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Town of Danville
Board of Selectmen
Monday, October 25, 2021
7:00 PM

7:00 PM

Meeting is Audio-Recorded Only

Selectmen Present: Shawn O'Neil, Chair; Steve Woitkun, Vice-Chair/Danville Fire Chief; Sheila Johannesen, Dottie Billbrough, and Scott Borucki

Others Present: Kimberly Burnham, Selectmen Administrator; John Hughes, Danville Fire Dept/Fire Ward; Corey Ward, Danville Fire Dept/Fire Ward.; Robert Sharpe, Danville Fire Dept/ Fire Ward.; Beth Caillouette, Cemetery Trustee; Kevin Dube, Robert Northland

Shawn called the meeting to order at 7:00 PM 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 states that he is moving the agenda around as a courtesy to those there to present their budgets.

II. Budgets

#4220.10- Fire Dept: Chief Steve Woitkun presents the #4220.10 Fire Dept. budget for \$486,512. Shawn confirms that the numbers in the FY2021 budget are the updated amounts of what was approved at the Deliberative Session in July. Sheila confirms with Corey Ward that the FY2021 salaries include that extra \$40,000. John Hughes confirms this, noting that the \$40,000 was not added to any individual line at the Deliberative Session. Steve states that most of those additional funds were added to lines #FD120 – Call Response Salaries, and #FD121- Part-time salaries. A minute increase was made to Line #FD122- Secretary's salary. None of those extra funds were used for #FD123- Mechanic, and the On-Call firefighters did not receive any salary increase. Line #FD125- Fire Chief's salary also received some of those additional funds. Most of that \$40,000 went to the salaries of the Call Response and the Part-time staff. Steve explains that those adjusted salary lines were maintained in FY2002 and the 4.4% COLA was added to those salary rates for FY2022. There were also some small increases in longevity pay. The Fire Wards had voted this year to increase the longevity pay from .03 to .10 per year for every five years. Steve notes that he has also included the costs for FICA as the BOS requested. Scott notes that without the inclusion of the FICA costs, the Fire Dept. salaries reflect only the 4.4% COLA increase.

Shawn states that he has no questions about the Fire Dept. budget. Line #FD430- Fire Apparatus was increased due to the current equipment getting older and to the increased costs of replacing those items. Line #FD822- Information Technology was also increased. Mr. Hughes explains the increase is for infrastructure to address the ongoing issues with the poor wireless and wi-fi at the Fire Station in case there is no money available from "other avenues". The Fire Dept. is trying to improve that issue as so much of what they need to do is online. Every time the Fire Dept. gets a call, it must be uploaded to the NH State's Tamsis system. Shawn agrees that this has been an ongoing issue. Sheila asks if some of the IT issues were addressed in the Fire Dept. ARPA proposal. Mr. Hughes explains that the ARPA request contained some budget requests for technology hardware. The proposal had several levels of requests totaling \$12,000 for the Safety Complex. He notes the FY2022 budget added \$4,000 for hardware and hopefully, a second internet provider as a backup so the Fire Dept. can have two lines instead of just one for the Safety Complex. That should cover everything needed as he and Mr. Ward had discussed. Mr. Hughes notes that the Fire Dept. can't have outside trainers come into the station to train because they can't get onto the internet. Dottie notes that internet access is an issue all through Town. She states the library is also having access problems and are constantly resetting their equipment.

Dottie confirms that all the salaries reflect only the 4.4% COLA increase. She notes that the budget has not been set up to reflect individual salaries as other departments do. Mr. Ward explains that the salaries were all “lumped together” in the salary line. Dottie notes that BudCom will be asking for that information and it would be “wise” for the Fire Dept. salary budget to be broken out that way. She also notes that Chief Woitkun’s salary went from \$42.00 per hour to \$48.00 per hour and that was more than the 4.4% COLA. The additional increase was explained as longevity pay. Chief Woitkun has been there for thirty-seven (37) years. Mr. Hughes explains that with the longevity increase from .03 per year to .10 per year that amounted to a substantial increase, noting that the Chief has been at the Fire Dept. the longest. Mr. Ward notes that particular item was not spelled out in the Justification column. Scott motions to approve the # 4220.10 Fire Dept. budget for \$486,512. Second by Sheila. Vote is 3-yes, 1-no, 1-abstention. Dottie voted no; Steve abstained as he is the Fire Chief. (3-1-1). Shawn reminds the Fire Wards to prepare any Warrant Articles they wish to put on the ballot.



