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Town of Danville  
Board of Selectmen  
Monday, November 2, 2020  
7:00 PM

7:00 PM

Meeting is Video-Recorded

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

Others Present: Kimberly Burnham, Selectmen Administrator; John Hughes, Fire Ward; Robert Sharpe, Fire Ward;  
Corey Ward, Asst. Fire Chief; Ann Massoth, Library Director; Thomas Billbrough, Asst. Library Director; Ed Lang,  
Library Trustee.

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 asks if there are any members of the public not on the agenda who wish to address the BOS. No members  
of the public ask to speak.

**II. Budgets**

**#4220- Fire Dept-** Fire Chief Steve Woitkun presented the #4220 Fire Dept budget for \$404,255. He reminds the  
BOS that he had informed them at an earlier meeting of his intention to discuss pay parity for his Fire Dept Staff  
and notes that he had completed a wage study comparison to different depts. in Town, particularly focusing on the  
Police Dept, as they would be comparable as a public safety dept. He explains the comparisons are "apples to  
oranges" as the Police Dept is staffed as Town Employees and as such participate in the NH State Retirement  
system, receive Health Benefits, as well as all the Paid Time Off benefits. The Fire Dept is run as a hybrid dept using  
Part-Time (per diem) firefighters during the day and a Call Force at night. This system has allowed for no costs to  
the Town for NH State Retirement, Health Benefits, or any Paid Time Off. Chief Woitkun notes that currently the  
Town pays 28.43% into NH State Retirement for the Police Dept. In July 2021, the Town's contributions will  
increase to over 30% into the State Retirement system. Shawn notes his frustration with the State passing down  
those costs to be absorbed by the community.

Chief Woitkun provides a breakdown of the costs of the positions in the Police Dept. including their hourly rate,  
monthly pay, Town retirement and health care costs. Those costs are reflected as a monthly total and are broken  
out into a true hourly rate of pay with the complete benefit package. Chief Woitkun again reminds the BOS that  
the Fire Dept. staff does not cost the Town anything for the "extra benefits". He notes that he is not looking to  
equal the Police Dept. pay rate of \$67.00/hr., but is trying to "shadow" those hourly rates for his staff. He then  
passes out a proposed new pay scale for the Fire Dept that reflects all the positions and all the members. Chief  
Woitkun notes that in order to keep peace, he mirrored the per diem personnel rate of pay with the Call force  
positions. Shawn clarifies the definition of "per diem". Chief Woitkun explains these firefighters work 8:00AM-  
4:00PM, part-time and that most do not work more than 16 hours per week. This means that they do not work  
enough to fit on the Town Employee pay matrix to earn benefits such as the Health benefits and Paid Time Off. He  
emphasizes he wants to raise the salary rates to be competitive.

Chief Woitkun notes that several surrounding towns have moved to a full-time 24/7 Fire Dept. That would require  
at least two (2) firefighters per shift and cost approximately \$800,000. The Fire Dept. would still need to maintain  
the station, and still need to maintain a Call Force, as two (2) firefighters are not enough of a response to larger

calls. Chief Woitkun notes his salary proposal is to “keep the current personnel, as he wants to keep who he has as long as he can keep them, before making that step to a full-time dept.”

Shawn acknowledges that what Chief Woitkun has done over the years, this hybrid system, has prevented the Town from needing to go to a full-time dept. The Town has been lucky that many of the people on the Fire Dept are also full-time Firefighters on other Towns’ depts. and Danville benefits from that training without having to pay for it. Chief Woitkun provides an example of a recent staff member that is extremely well qualified and the Town cannot pay him for his level of training because the Town does not have a paramedic ambulance.

Chief Woitkun states that he believes the proposed salary increases provide a reasonable rate when compared to the Police Dept, Highway Dept, and the Library. He reminds the BOS that his dept are front-line workers who have answered every call through COVID, and that every one of his staff responds. Shawn notes he is aware that some communities are dealing with that issue of response to calls and that some 9-1-1 calls require a second tone-out to get a response. Chief Woitkun notes that is an issue he is trying to prevent. Shawn praises Chief Woitkun’s ability to use best practices to staff the Fire Dept and using his staffs’ talents to leverage benefits to the Town.

