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Town of Danville
Board of Selectmen
Monday, December 12, 2022
7:00 PM

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Meeting is Video-Recorded

Selectmen Present: Shawn O’Neil, Chair; Steve Woitkun, Sheila Johannesen, and Dennis Griffiths
Dottie Billbrough, Vice-Chair is joining the meeting via telephone as she is ill

Others Present: Kimberly Burnham, Selectmen Administrator; Art Griswold, Fire Ward; Jim Seaver, Road Agent, Highway Dept., Andy Ward, Highway Dept., Dan Ricker, Highway Dept.; Stacie O’Connor, Highway Dept.; Tim Howard, CEO RMON; Crystal Perreault, Customer Express Manager, RMON; Residents: JJ Bradbury, Brenton West

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. Shawn explains that Dottie Billbrough will be attending the meeting remotely by phone as she is not feeling well. He wishes her a speedy recovery.


I. Delegate Session

Shawn opens the Delegate Session and asks if there are any members of the public not on the agenda who wish to address the BOS.

Danville Sign: JJ Bradbury states that he would like permission from the BOS to replace the “Welcome to Danville” sign on Kingston and Main, across from the Danville Market. He explains that the sign is in terrible condition and may not last through the winter. Mr. Bradbury states that he has gathered several volunteers and that one gentleman has offered to put the new sign together and carve it himself at no cost. The only costs would be for the lumber. Mr. Bradbury notes that several people have volunteered to help with the lumber and installation costs. He reassures the BOS that this project will have no costs to the Town or the taxpayers and that he is only asking the BOS for permission to move forward with the project.

Sheila asks if the sign at the other end of Town is also in need of repair. Mr. Bradbury states that he hasn’t seen that one, he had just noticed the one that he was discussing. He notes that he has pictures of that sign if necessary. Shawn states that the BOS depends on the community giving them this kind of information and thanks Mr. Bradbury for bringing it to the BOS’ attention. Mr. Bradbury explains that the old sign was made of pressure-treated wood. The new sign will be made from cedar, which will last much longer. Shawn confirms that the new sign will be an exact replica of the current sign. Mr. Bradbury explains that it will be as close as they can get it. It will have the same design, color, etc. Shawn states that he has no objection. The consensus of the BOS is that they support the project and give their permission for Mr. Bradbury to move forward with making a new sign. There are thanks all around.

#4220.10- Fire Dept. FY23 budget: Fire Ward Art Griswold states that the Fire Wards met and approved the proposed FY23 Fire Dept budget for \$517,595 by a vote of 3-0. This includes removing the costs of the mobile radios and purchasing them through the ARPA funds which reduced the Communication Line to \$5000. That was discussed at the November 21, 2022 BOS meeting.ⁱ Sheila confirms that the ARPA request was for \$5000. Kim confirms with Sheila that she will not need a quote for this as the Fire Dept. is using an established vendor and the amount requested is below that threshold. Sheila motions to approve the #4220.10 Fire Dept. budget for \$517,595. Second by Dennis. Vote is 4-yes, 0-no, 1- abstention (4-0-1). Dottie votes yes by audio. Steve abstains.

 **#4220.10 Fire Dept budget is approved for \$517,595**

As no more members of the public wish to speak, Shawn closes the Delegate session at 7:05 PM.

II. Budgets

#4130.10- Information Technology: This is a revisit of the original budget discussion from the November 28, 2022 BOS meeting. Shawn clarifies that the paperwork from Kim is the revised quote for the Town Hall server and asks for the rest of the IT budget for the BOS to review. He reminds the BOS that the original FY23 Information Technology budget was \$119,158 and that included \$54,000 for repairs and maintenance, \$34,003 for repair and maintenance of the Fire Dept's computer system, and \$51,306 for the new server for the Town Hall. Shawn notes that after a discussion with Steve, he is unsure if the Fire Dept. server costs are reflected in the Fire Dept. budget, so he will keep it in the current IT budget. Shawn notes that he believes everyone was in agreement with the IT budget with the exception of the quote for the new Town Hall server.