#4220.10 Fire Dept. approved for \$486,512

Vote: 3-1-1

#4195.10- Cemeteries: Beth Caillouette, Cemetery Trustee, presents the #4195.10 Cemetery budget for \$30,450. She notes there is an increase in the budget for groundskeeping as that will be going out to bid and the Trustees are anticipating a substantial increase over the current bid. Shawn states that he has no questions, noting that this budget has been almost level-funded for many years. Ms. Caillouette notes that they are still cleaning up the cemeteries. Sheila asks if they are cleaning all the stones. Ms. Caillouette explains that they will eventually make a full circle of all the stones. They are cleaning approximately 3000 stones each year. This year they have been working on the middle and back stones at the Olde Meeting House Cemetery. She notes these stones are heavily covered in lichen. Sheila asks for the best way to remove lichen. Ms. Caillouette explains that a soft-bristled brush will loosen it. The people cleaning the stones also have a product that they use that also slows lichen growth. She notes that even in the “new area” the stones are covered with lichen because of the dampness. Ms. Caillouette states that “John” is also working on the roadway upgrades using funds that were encumbered from FY2020. She has received a bill for the gravel but has not checked on the progress of the work. Shawn reminds her the BOS can’t re-encumber those funds and the project needs to be finished by the end of the year. Steve motions to approve the #4195.10- Cemeteries budget for \$30,450. Second by Sheila. Vote is unanimous (5-0). Shawn asks Ms. Caillouette for a list of the Cemetery Trustees. Ms. Caillouette states that Brenda Whitehouse was elected as a Trustee in July and there is still a three (3)-year vacancy on the board. She also notes that her term is up in 2022 and she will need to train someone if she is not going to continue as a Trustee.



#4195.10- Cemeteries is approved for \$30,450

Vote is 5-0.

III. Agenda

Minutes: The BOS review the minutes for the October 18, 2021, public BOS meeting. Line #47- a name change is noted. Lisa Stith spoke, not Barbara Gail Kingston. That change will need to be made throughout the minutes. There are several notations of conversations that were inaudible. Sheila states that “something needs to be done down there (at the Community Center).” Dottie agrees stating that “people are complaining they can’t hear.” Shawn reminds the BOS that the reason the meeting was held at the Community Center was that the BOS was not sure how many people would attend the public comment session, noting that the BOS could have held their meeting at the Town Hall with the actual turnout, but there was no way of knowing how many people would attend until the meeting took place. Shawn notes that Mr. Hantman was trying to “replicate the stuff down there.” He suggests the BOS work on the minutes and will update them next week.

The BOS review the minutes for the October 18, 2021, BOS Non-Public session under NH RSA 91-A 3:II(c). Dottie motions to approve the minutes as written. Second by Sheila. Vote is unanimous (5-0).

ARPA Update and Discussion: Shawn explains that Sheila has received more information on the ARPA grant from the financial advisors at the NH Municipal Association (NHMA). They have recommended, even though it’s not required, that the BOS hold a Public Hearing to accept the full amount of the ARPA grant for \$476,966. Shawn states that this requires the BOS to spend time and money to do “stuff” as a requirement and that the BOS had an option and still went above and beyond when they held a public comment meeting. He states that he feels the BOS is “involving the public immensely in this (ARPA) process” and that going through the whole process of noticing and holding a Public Hearing to accept the funds that he “1) doesn’t see anybody advocating to not accept the funds. If the Town doesn’t accept the funds, they would simply go to another town. And 2) this involves ‘big government’ and

if the Town 'doesn't get its' fair share, the Town will pay the price locally." Shawn reiterates that unless it is required, he doesn't want to spend the \$100 to publish a Public Hearing in the paper and that the BOS has had multiple meetings on the ARPA grant, and even tonight, the audience members are most likely there for the BOS discussion of the ARPA grant. Shawn states that he will vote "no" on moving forward to holding a Public Hearing to accept the grant and that he feels the BOS has already made those efforts to bring in the public.