Chief Woitkun reviews other lines in the Fire Dept. Budget.

- ✚ **#fd290- Health & Wellness** has been increased due to COVID. Chief Woitkun explains that a recent staff member attended a training session and then tested positive for COVID. Fortunately the rest of the staff that attended have tested negative, and new procedures have been enacted to prevent a repeat issue. However, Chief Woitkun has assured his staff that the Fire Dept. would cover the costs of COVID testing, noting that some tests are not covered by insurance and that some staff does not have insurance.
- ✚ **#fd430- Apparatus Support**- this is for equipment needed for the Fire Trucks and Ambulance.
- ✚ **#fd561- Hazardous Material District Fee**- This fee is pre-determined by the District.
- ✚ **#fd681- Rescue Supplies**- Asst. Chief Corey Ward explains the costs of rescue supplies has increased, and with the increased requirements for COVID precautions, the current budget is very close to going over-budget.
- ✚ **#fd822- IT**- Asst. Chief Ward explains this pays for the annual maintenance contract for the Fire Dept. Software system and that the entire Fire Dept. is on this system. He also notes the Fire Dept. is looking at subscribing to a secondary Internet provider (ISP) for redundancy as their current access is inadequate and the vendor cannot provide additional access.

Shawn notes the Town uses both Comcast and Verizon to ensure back-ups and load sharing demand. He would recommend the Fire Dept use something similar. Fire Ward John Hughes notes there are new State requirements that all medical information has to be uploaded to the State at the end of every call and notes the importance of having access to the Internet to cover outages. Mr. Hughes notes the Fire Dept is being required to utilize more technology as it advances and the Fire Dept needs to keep up. He also notes that Wi-Fi access in the station is poor and the dept will be looking to upgrade that as well. Chief Woitkun explains that he has fought the requirement for Medical Recording, feeling that “it was redundant and a waste of effort as they have contracted services to provide that information”. The State is requiring that if an ambulance shows up, and there patient contact, they must complete the information online and submit it to the State. He notes the State threatened to pull the Town’s license for the ambulance if the Fire Dept is not in compliance. The Fire Dept has to comply, but this adds time to the calls and has resulted in issues with technology.

Shawn asks if the Part-Time (per diem) salaries on the matrix reflect an average hourly wage. Chief Woitkun explains that most of these staff members are from other departments and have their Firefighter 3 certifications with specialties. They all have to be EMTs, and most are EMTAs. The minimum requirement to work on the Fire Dept is Firefighter 1 and EMT certifications and the dept encourages additional training. Chief Woitkun explains that for years, the salaries were incentive based, and he is still trying to work that in for the Call Force. Currently, 80% of his dept are EMTAs, 100% are Firefighter 3, and only 20% are basic EMTs. Chief Woitkun also notes that he has a couple of paramedics on his staff, and they are not even on the pay scale because the Town does not have a paramedic ambulance. Mr. Hughes explains that shifts covered by “regular members” have longevity built in. Shawn confirms the average pay on the matrix is \$27.60; the individual salaries will differ once all these factors are

figured in. Chief Woitkun reminds the BOS that unused salary money is returned to the Town and that has happened every year for the last 15 years.

Both Chief Woitkun and Shawn state this is a “hard pill to swallow”. Shawn notes that it is also a fair pill and is long overdue. He reminds the BOS that the other alternative is to move to a full-time dept and staff and that will cost \$800,000. Chief Woitkun notes that he has been having a hard time filling his per diem shifts possibly due to COVID and has had to work numerous shifts himself. Some of his staff has come back, and he has a new member so he feels he should be able to continue with his per diem staff without going to a full-time Fire Dept. Shawn states that he agrees with the Fire Dept’s recommendations and that they are fair and well thought out. Shawn motions to approve the budget for #4220- Fire Dept. for a revised amount of \$447,206. Second by Sheila.