Crystal Perreault, Customer Express Manager for RMON explains that the original quote for the Town Hall server was for seven (7) drives. As the BOS requested, she has reduced that to five (5) drives and the revised quote is a complete "like-for-like" with the current server. She notes this will leave a little room for growth, but will not provide a large overage. Shawn asks Ms. Perreault what the size of the current Town Hall server is, and how much of that space the Town is using. Tim Howard, CEO of RMON, explains that the new quote is equal to the current server space. Shawn confirms that they would be replacing the server with the same size drives. Mr. Howard explains that the total capacity of the new server will be equal to what the Town already has. Dennis reiterates the question of what percentage of space is available on the current server. Mr. Howard states that he doesn't have that number. Dennis expresses his concern that the Town may not be within the acceptable margins of available space.

Shawn explains to Mr. Howard that as a municipality, the Town can purchase computer hardware through the State bid so that it will get the best pricing available. Mr. Howard explains that the process is the same that they have done with the Town every year. If RMON shares its costs with anyone, they know that it is an estimate. He states that his quote is using the MSRP. If the Town budget passes in March, RMON will update the quote with all of the Town's discounts. Mr. Howard states that he would much rather quote a higher price, knowing that it will drop. He reminds the BOS that in ten (10) years of working with the Town, RMON has never been over budget.

Shawn states that he understands Mr. Howard's explanation, but was noting that he had concerns about the pricing. Mr. Howard explains that wholesalers like PC Connection and Amazon get better pricing because they are buying in bulk. If the Town Budget passes, RMON will ask HP for special pricing, so the Town will still get its discount and an additional discount. He explains that he can't ask for "special pricing" now because it's a ticket with an expiration date. Shawn suggests that in the future that RMON puts some of these notes in their quotes so the BOS has a better understanding of the pricing process.

Shawn explains that when the Town purchases a copier, that pricing is directly from the State bid and whatever brand/supplier won that bid. He confirms that the RMON quote reflects the MSRP. Mr. Howard explains that the discounts will depend on how the parts for the server are discounted. Sheila reminds the BOS that they can purchase the server through the ARPA grant. That money is available now and the BOS would not have to wait for a Town vote on the budget. Shawn states that he does not feel the BOS is discussing where the money will come from but is discussing what the actual costs will be to move forward. He agrees that using the ARPA funds can be part of the discussion once the BOS decides what it wants for a server and how to fund it.

Dennis asks Mr. Howard what level partner RMON is with HPE. Mr. Howard explains that RMON is certified at a particular level, but is not a registered partner. RMON is a "select" partner with Cisco. Dennis explains that when a company reaches the HPE partner stage, based on testing, volume, etc. the company is put in a particular category and when in that category they are given a discount structure. He suggests that RMON "could come in with an entry-level discount and that would make more sense than quoting the MSRP." Dennis states that he "understands that MSRP works from a business standpoint, but not for a municipality because every dollar has to be stretched to the nth degree."

Dennis confirms that with the standard partner discount, that discount should apply across all of RMON's products except for any specialty products. Mr. Howard explains that oftentimes manufacturers apply a certain amount of funds towards "special pricing" for a certain level of partners and those funds have to be divided among all of those partners. Dennis explains that he's looking for what the entry-level discount is and RMON's margin and that is not the information that the BOS is getting. He states that he would like to have that from RMON as a quote rather than a quote using MSRP because the MSRP is a fluid number depending on where the product is purchased.

Sheila asks where this discussion is going. Dennis explains that the BOS is trying to decipher the pricing of the hardware. He asks Ms. Perreault to review the rest of the quote. Ms. Perreault explains that they changed the five (5) year warranty to a three (3) year warranty as the BOS requested. The last change reflects a significant decrease in licensing costs. Dennis asks why these costs went down. Mr. Howard explains that Microsoft is no longer continuing to offer its software insurance. That service will be discontinued within the year, so Mr. Howard did not quote that piece for a three (3) year contract. Mr. Howard states that Microsoft is trying to move everyone to ESP.


