter. He suggests that when the BOS sees the new rates, it could lead to a discussion of upgrading the technology on all the streetlights and the return of investment if they do so. Shawn confirms the current expenditures of \$8539 includes October and notes that with only two months to go the budget would already be at \$10,000 for FY2020.

🚩 **#4316.10 –Street Lighting is tabled until more information is obtained.**

III. Old/New Business

Police Dept. Vehicle Purchase: Chief Parsons has submitted a proposal and request for approval for the purchase of a new vehicle to replace the 2008 F150 the Police Dept. currently owns. The proposed purchase would be made with funds from the Police Detail Revolving Account. The proposed vehicle is a 2021 Dodge Durango AWD. The base price is \$33,324 and the complete price after outfitting the vehicle for the Police Dept. is \$40,181.40. The Police Detail Revolving Account balance is \$53,484.31, more than enough to cover this purchase. There is a brief discussion of the difference between AWD and 4-wheel drive. Shawn notes that he has no problem with the request. Sheila motions to authorize Chief Parsons to pursue this purchase for \$40,181.40. Second by Dottie. Vote is unanimous (5-0).

Paid Time Off (PTO) Policy Update: The BOS has received an updated correction to the previously approved PTO policy change. The change is as follows: *"Employees who separate from employment for any reason mid-year will be paid for any unused, accrued, PTO"*. Steve motions to approve the change to the PTO policy for the Town as indicated. Second by Joshua. Vote is unanimous. (5-0).

Minutes: After many hours of work, the amended minutes for the September 9, 2020 for the BOS public meeting have been completed. Sheila motions to accept the minutes as amended. Second by Dottie. Vote is unanimous (5-0). Shawn thanks everyone who worked on resolving the audio issues with the minutes, noting there was a great amount of time involved.

The BOS reviews the minutes for the October 19, 2020 BOS public meeting. Sheila motions to accept the minutes as written. Second by Dottie. Vote is unanimous (5-0).

The BOS reviews the minutes for the October 19, 2020 BOS Non-Public session. They agree there are several amendments that need to be made. The BOS will make those corrections in tonight's Non-Public session.

GOFERR Grant: Sheila read the following statement into the minutes:

"I am pleased to announce that the GOFERR Grant (Governor's Office for Emergency Relief and Recovery) final round has been completed. Examples of requested monies that were submitted were PPE (Personal Protection Equipment), Fire Dept. trainings and PPE, increased welfare costs for food, shelter, and utilities, increased election costs, municipal building modifications including more frequent cleaning/disinfecting, and installations necessary for social distancing and public safety, etc. All eligible expenses had to be COVID-19 related.

I want to thank all the departments who worked hard to make this grant happen for our town.

🚩 The Total Grant Amount: \$106,622

🚩 The Amount of monies submitted and granted: \$52,395 (this includes \$9110.18 that was submitted today)

🚩 Amount of Monies remaining in the grant (unspent): \$54,226.21

🚩 Round #1- \$14,413.88- Received

🚩 Round #2- \$13,093.46- Received

🚦 *Round #3- \$15,778.27- Received*

🚦 *Round #4- \$9,110.18- Submitted on Oct. 26, 2020. This is the final round”.*

Dottie, Shawn, and Steve thanks Sheila for all her hard work getting these grant monies.

Shawn reads the Town Announcements listed below.

New Fire Truck: Steve states that the Fire Dept has taken the delivery of the new fire truck ordered in 2019. It will take approximately 2-3 weeks to finish outfitting the truck for service and then will be ready to respond to calls. Shawn notes it is nice to see modern things done for the Town with services for the community. He notes that while it was a long wait, it was worth it. Steve notes that he is happy that this truck is safe for his responders.

IV. Town Announcements

Calendar

🚦 November 2- BOS Meeting at 7:00 at the Town Hall

🚦 November 3- General Election 7:00AM-8:00PM at the Community Center

There being no further items to discuss, Shawn motions for a Non-Public session under NH RSA91-A 3: II (c) and (e). Second by Steve. Roll call vote: Shawn-yes, Steve-yes, Sheila-yes, Dottie-yes, Joshua-yes. Non-Public session is entered at 8:35PM.

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

Respectfully Submitted
Deborah A. Christie