Dottie states that she spend many years on the Fire Dept as a volunteer and expresses concern for increasing the salaries by \$46,000, especially as the BOS had asked the Town Depts. to put aside 10% of their budget to cover expected budget shortfalls. She notes that she feels nothing has changed since that request in the Spring. Dottie suggests the BOS reduce the requested salary increase by one-half (1/2), stating that she is concerned with people paying their taxes. There is no response to her suggestion. Shawn calls the question. Vote is 2-yes, 1-no (Dottie) 1- abstention (Chief Woitkun (Steve). (2-1-1). Motion passes

🚩 **#4220- Fire Dept. budget is approved for a revised amount of \$447,206**

Sheila presents Chief Woitkun (Steve) with a pet-safety kit for the new Fire Truck. Chief Woitkun expresses his appreciation and notes that these kits do come in handy. Sheila reminds him that she will replace any kits that need replacing on the other trucks.

**#4550- Library:** Ann Massoth, Library Director presents the #4550.10 Library Budget for the adjusted amount of \$263,242. She provides the BOS with a supplement handout reflecting the increased costs from Health Trust that were not reflected in the Library’s original budget as the Library Trustees have not had an opportunity to vote on them. The original budget approved by the Library Trustees is for \$261,919 about 2% less than the FY2020 budget. She notes the Trustees were very mindful of the potential for state and local budget shortfalls and presented a “status quo” budget for Library services in FY2021. Ms. Massoth explains that when the Town asked departments to return as many funds to the General Fund as possible, the Trustees asked that she spend cautiously and the Library would return remaining funds at the end of 2020. Ms. Massoth states she estimates the Library will be able to return approximately \$20,000 (7% of FY2020 budget). However, she emphasizes that these “funds are only left over because of the unusual nature of the year.” She notes the Library will receive approximately \$4000 in CARES reimbursement; other funds will include money remaining in the personnel salaries due to reduced work hours, no vacations, no vacation coverage, etc. She also notes the Library has been running only one service desk and had no on-site programming. Ms. Massoth reminds the BOS that while the Library is returning these funds due to COVID, they will need these funds in order to provide Library services in FY2021.

Ms. Massoth reviews the various lines on the worksheet provided with the budget, again reminding the BOS that remaining funds in this line are due to not needing coverage and no professional development. Some of those lines of note are listed below:

- 🚩 **#4550.10- Administration & Staff salaries-** include Library Director, Asst. Director, two (2) Full-time staff, two (2) part time staff, a part-time custodian, and substitutes for coverage as needed.
- 🚩 **Community Service-** This is the line used for programming. There was no in-person programming in 2020, though they were able to offer a modified Summer Reading Program. Other programming costs normally include several museum passes.
- 🚩 **#341- Telephone-** Ms. Massoth notes the Library currently has three (3) lines and she is trying to eliminate two (2) of them. One is a dedicated fax line and the second is a line dedicated to the Safety Panel, which she hopes to replace with a radio signal. Shawn asks her to coordinate this process with the Town. He notes the Town will also need to evaluate their phone lines and go out to bid. The Town’s current vendor is BayRing.
- 🚩 **#342- Software Upgrades-** Upgrade services include eleven (11) computers, MS Office, Quicken, Norton Anti- Virus protection, etc. The Library only upgraded their virus program this year.

- ✚ **#343- Databases-** This line includes their Library system, EBSCO, Ancestry (which is also offering remote access through a consortium agreement.)
- ✚ **#360- Building Maintenance-** Ms. Massoth explains that funding for this line has been reduced because the Library will be submitting a Warrant Article to fund the Non-Capital Reserve fund that was approved last year. She notes this line was used this year to fix their AC compressor and completing all the required system maintenance, annual inspections, repairs to the parking lot, etc.
- ✚ **#410- Heat-** Ms. Massoth states that she needs the negotiated rate with the Town's heating vendor to update this budget line. They have budgeted for 2200 gals of oil for the 2020-2021 heating season. Shawn asks Kim to call the vendor and get the 2021 fuel rates.
- ✚ **#411- Electricity-** Ms. Massoth also asks for the Town rate to use for budgeting. Shawn explains that rates are set for each department using a complex formula based off "peak demand". The Library will need to call the utility company because they also have solar panels. There is a short discussion regarding "smart power management systems" to reduce that "peak demand" rate. Shawn notes that he would like to follow up with the Library later on this issue. Tom Billbrough, Asst. Library Director notes the solar rate is .14/KWH and the Library gets about 25% of their electricity from Unitil and the rest from Tesla. Shawn notes that he would also like to explore the economics of solar panels with the possibility of the Town going that route.

