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Town of Danville
Board of Selectmen
Monday, December 21, 2020
7:00 PM

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Meeting is Video-Recorded

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

Others Present: Kimberly Burnham, Selectmen Administrator;

Sheila, as Acting Chair, 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

Sheila notes there are no members of the public present and closed the Delegate session.

Default Budget and COLA: Sheila explains that the BOS usually discuss including the BOS approved COLA increases into the Default Budget. She reminds the BOS that they had approved a COLA increase of 2%. Dottie motions to put the 2% COLA into the Default Budget. Second by Joshua. Vote is unanimous (3-0).

Rockrimmon Co-op Grant Request: The BOS has received an e-mail request regarding application for a Community Development Block Grant (CDBG) for Rockrimmon Co-op. Kim explains she had a discussion with Donna, the consultant from the Government Block Grant who is working with the Rockrimmon Co-op. Donna noted that Danville had new BOS members, new staff, and possibly no time to complete the grant application. Rockrimmon is approved for a loan, but needs someone to apply for the grant. Donna explained to Kim that if the Town did not have enough time to apply for the CDBG they (the Town) could give her (Donna) permission to reach out to Rockingham County and have them prepare the grant on behalf of Rockrimmon Co-op.

Dottie asks what the liability to the Town is. Kim states there is no liability to the Town. Joshua asks if the grant is for infrastructure. Kim confirms it is for septic and a water tank. Joshua asks if there are any requirements for the grant, any obligations to the Town. Kim explains the Town is supposed to apply for the CDBG, but because Rockrimmon has already been approved for their loan, the BOS has not gotten back to Donna with any solid information. Kim reminds the BOS the subject was discussed back in September, but at that time, Donna was not available because she was "engrossed in the COVID-19 grants." Donna is now reaching back out to the BOS. If the Town does not have time, with BOS approval, Kim can transfer the request to Rockingham County.

Joshua states that he thought he remembered talking about the issues as a COVID reimbursement and the discussion was if it would apply because the project really was not a cost for COVID. Dottie explains this issue was a different discussion. Joshua seeks clarification of how the grant and loan would work. Kim explains that while Rockrimmon is approved for a loan for the total amount of the project, the Co-op cannot actually afford the full loan payment. The CDBG grant would lower the amount of the loan. Joshua again confirms with Kim that there are no obligations to the Town. Kim notes that she asked Donna to come talk to the BOS and refers them to Donna's e-mail. The Rockrimmon project is estimated to cost approximately \$750,000, but because the Co-op is for low to moderate - income residents, a loan payment of that amount would be a financial hardship. Kim reiterates that to the best of her knowledge the Town has no liability issues.

Joshua expresses his concern that when the Town gets the grant there are stipulations such as changing zoning, etc. and “that is the type of thing he is concerned with.” Kim explains the BOS would not know until the draft of the grant is prepared by Rockingham County, if they are willing to do that. She reiterates that she asked Donna if there was any liability to the Town and that Donna had said “no”. Kim states she understands Joshua’s concerns if the Town got the grant and then had to take ownership and make payments accordingly.

Dottie notes it would be good if Rockingham County were willing to take on the grant application, noting the Town does not have the time. Kim suggests asking Rockingham County to apply for and prepare the grant. Joshua clarifies that the BOS is being asked to vote on asking Rockingham County to prepare the grant. Kim clarifies the BOS has to agree to allow the CDBG request to come from Rockingham County and not from the Town. Joshua agrees that it sounds good if the BOS does not feel it has time to get involved in the grant process. He asks for the time frame of the grant. Kim notes it is due at the end of January. Kim again explains that Donna needs a vote from the BOS for authority to go to Rockingham County to have them draft the CDBG grant by the end of January.

Sheila expresses concern with the details of the Town’s role as outlined in the e-mail. Kim explains the grant would pay for the costs involved with the administration of the grant, and the remainder of the grant would go to Rockrimmon. Sheila motions to agree with the request as long as it will not cost the Town. Second by Dottie.

There is further discussion. Joshua expresses his concern that everyone is busy and the request involves a lot of money. He notes he is also concerned that the BOS had previously requested that Donna come in and address the BOS, and she has not done so. Kim explains Donna’s reluctance to physically meet with the BOS during COVID, noting that she (Donna) has stated that she has not been invited to physically address other towns, it is not something she’s been doing, and it is not something that she has been requested to do. Kim notes it is not a rush as the grant cycle ends in January, and again in June. Joshua notes that will vote “no” on the motion, as he would rather look into the issue and vote next week, especially presuming all the BOS members will be present. Sheila agrees to withdraw her motion. The discussion is tabled until the December 28 BOS meeting.