Sheila states that back in 1992, the Town voted via a Warrant Article to allow the BOS to apply for, expend, and accept money. The Warrant Article read: ***"To see if the Town will vote to authorize the Board of Selectmen to apply for, accept, and expend, without further action by the Town Meeting, money from the State, Federal and/or other governmental units, or a private source which becomes available during the year in accordance with procedures set forth in NH RSA 31:95-B¹." III(a) For unanticipated moneys in the amount of \$10,000 or more, the selectmen or board of commissioners shall hold a prior public hearing on the action to be taken. Notice of the time, place, and subject of such hearing shall be published in a newspaper of general circulation in the relevant municipality at least 7 days before the hearing is held."***

Sheila notes the RSA states any monies received over \$10,000 must "be approved by the governing body at a Public Hearing with notice of that hearing published in a newspaper of general circulation". She reiterates that by RSA, the BOS must hold a Public Hearing. Shawn refers to the NHMA officer who said that she recommended that the BOS do that, but it was not a requirement. He states that "it has to be very black and white, either you have to or you don't." Sheila reiterates the RSA states that you "must". Shawn responds that the NHMA resource person says "it's optional and he believes they're more attuned to the State's financial laws than the BOS." He notes that he wants to "seize on the 'option' part of it." Sheila asks if it is worth possibly being in conflict to save \$100. Shawn explains it is the whole process of publishing it, putting it on the docket, and holding it in two weeks. Sheila notes that "it's just a Public Hearing, you post it in the paper like anything else." Shawn states that the BOS then "has to put it on as an agenda item, open the Public Hearing, no one will be here, no comments, the BOS will vote to accept the money, and at the end, what did the BOS get out of that. O.O. Just making people feel good because we followed the rules." Shawn notes that "he will do it (the Public Hearing) if the BOS wants to, but regardless, the BOS is accepting those funds". Dottie reviews the RSA as above and confirms that it refers to anything over \$10,000 that the BOS is supposed to have a Public Hearing with a legal notice. Scott asks if that includes receiving Federal Funds. Kim confirms the law reads State, Federal, and other governmental units... and that it is for unanticipated funds. She notes that in the Warrant Article, the Town granted the BOS the authority to make that decision to accept. Dottie reiterates that the NH RSA is clear regarding funds over \$10,000.

Kevin Dube asks if it was Town Counsel who gave that authority to the BOS. Sheila clarifies that it was the Town voters who gave the BOS that authority in 1992. Shawn explains that in certain cases the Town voters can grant authority to the BOS to do certain things and that once those things are approved, they remain in place until the voters rescind them. Over the years, the voters have granted the BOS various authorizations. Shawn clarifies the process requires a Warrant Article to allow them to have those authorizations: to apply for grants, to buy and sell Town-owned land, etc. Mr. Dube states that "this seems like an unprecedented amount of money to be granted." Shawn agrees that the Town has received more funds than ever before. He explains that he was seizing on statements in an e-mail where it (the Public Hearing) was recommended but not required. He states that he feels it's just a formality and what it would cost the Town for paper, recording the meeting, etc. Sheila rereads from the Warrant Article "...in accordance with procedures set forth in NH RSA 31:95-B" which Dottie just read, and the law says "must". Shawn states that they have "quibbled too long and to go ahead and set up the Public Hearing in two weeks."

Shawn asks if there has been any response to the BOS request for "employee COVID hours" from the Town's departments. Kim states that she has some, but not everyone has responded yet. She notes that Patty Sarcione sent out a "whole employee" e-mail. Shawn notes that he saw that e-mail and it was more for the audit and quotes for Workman's Comp. Kim notes the way she was doing it was much easier than looking through Ms. Sarcione's reports for those hours.

Shawn asks if there is more information on the scanning quote and preparation from other vendors. Kim explains she is talking to RMON to see if they can connect the Town to that type of preservation in a separate account in the

cloud, etc. Steve states that he spoke with his brother-in-law in Lawrence regarding vendors. There is another vendor in Lawrence that took one of the old mill buildings and is using it for storage and provides the same services. Shawn acknowledges the BOS has a current quote from a vendor that has done all the legwork and he would like to see them get the work, but the BOS needs to do its due diligence and make sure the price is fair. Shawn states that he wants to “identify at least two more vendors and price out comparative services.” Dottie reminds the BOS that she and Sheila will be attending the NHMA conference in three (3) weeks and that other vendors will be there. Steve recalls that his brother-in-law mentioned Iron Mountain as the owner of the storage facility in Lawrence. Bob Northland notes that according to the grant rules, any proposal over \$50,000 is required to have at least three (3) bids.