Ms. Massoth reviews other lines of the library, noting that all the conferences and workshops were cancelled, so they did not pay their professional dues. She notes the Library will be over-budget on the janitor supplies due to COVID requirements, but those costs will be also be reimbursed through the CARES Act. She thanks Sheila for all her help in that process. However, those costs will continue into 2021 and have been budgeted for.

- ✚ **#620- Office Supplies-** Ms. Massoth explains this line is also used to purchase book -processing supplies. The 2020 budget still has funds because the Library did not purchase materials during COVID. The remainder of these funds will be part of the monies returned to the Town.
- ✚ **Materials: Books, Magazines, and Periodicals.-** Ms. Massoth notes the increase in this line is due to the increase in the NH State Library E-book program Overdrive and the Library's participation in "Overdrive Advantage which allows the Library to put their own E-books on the Overdrive system for use by only the Danville Townspeople. The Library has seen a 53% increase in unique users and usage due to CVOID and would like to be able to continue to provide this service.
- ✚ **#740- Capital Equipment-** Ms Massoth notes this line has been used, but much of those expenses will also be reimbursed by the CARES Act. This will include a laptop purchased for virtual Story-times and Crafts, Safety equipment such as multiple touch less hand sanitizing stations, paper towels, soap dispensers, and the purchase of four (4) air purifiers. Funds from this line will also be used to purchase new hardware as the Library is currently trying to upgrade their ISP bandwidth for Internet access in the building. Mr.Billbrough notes the Library has the same "complimentary" service as the Fire Dept and the system becomes very slow when there are multiple users on the system. This makes it very difficult to access the Library system, which is on the same bandwidth. Mr. Billbrough notes the Library needs to find a supplemental system.

Sheila asks if the Library could access money in the Cable Franchise Fee account to address the Wi-Fi issues. Shawn explains the Library system is separate from the Town. He explains that past Library Trustees have not allowed any participation in the Town's cabling infrastructure to be able to provide access to videoed meetings, etc. Ms Massoth suggests that the Library have further conversation with the BOS on that issue.

Steve asks how long the Library was closed. Ms. Massoth states approximately eleven (11) weeks. Steve notes he thought it was longer. Ms. Massoth confirms the Library closed the second (2<sup>nd</sup>) Saturday in March and re-opened at the beginning of June. Steve asks if the Staff was paid during the closing. Ms. Massoth explains the Trustees had decided to pay the staff to work from home, noting they worked reduced hours. Steve asks why the custodian was paid during closure. Ms. Massoth explains that she went in to do administrative work and the janitor worked some to clean. Steve expresses concern that if the building is closed and there is no traffic, the building should not need cleaning.

Dottie asks Ms. Massoth about the Warrant Articles. There are two (2). One is to add funds to a Non-Capital Reserve Fund created through a 2020 Warrant Article and the second is an annual article to Expend Interest. Mr. Billbrough states he hopes to learn how to include that interest in the budget process so there would no longer need to be an annual Warrant Article. Sheila notes that its "kind of fun to see it on the ballot."

Ed Lang, Library Trustee, notes the Trustees did not add any COLA increase to their salary lines. Ms. Massoth explains that while the staff deserved the increase with all the creative modifications they developed to provide those Library services that they could; all staff also agreed that they did not want the budget to go overboard on anything and risk a chance of cuts to Library services. Sheila asks what the difference amount would be if the COLA was added into the budget. Mr. Billbrough, doing some quick math, states it would be about \$3200. Ms. Massoth notes the bottom line budget would be increased to \$266,408 with the COLA increases, but that is still less than FY2020 Library budget.


Shawn motions to approve the #4550 Library budget for the amended amount of \$263,242. This amount includes the proposed increase due to the Health Trust increased rates. Shawn notes he would also entertain adjustments made to the FY2021 heating budget, as there are funds remaining in that budget from FY2020. Shawn suggests the Library try to fill up the tank at the end of December to carry them over the 2020-2021 heating season as long as possible. After a long pause, there is no second.