Signature File: The BOS review and sign the documents in the Signature File. They review an application from Richard Atkins for the current opening on the Planning Board. Joshua motions to accept Richard Atkins’ application for the Planning Board. His term will expire in March 2021. Second by Dottie. Vote is unanimous (3-0).

Minutes: The BOS review the minutes of the December 14, 2020 public BOS meeting. Joshua asks for the following corrections/clarifications: **Line #196-** “Cisco” is corrected to “CISA”. **Line #195** is clarified to read “... noting, *“in his opinion”* it is inherently insecure. Joshua motions to accept the minutes for the December 14, 2020 public BOS meeting as amended. Second by Dottie. Vote is unanimous (3-0).

The BOS review the minutes of the December 14, 2020 Non-Public BOS session. Joshua motions to accept the minutes for the December 14, 2020 Non-Public BOS session as written. Second by Dottie. Vote is unanimous (3-0).

II. Old/New Business

2021 Warrant Articles: The BOS has received four (4) Warrant Articles for 2021. Two (2) are from the Library and two (2) are from the ZBA. Dottie clarifies that the BOS is voting to recommend/not recommend them. Sheila suggests waiting until the full BOS is in attendance. Dottie notes the Library Warrant Articles are recurring. Sheila states that she is unclear how the BOS handles Warrant Articles from the ZBA. Joshua agrees with Sheila. The Warrant Articles are tabled until the December 28 BOS meeting.

#4155.90 Personnel Budget (Other Expenses): Kim has completed the #4155.90 Personal Budget (Other Expenses) for \$429,631. Sheila notes there is little the BOS can do with the budget, as these are pre-determined costs.

Joshua questions the amount budgeted in Line #230- NH Retirement. Kim explains this budget reflects the expenses the Town pays for benefits on behalf of the Town employees. She notes that she does not know how the FY2020 budget was so under-budgeted vs. actual expenses in Line #230 and states that she is hoping she has better

accounted for those expenses in FY2021. Joshua confirms that line is based on a fixed formula. Kim explains that the Police Dept. is the only department that participates in NH Retirement. Sheila asks if the Fire Dept. participates in New Hampshire Retirement. Kim explains they do not because all employees of the Fire Dept. are Part-Time. Joshua expresses his concern as to why, if the Police Dept. is the only Town department that participates in NH Retirement, is that line 100% over budget for 2020. There is a brief discussion if other Full-Time Town employees participate in NH Retirement. Dottie confirms that only the Police Dept. participates in NH Retirement. Sheila reminds the BOS that the Police Dept. hired an additional Full-Time Officer and an additional Part-Time Officer in 2020.

Dottie asks if NH Retirement had sent her the amount reflected in Line #230. Kim explains that they had provided a percentage. She suggests that perhaps there was an increase in the percentage that was not included in the FY2020 budget. Joshua asks for the trajectory of the Town's percentage. Kim confirms it is increasing, but does not know what the percentage is. Sheila asks if the percentage is based on Overtime earnings. Kim explains that she does not do the financial part of that and cannot answer their question.

Dottie expresses her concern that the BOS incorrectly budgeted the NH Retirement costs for FY2020 and states that was a big mistake. Sheila notes that if those costs are based on overtime, that could account for the additional costs because the Police Dept. had a lot of overtime in 2020. Joshua motions to approve the budget for #4155.90 Personnel (Other Expenses) for \$429,631. Second by Dottie. Vote is unanimous (3-0).

 **#4155.90- Personnel (Other Expenses) budget is approved for \$429,631.**

Sheila states the next BOS meeting is Monday, December 28 at 7:00PM. She notes the BOS will be encumbering funds at that meeting and asks that all Department Heads who wish to encumber funds attend that meeting. She also notes that 2021 Warrant Articles are due.

Joshua asks if there is an update on the new truck for the Highway Dept. Kim explains that Mr. Seaver and Mr. Ward were delayed going up to Vermont due to the snow storm and were scheduled to make the trip tomorrow (December 29).

III. Town Announcements

Calendar

 **Monday, December 28-** BOS Meeting, Town Hall at 7:00PM

There being no further items to discuss, Joshua motions to adjourn. Second by Dottie. Vote is unanimous (3-0) Meeting is adjourned at 7:35PM.

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

Respectfully Submitted
Deborah A. Christie