Sheila states that when she spoke to “Katherine” at NHMA another suggestion was made for the BOS to work with the Town’s auditors when calculating “revenue replacement” to make sure all the lost revenue is captured correctly. Shawn suggests that Patty Sarcione also works with the auditors. Sheila notes that she has already been working with Ms. Sarcione. Shawn asks that they both work with the auditors to identify that lost revenue and to bring an update to the BOS.

Sheila states that she has given the NHMA a list of the proposals to get their opinions on what is eligible for the ARPA grant. The NHMA will be able to suggest how those proposals can fit into the grant guidelines. Shawn confirms that Sheila is speaking with Katherine Heck. He refers to the BOS discussion last week of wanting to be able to ask for direction in approving the proposals. Shawn notes that he feels an e-mail confirmation will support the BOS because “someone like that is immersed in these kinds of grants, so they are the resident State’s experts. If they are giving out false information, the BOS could point out it was the ‘State’s experts’ that are giving out bogus information and should not expect the BOS to figure it out on their own.” Shawn reiterates that it is key for the BOS to get the proposals approved before they (the BOS) move forward with things.

Sheila states that Ms. Heck is strongly encouraging all the towns that received the ARPA grant to “get their ducks in a row” and to hold back going after anything just yet because they (the grant recipients) still don’t have the final rule.” Kim clarifies that Ms. Heck is referring to the Treasury Interim Rule on how to spend the grant. Sheila reiterates that things may change that may make it easier for the Town to get more things done with the grant and that Ms. Heck had suggested the Town hold back on making plans for the grant money. Shawn notes that until the BOS starts “carving out, and how that’s going to be figured out...until those things get ironed out, the sum of what is committed from the funds is still not confirmed and until it is ironed out with the totals of allocations, for example, ‘x amount for salaries,’ and bids for the scanning project, the BOS cannot start further discussions of how the rest of the grant money can be allocated.” Sheila states that with the “premium pay” proposal, the Town is responsible for paying the NH Retirement system required contributions and those costs cannot be covered by the ARPA grant. Steve notes this would only involve the Police Dept. employees. Dottie suggests that the Town may also be responsible for all the FICA taxes as well. Sheila states that “Premium pay” starts from January 27, 2020 and goes through the end of the grant.

Steve tells Sheila that when the time comes, she will have her vote on this issue (premium pay). He states that she has done nothing except talk negatively about that proposal. Sheila disagrees and states that she’s been trying to figure out what the BOS is going to do. Shawn asks if the BOS has all the information, noting “it’s hard to figure out what we’re going to do because we don’t have the dollar amount yet. If the Town has to pay the NH Retirement contributions, that’s just a fact of the process.” Sheila states she just wants to let the BOS know it will add to the “chunk of change coming out.”

Scott states that he understands the Town’s responsibility for the NH Retirement contributions, but questions the Town’s responsibility for FICA costs noting “that’s part of the overall compensation.” He explains that if employee “x” makes \$10.00 per hour, the employee’s share of FICA taxes would be taken out of that money. Social Security may be a question because the employer (Town) also must contribute 50%”. Dottie states that she believes that’s what Ms. Heck meant.

Mr. Dube states that he wants to be sure there are no conditions on the grant money. Shawn confirms there are no conditions except for using it for the purposes stated in the grant. He suggests that Mr. Dube reach out to Sheila for

the links and information on the grant. Shawn reiterates that he “has seen nothing that would make him have caution”. Mr. Dube suggests that a public link should be accessible to everyone on the Town’s website. Shawn asks Sheila to share that information with Mr. Dube and the Town. Sheila explains that the public can access the grant information through the NHMAⁱⁱ. Kim confirms all the information is under ARPA (American Rescue Plan Act).