Dottie checks the FY2019 expenditure for heat. Mr. Billbrough notes that he has budgeted for 2200 gals for several years. Dottie confirms that the Library spent a total of \$5140.96 on heat in FY2019. Dottie notes she did try to follow Shawn's suggestion to fill up the oil tank at the end of the year, but it could not always be done. Shawn asks Dottie how much was expended in FY2019 for electricity. Dottie notes that expenditure was \$4901.21.

Shawn states that he has no issues with the Library Warrant Article. He reminds the BOS that he has a motion on the floor without a second.

Sheila states that she would like to make a different motion and add the 2% COLA to the Salaries line. She motions to approve the #4550 Library budget for an amended amount of \$266,408. Second by Dottie. Vote is 2-yes (Dottie and Sheila), 2-no, (Shawn and Steve) with no abstentions (2-2-0). As a tie vote, the motion fails

Shawn suggests splitting the difference for an amended amount of \$264,900. Mr. Lang notes the Library Trustees will present their approved budget of \$263,242 to the Budget Committee, regardless of the amount approved by the BOS and that they (the Library) are comfortable with that. Sheila agrees to withdraw her failed motion. Shawn reintroduces his motion to approve the #4550 Library Budget for the amended amount of \$263,242. Second by Sheila. Vote is 3 yes, 1 no (Steve) with no abstentions. (3-1-0)

 **#4550- Library budget is approved for an amended amount of \$263,242.**

The BOS reviews the Library Warrants

***Article 2021-Colby Memorial Library Infrastructure and Facility Non-Capital Reserve Fund***

To see if the Town will vote to raise and appropriate the sum of Five Thousand Dollars (\$5,000.00) to go into this fund for the engineering, repair, and renovation of facilities and the upgrade of the Colby Memorial Library's infrastructure.

- Current amount in Non-Capital Reserve Fund: \$10,000
- Projects: replace carpet
- Goals: \$20,000. Fund a reserve account the library trustees can use in order to prepare for larger, uncommon infrastructure needs before they arise. This warrant article will also keep our operating budget down, as we will only have to budget for routine maintenance and not catastrophic issues.

Dottie motions to move this Warrant Article forward. Second by Sheila. Vote is 3-yes, 1-no (Steve) and no abstentions (3-1-0).

 **Article 2021- Colby Memorial Library Infrastructure and Facility Non-Capital Reserve Fund** for the amount of \$5000 will move forward.


**Article 2021-Colby Memorial Library Expend Interest**

To see if the Town will raise and appropriate the sum of Forty-One Dollars and Twenty-Seven cents (\$41.27) to purchase books and authorize the use of that amount of interest income earned from the library's TD Bank Checking account and to authorize the expenditure of those funds by the Library Trustees.

- Goals: Expend interest earned in checking account.

Dottie motions to move this Warrant Article forward. Second by Sheila.

Vote is 3 yes, 1 no (Steve) and no abstentions (3-1-0).

 **2021 Library Warrant Article: Colby Memorial Library Expend Interest**  
for the amount of \$41.27 will move forward.

**III. Old/New Business**

**Heat Quote Update:** The BOS has received a quote to address the heat system on the second floor of the Town Hall for a total of \$16,890. Shawn states he believes this must be due to a miscommunication as it reflects the costs for an entire new heating system. He notes the current heating system is intact and is working. The propane needs to be turned on and the system should be inspected and remedied as required. Shawn does agree there is a need for the installation of circulation fans to bring the heat down from the ceiling. He suggests that they have the HVAC contractor in to start the system, use the thermostat to turn the heat on when the second floor is going to be used, and install ceiling fans to move the heat around. He states he does not support the installation of a new heating system. Kim explains the HVAC contractor did come in and explained the issue is because the heating ducts are in the ceiling; the heat is rising and not getting to the floor. The quote he submitted was to address that issue. Steve asks who the vendor was for the quote. Kim notes it was Joyce Fitzpatrick. She also notes the existing system does "spark up" and does go on. Steve states that the Fire Dept has used Nadeau as their heating vendor and that he needs to call him to schedule the inspections for the Town Buildings. He will contact him and have him also look at the heating system on the second floor of the Town Hall. Kim states the system does turn on, but the ceiling is like 80', the floor is about 40', and there is obviously no residual heat going to the first floor. There is a short discussion regarding how that heating system should work. Kim notes that they cannot leave it on all the time, it would just need to be turned on when the Heritage Commission was scheduled to use the second floor.