Dennis confirms that the labor costs in the quote remained the same. Mr. Howard asks if Dennis had looked at the summary that was provided. The original server (domain) was inherited by RMON and is a .local domain. As the Town moves forward to the new server, it will not be doing a server migration with two (2) physical hosts, and RMON will have to rebuild the domain from scratch, load an operating system, add all of the users, create the shares, and load the applications. It will be a very time-consuming job. Dennis states that he understands "but still believes that the labor costs are a little bit extended and would like to see it come in lower, but (costs) would be a lot closer given the level (of work) that Mr. Howard just described." Dennis states his only point of clarification he would like is if RMON is saying the Town server was built 10-15 years ago to a .local domain, is the Town's Active Directory (AD) structure (domain) set up so that it's "townofdanville.local?" Mr. Howard confirms that is exactly what it is. Dennis agrees that they can't have that. Tim explains that the Town will need to migrate to a .com for all the things moving forward for all the technology.

Shawn confirms that after the server upgrade, the Town will never have to go down this domain again. Mr. Howard firmly confirms "never." Shawn explains that the Town has done two (2) server upgrades and this issue has never been addressed. Mr. Howard notes that there was no need to address the issue at those times, but now that everything is moving to the cloud, it has become important. Mr. Howard notes that as the Town plans for the future and wants to align with Dennis as the technical person, RMON wants to start to build a plan for the Town in the near future.

Mr. Howard explains that he has reached out to Clerkworks and Avitar asking what their roadmap is to be "cloud ready." The answer multiple times has been "not there yet." Dennis notes that he also spoke with Clerkworks about what three other towns had tried and was not comfortable with their options. Mr. Howard explains that another municipality did the same thing and reassures Dennis that RMON would never put the Town in that situation. If these (applications) are ever "cloud ready" and the Town wants to be "fully cloud (based)," and migrate its server to the cloud, the current upgrade will have the Town ready for that to happen. Shawn notes that the next time the Town has to do a server upgrade it will have become a very streamlined process.

Shawn states that he has checked the numbers for the quote. The original quote was for \$119,158. Subtract the original price of the Town Hall server of \$51,306, subtract the costs of the Fire Dept server of \$34,003 (still assuming those costs are contained in their budget), and add the new quote for the Town Hall server for \$37,417.

Shawn agrees with Dennis that the server quote can again be re-visited, but the BOS needs to get a number in the IT budget. Shawn clarifies with Mr. Howard that the budget the BOS approves tonight is not an approval for RMON to move forward with the new server. Shawn states the final cost for the revised quote is \$101,866 and that he would support that number as of right now. Shawn motions to approve the budget for #4130.10- Information Technology for \$101,866. Second by Sheila. Vote is unanimous (5-0). Dottie votes yes by audio.

 **#4130.10- Information Technology budget is approved for \$101,866**

There is a further discussion with Mr. Howard regarding the server build and migration process. Mr. Howard explains that with the Town's Finance Dept. moving off the server (Quick Books) all of that data will not be migrated to the

new server. He reassures the BOS that it can be saved for archival purposes. Dennis confirms that it could be stored in the cloud. Dennis explains that he and Mr. Howard will be working together and notes that, from the server perspective, they could possibly look at a CISCO option, a UCS option like a C2-20 because they have a super discount structure right now of 61% off for select entry-level hardware. Dennis notes that this can be a separate discussion.

Mr. Howard asks if Shawn and the BOS had reviewed the service maintenance contract with the changes that Dennis had requested. Dennis states that he's comfortable with the revised contract and believes it is in tonight's Signature File. Sheila asks if the board needs a motion. Shawn states that it will when the contract comes up for signature during the review of the Signature File.

Highway Budgets:

#4312.20- Road Maintenance: This proposed FY23 budget is \$833,242. Jim Seaver, Road Agent, and Andy Ward from the Highway Dept. present this budget. The following lines are discussed at length.