Steve asks Kim about an earlier discussion that the BOS should not expend funds on something that will cost the Town in the future. Kim agrees that she read that. Steve states that is a point to bring up because on the digitizing proposal there is a yearly fee that the Town would have to pay. Kim agrees that “could pose a problem.” She notes that “everything is so broad right now and that once the ‘Final Rule’ is decided, the BOS will know what they can do with the grant money and how to do it.” Right now, the calculations in the formula to see how much the Town actually lost is the first and foremost project. Shawn explains as an example, that out of the \$238,000, if it is determined the Town lost \$75,000 in lost revenue, the grant allows that \$75,000 to be brought back to the bottom line of the Town budget to go back to the voters to replace the lost revenue. He notes that those lost revenues are already part of this year’s tax calculations, so the Town has already absorbed those losses. The Town would have \$75,000 of “extra cash”. This process will also prevent the BOS from spending that \$75,000 on something else as those funds would be removed from the grant funds. Shawn refers to it as “an accounting shell game.”

Bob Northland provides a copy of the grant information “compliance and recording guidance for ARPA” to each BOS member. He explains that it answers a lot of questions. Some of it applies to the Town, other parts don’t. Shawn thanks him for the copies. Mr. Northland refers to Steve’s earlier question regarding who is administering the grant, the State, or the Feds. He explains that the Town falls into a certain category called a “non-entitlement unit” based on its population (under 50,000) so the Feds give the money to the State which then distributes it to all the towns in that category. The reporting for the grant still goes back to the Feds. It is easier for the State to distribute the grant funds. Mr. Northland notes that on pg. 7 there is a section on “Administrative Costs” that will cover the costs if the Town hires a consultant or advisor. Clerical and legal fees are also covered. He suggests that may be something for the BOS to consider if they get overwhelmed. Mr. Northland notes that he has found some information on grant consultants online and that most grant writers do not manage grants.

Sheila states that she had clarified with NHMA that digitizing the Town’s records is an acceptable project under the ARPA grant. Mr. Northland agrees noting that “as long as it’s forward-looking, the goal is to minimize problems in the future.” Shawn refers to the conversation on “preparing for future pandemics” at the last meeting. He notes that “more services that online means that more people can serve themselves by getting their own information.” Sheila reminds the BOS that a future pandemic may not just be COVID, but could also be a disaster.

Mr. Northland notes that his handout gives a lot of detail on the compliance and reporting for the ARPA grant. Mr. Northland states that \$238,000 isn’t a lot of money when the BOS starts adding up the proposals but the Feds “emphasize transparency and compliance rigorously.” He refers to his handout as a “desktop reference.” The BOS thanks Mr. Northland for providing the information. Mr. Northland reminds the BOS that the discussion regarding the lost revenue is the deciding point. All the other conversations will go nowhere. Shawn agrees stating the Town will need to be able to justify and demonstrate those losses. Mr. Northland also notes that the “premium pay” proposal will require a description of the reasons for the “merit”. It must answer the question “why” and must include job descriptions, etc. The information on that is also in the document he has provided to the BOS. Shawn closes the discussion of the ARPA grant.

IV. Old/New Business

Signature File: The BOS review and sign the documents in the Signature File.

Health Trust Update: The BOS has received the quote for the Town’s medical and other policies. Shawn asks Kim for an overview of the increases. Kim explains the quote reflects several decreases. Shawn confirms the document is just an acknowledgment of the terms and rates of the policies. He notes the following changes: Dental decreased by 1.5%. Short-term Disability increased by .7%, Long-term Disability had no rate change, Life Coverage had no rate change, and there was no change in the benefit fees for any of the groups. Medical decreased .3%. Shawn states that everything went down except for Short-term Disability. Dottie motions to authorize the Chair (Shawn) to sign

the “Town of Danville Health Trust Medical Coverage Rates for the fiscal year 2022”. Second by Sheila. Vote is unanimous (5-0).

The BOS review several “intent to cut” applications. Shawn notes there are documents from Gail (ZBA) that she will need to explain to the BOS. They will address this at another meeting.

Shawn reads the Town Announcement listed below. The budgets to be reviewed next week are the Police Dept. and the Animal Control (ACO) budgets. Sheila asks Kim to send her the ACO form. Kim clarifies that Sheila is asking for the Excel Worksheet.