**Highway Dept Update:** Shawn reviews the recent purchase the BOS made of two (2) NH DOT surplus dump/plow trucks to build up the Town's fleet of trucks. He quickly reviews previous issues of getting the trucks "home", and the resulting "drastic" changes the BOS has made to the Highway Dept. Shawn states that he had directed Mr. Roy to get the new trucks inspected and ready for the road and coming winter. The trucks were taken to Mahoney's in Brentwood. Mahoney's has provided written notice stating that the trucks will not pass inspection. Shawn notes that Mahoney's is highly respected and has done work for the Town for many years. They have recommended that the Town "junk" both trucks, as they are not worth the money needed to invest in them to repair. They have provided documentation to support that recommendation. Shawn states that he is greatly disappointed in what has transpired and that he feels the BOS has thrown \$24,000 of taxpayer money out the window.

The trucks are currently sitting behind Town Hall, as there is no room for them at the Highway Garage due to the Salt Shed construction. They will sit there until the BOS figures out the best way to handle the trucks, most probably at best as salvage money for the metal weight. There are no repercussions as the trucks were bought from NHDOT "as is". Shawn states the BOS made a bad decision and needs to learn from this mistake. He explains the Town currently has two (2) dump/plow trucks. Mr. Roy's truck that was just purchased *does* work, and there is the old Fire/Ambulance that has a plow. The two NHDOT trucks will not ever be added to the fleet and the BOS will need to find accommodations for them. Shawn states that he will not support spending any money on the NHDOT trucks.

Shawn publicly apologizes to the Townspeople. He states the Town has made a bad mistake and he apologizes for that mistake. He notes that he was greatly disturbed when he received the information, but does not feel his response falls within the rules of public decorum.

Dottie asks if the BOS could move forward with the old Fire Truck retrofit process with the encumbered funds. Shawn explains the BOS had stopped the retrofitting process when the person in charge had recommended the purchase of the NHDOT surplus trucks as a better solution to building up the Town's fleet. Shawn notes he was going to recommend to the BOS to restart moving the retrofitting process forward, noting it would at least give the Town a path to have another vehicle as part of the Town fleet for several more years. He also notes it will not be as costly because some funds have already been allocated for the retrofit. He reminds the BOS the retrofit process was delayed only because the alternate solution of purchasing the NHDOT surplus trucks was put forward as a better path. Obviously, it was not. Shawn states he talked to Mr. Roy and Mr. Roy recommended the Town begin the retrofitting project. Shawn agrees, and would like the BOS to move forward and have Mr. Roy bring the old fire truck to the vendor's facility and start the retrofitting process as originally planned. Sheila states she believes it is a good idea to move forward, understanding that it probably will not be ready for the 2020-2021 winter season. Shawn notes that the entire process had stopped once the BOS accepted the recommendation to purchase the NHDOT trucks; restarting that process includes ordering parts, etc. Shawn suggests the BOS use the encumbered funds to begin the process of retrofitting the old fire truck.

Steve suggests holding off on moving forward for a couple of weeks due to the transitions happening in the Highway Dept. He states he feels the BOS should let the new leaders make that decision. Shawn agrees, again noting the vehicle probably would not be ready for the 2020-2021 winter season. Shawn reminds the BOS they will need to make a decision before the end of the year to use the encumbered funds, Consensus of the BOS is to wait as Steve has suggested.

**Security Camera Update:** The BOS has received a proposal and quote from RMON for the installation of new security cameras. Shawn states that he would like to speak to "Tim" before discussing the quote. The proposal is tabled for further follow-up.

**Auditor Update:** The BOS has received the draft audit letter from Melanson & Heath. As they review the letter, Steve states there is a statement on page #3 that is a falsehood. He notes the issue was brought to the Fire Wards earlier and they made it a point to approve a wage matrix for the Fire Dept. Steve states the Patty Hess was adamant about completing the paperwork and each employee had to sign a wage form for their wages and the Fire Wards approved them. He notes there is written proof this issue was addressed. Steve would like to address Melanson & Heath regarding this issue.

Shawn explains the BOS will need to give Patti Sarcione a response to forward to Melanson with regards to any issues the BOS has with the report. He explains the final report is generated with Melanson's points and the Town's responses. Shawn notes the Town's corrective action would make the process better, including expanding on account details to address their (Melanson's) comments. Shawn notes there are several items requiring comments and the BOS will need to get to work on those responses. However, right now the BOS needs time to fully review the report.

**Equalization/Re-evaluation Update:** Shawn reviews a document submitted by Fred Smith, the Town Assessor that outlines the equalization studies and ratios as preparation for next year's re-evaluation. The document shows the different metrics used (e.g.: single family homes, manufactured housing, equalization ratios high, low, and average for these different properties and how much they are relative to fair market value.) Shawn explains this is a snapshot in time. The document needs to be signed by the BOS and submitted to the DRA (Dept of Revenue Administration).

**Auditor RFP Update:** Shawn asks for the status of updating the Auditor RFP. He had asked that Joshua and Dottie work on the document. Dottie explains that she and Joshua have both been working on it, but separately. She notes that Joshua had questions for Chris, but was not aware of where he was in that process.

**Minutes:** The BOS review the minutes for the October 26, 2020 public BOS meeting. Shawn notes a typo on line #118: "u,s" should be corrected to "us". Shawn motions to accept the minutes for the October 26, 2020 BOS public meeting as amended. Second by Sheila. Vote is unanimous (4-0).



The BOS reviews the minutes for the October 26, 2020 Non-Public BOS session. Steve notes the reason for entering Non-Public should be under NH RSA 91-A 3: II (e) not (c) as recorded. Steve motions to approve the October 26, 2020 BOS Non-Public Minutes as corrected. Second by Sheila. Vote is unanimous (4-0).

**Request for Reconsideration of a Vote:** Steve states that he would like to bring up the Fire Dept budget vote for reconsideration so that he could vote on that budget and not abstain. He states he feels there is a Conflict of Interest on the Library budget vote as Dottie is the past Library Director and her son is the current Asst. Library Director. He notes she voted on all the Library budgets. Steve states he would like the opportunity to vote on the Fire Dept budget. Shawn states that he understands that Steve feels the other BOS members do not abstain when it is appropriate.



Dottie states that she does not benefit from her son's income from the Library, so she did not see any reason to recuse herself. Sheila states that she her "little book" with her and agrees that no one has to recuse themselves unless there is a direct financial benefit; she also notes that she understands both sides.

Shawn states that he understands the point that Steve is making, but notes the difference between Steve as a Town Employee; and Dottie, who is no longer directly benefiting from being a Town Employee, but is related to a Town Employee. Shawn notes this is a "very gray line". He explains he understand Steve's frustration. Steve agrees to drop the request for reconsideration of the Fire Dept budget vote. Shawn notes that he (Steve) has made his point.

**GOFERR Grant Update:** Sheila received information that changes were made to the grant expanding on what could be reimbursed. She re-submitted the Round #4 reimbursement request to reflect those changes and the Town will now be reimbursed the remaining \$54, 226.21 left in the grant. This means the Town will receive the total grant amount of \$106,622!

#### **IV. Town Announcements**

##### **Calendar;**

-  **November 9,** Town Hall will be closed in observation of Veteran's Day. There will be no Board of Selectmen's meeting that night.
-  **November 16-** Board of Selectmen's Meeting @ 7:00PM at the Town Hall

There being no further items to discuss, Shawn requests and motions for a Non-Public meeting under NH RSA 91-A 3:II(c). Second by Dottie. Roll Call Vote: Shawn-yes, Steve-yes, Sheila- yes, Dottie-yes. Non-Public session is entered at 8:48PM.

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

Respectfully Submitted  
Deborah A. Christie