Tax Rate Update: Kim asks what happened at the School Board special meeting on Thursday, October 21, and how would it affect the Town. Shawn states that approximately 128 voters attended the meeting. They approved and passed the Warrant Article as it was written. The Warrant Article will be submitted to the Dept. of Revenue and the Dept. of Education. Shawn suggests that it “could have been done beforehand” and the School Board needs to stay on top of it because the towns can’t set their tax rate until after the funding is accepted. Shawn suggests that Kim (as the Tax Collector) keep in contact with the Dept. of Revenue. Sheila asks if this means the tax bills will go out late. Kim jokingly notes that if they go past Dec. 31, there will be a problem.

Shawn asks if the BOS has a consensus on the “Unreserved Funds” balance. He explains that the BOS usually takes the surplus in the fund and applies it to the taxes, resetting the fund to its original amount each year. The less the Town spent in the previous year, the more tax relief is provided by this fund. Shawn notes that the base amount left in the Unreserved Funds has worked well. The BOS has not had to get a TAN (Tax Anticipation Note) loan. The Town has managed its’ cash flow because budgets do not have to be spent until those funds are replenished when the tax bills go out in December and June. The Town manages the bills around incoming tax revenue. Shawn asks if the BOS will accept him moving forward to transfer this money. He reminds the BOS the actual dollar amount to be withdrawn from the Unreserved Funds will be spelled out in an e-mail. He states that he just wants to confirm the BOS consensus before he begins that process. Shawn reiterates that the Town can’t set the tax rate until all the steps are done with the Dept. of Revenue. The Town will get the rate and then process the tax bills. He states that he is estimating a week to ten (10) days, noting that this process is later than normal. The earliest that the tax bills can be due is December 1, so the tax bills would need to be mailed by November 1 and that does not appear to be able to happen. Every day beyond November 1 results in a later due date in December. Tax bills are always due thirty (30) days beyond the mail date. Shawn notes the Town tries to not make them due at Christmas.

BOS Meeting Schedule: Steve states that on November 8, both he and Shawn will be out of town and unavailable for the scheduled BOS meeting. He is requesting that the meeting be rescheduled. Shawn states that he would recommend that, noting it is a BOS decision. Kim notes that the budgets scheduled for that meeting are the Library, Administrative, Insurance (Liabilities and Workman’s Comp), and Advertising. Sheila and Dottie state that the BOS could still meet. Scott notes that he has no problem skipping a week, noting it’s easier when the BOS plans for it. Sheila asks how far out the budgets are getting pushed. There is a discussion regarding rearranging the budget review schedule. Shawn notes that with the current schedule, the review of the budgets will be completed by November 29, almost a month earlier than usual. He agrees with Scott. Sheila confirms with Kim that November 8 is not a payroll week and reiterates that she would “rather meet and get it done”. Kim states that “it has been crazy”. Scott states that he prefers a whole board be available. Steve requests a vote on the issue. Shawn notes the motion would be to not hold a BOS meeting on November 8 and to move the budget review schedule down accordingly. The BOS will make accommodations if the library can’t meet with them on November 15. There is more discussion on rearranging the budget reviews before or after November 8. Sheila asks what the date will be for the Public Hearing. Shawn notes that it requires a full two (2) weeks’ notice, so it can’t happen at the November 8 meeting.

Sheila notes that the BOS met on October 11 when she and Dottie were absent. Shawn explains there was no previous discussion regarding their absences. Sheila acknowledges that she didn’t want to discuss it on TV because she was going to be out of town. Shawn states that discussion could have been held without that detail. Dottie reminds the BOS that she e-mailed them regarding her absence at that meeting. Shawn states that was the day after the BOS meeting and so there was no discussion and the BOS meeting had already been announced. He notes that the meeting was limited to gathering information. Scott agrees the BOS was gathering data and scheduled the Public

Comment session for the October 18 BOS meeting. Shawn states that he didn't want to lose the momentum of gathering information for the ARPA grant and there is not the same issue with the November 8 BOS meeting.

Sheila reminds the BOS that they approved the Conservation Commission and Forestry budgets at the October 11 meeting. Scott asks if the Conservation Commission had provided the BOS with the requested salary changes and confirms the BOS approved the Conservation Commission budget without the completion of the salary lines. It was approved "as is" with the potential to modify the salary. Kim confirms the Conservation Commission did provide the updated salary budget and reminds the BOS that the budget had been presented as a written paragraph. Scott asks if the Conservation Commission needs to return to the BOS. Kim reiterates that they did provide the updated salary lines and she will forward that information to the BOS. Shawn asks her to put the Conservation Commission on the next agenda so the BOS can update their approved budget, noting all they are changing is the Clerk's salary.


Dottie confirms that her wage study showed the average board clerk's salary range of \$17.97-\$21.97 based on longevity. The Conservation Clerk has only worked for two years, so her salary increase should be towards the lower end of that range. Kim reiterates that the Conservation Commission had provided their Clerk's hours and proposed increase and she will send that to the BOS.

Dottie notes the Conservation Commission's clerk is also a member of the Conservation Commission and asks if it is acceptable that she be paid, noting that on other boards, members do not get paid to be the secretary. She notes that her husband (Tom Billbrough) has been the Chair and Secretary for the Budget Committee and has been doing those duties for free for twenty (20) years. Sheila notes that the Conservation Commission's clerk has been doing the minutes at the meeting and they get approved at the end of the meeting, so she does not even take the minutes home to do them. Shawn expresses his concern that the BOS is micromanaging a Town committee. Dottie explains that she has just not heard of a board member getting paid. Scott notes that the Conservation Commission's clerk's position is currently a paid position. Shawn confirms that the position has always been paid. Kim notes that the secretary for the Heritage Commission is also a paid position. Dottie clarifies that the person is not a member of the Heritage Commission and is actually a secretary. Shawn asks where should the BOS stop paying for committee secretaries. He states that he would support the Budget Committee if they had a clerk to record the minutes and has advocated for that many times due to the ongoing communication issues between the BOS and BudCom. He notes that he would like to have one BudCom point of contact with the Selectmen's BudCom representative. Dottie notes that Missy Skinner had volunteered to provide clerk duties for BudCom but there was no follow-through from BudCom. She also notes that Mr. Billbrough is no longer the BudCom chair.

Shawn redirects the discussion to the November 8 BOS meeting and reiterates that he supports canceling it and rescheduling the budget reviews. He notes the BOS has been meeting weekly since September. Shawn determines that the BOS will cancel the November 8 meeting. Kim asks if she should reschedule the budgets to be reviewed to November 1. Shawn states that he would rather push the budgets back unless there is a problem. He notes the BOS will still be done the budget review process in early December and will have one-and-a-half months to work on the Warrant Articles. Kim states that Jim Seaver (Road Agent) is not worried about his budget review being pushed back. Shawn reminds her that the further his budget is pushed out, the greater the chance of Mr. Seaver being held up by a snow event. Kim notes that Mr. Seaver had asked to be the last budget reviewed. Sheila confirms that Veteran's Day is November 11 and confirms with Kim that the Town will remove the flags from the telephone poles the day after.

V. Town Announcements

Calendar

 **November 1- Monday:** Board of Selectmen's Meeting at 7:00 PM at the Town Hall. Budgets to be reviewed are the Police Dept. and Animal Control

**Hazardous Mitigation Plan meetings will be held on Wednesdays, via ZOOM from 1:00 PM- 3:00 PM
On Nov. 17, Dec. 1, and Dec. 15.**

There being no further items to discuss, Shawn adjourns the October 25, 2021, BOS meeting at 8:20 PM

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

Respectfully Submitted
Deborah A. Christie

ⁱ State of New Hampshire. *NH RSA Title III-Towns, Cities, Village Districts, and Unincorporated Places. Chapter 31: Power and Duties of Towns. Section 31:95-b. Miscellaneous: 31:95-b Appropriation for Funds Made Available During Year.* Paragraph III. Online at www.gencourt.state.nh.us/rsa/html. October 25, 2021.

ⁱⁱ American Rescue Plan Act of 2021 Information Page | New Hampshire Municipal Association (nhmunicipal.org). www.nhmunicipal.org/american-rescue-plan-act-2021-information-page . October 25, 2021