- **Salary Matrix:** Mr. Seaver explains the breakdown for the Highway Dept. salaries. Full-time salaries total \$82,181. Sheila confirms that this includes the 6% COLA increase. Part-time salaries total \$45,287. Mr. Seaver states that he has added four (4) hours to the part-time position to increase the hours to 28 hours per week because he needs this staff for four days for Highway work. The Road Agent's salary has increased to \$93,933. Sheila again confirms that Mr. Seaver had added the 6% COLA. Mr. Seaver states that he has estimated the Overtime Salary budget at \$15,125.
- **General Office Supplies:** Mr. Seaver has increased this line to \$800 due to the increased costs
- **Communications:** This line has been decreased to \$200. Mr. Seaver explains that he expects this line to decrease due to the new radios that were purchased through ARPS funds and should be arriving in April.
- **Training:** Mr. Seaver states that he has increased this line. In 2022, Highway staff took a large number of certification classes, mostly safety classes. Dennis confirms that Mr. Seaver is anticipating his staff will be attending more classes. Mr. Seaver explains that the Highway staff reached their Road Scholar I certifications in 2022 and will be working towards their Road Scholar II certifications in 2023. This requires 6-7 classes. Mr. Seaver explains that the 2022 classes were all on safety. Stacie O'Connor notes that there were eight (8) classes. Sheila notes that the FY22 year-to-date expenses are close to what Mr. Seaver is budgeting, but are over budget for FY22.
- **Contract Services:** This line has been level funded. Sheila notes that the year-to-date expenses are well below the FY22 budget. Mr. Seaver states that he has more bills coming in. Dennis confirms that the lease on the backhoe has been paid. Mr. Seaver reiterates that he is expecting more bills for this line. Dennis asks if the FY22 year-to-date expenses will reach the FY22 budget of \$15,000. Mr. Seaver explains that he usually gets close to \$15,000, but there will be more left in the budget because there was a planned project that did not happen this year. Sheila reminds Mr. Seaver that BudCom will also be asking all these questions.
- **Tree Removal:** Mr. Seaver explains that by working with Unitil, Eversource, and NE Co-op, he was able to have a whole lot of trees removed without the Town having to pay for that. He notes that he was working with them to remove as many trees as possible and the utilities have been willing to work with him, but he does have a few more trees that need to be removed. Shawn notes that it is good to lower the budget on this line because "you can't count on that (assistance from the utilities)." Mr. Seaver explains that he still has a couple of very large pine trees that need to come down. Sheila confirms that he increased this budget. Mr. Seaver states that he did so because of the size of the pines that he needs to remove.
- **Major Road Repairs:** Mr. Seaver states that his FY22 budget was \$350,000. He is asking for \$450,000 for FY23. He notes that the year-to-date expenses are wrong because it does not include the one-time State grant of \$94,000. There is a discussion of how expenses were not debited correctly in this line. Mr. Seaver states that he sent a note to Kim. Kim states that she got the same note as Finance did. Dennis wants to confirm that there is no expiration on the grant.

Shawn confirms that this line is over budget, but with an incorrect year-to-date expenditure. The total reflected in the year-to-date is \$365,465, but that amount should be corrected by subtracting the \$94,000 State grant leaving only \$271,465 in the year-to-date expense amount. Kim believes it is a "transfer of funds" issue. Shawn suggests that the BOS could use Town funds to cover the over-budget amount and use the State grant money, which is earmarked for highway repairs, early in FY23 as long as those grant funds did not lapse. Dennis confirms that the State grant money is strictly for road repairs. Mr. Seaver explains that the Town gets State highway funds every year. Shawn

explains that if the BOS is allowed to carry the \$94,000 grant into 2023, the BOS can put it towards Major Road Repairs and reduce the FY23 budget by that amount. He notes that the BOS did already authorize Mr. Seaver to spend that money,ⁱⁱ but reiterates that if it wasn't spent, the BOS has the option of reducing the Major Road Repairs budget by \$94,000 or leaving the FY23 budget as requested at \$450,000 and add the \$94,000 grant money to it.

Shawn states his preference is option #2 because he knows where the Town is regarding road maintenance and the BOS has been trying to build the Major Road Repair budget up over time. He notes that even with \$94,000 there is not a lot of purchasing power when buying tar and roads. Shawn states that the Town has 37-38 miles of Town roads and the BOS has to look at the longevity of those roads when they have to be replaced, the cost per mile, and how much money the Town can put into that. The Town is far behind in these repairs and always has been, it is doing the best that it can do and just tries to keep moving forward. Shawn reiterates that he is happy if the budget stays at \$450,000, but the BOS needs to find out if it can move that \$94,000 grant money into FY23 and add it to the Major Road Repair line to bring that budget closer to \$550,000.

Kim believes that there is an expiration date to expend the State Highway Grant money and that it has to be spent by the end of 2022. Sheila agrees. Mr. Ward states that during the previous discussion of the grant money he understood that it was going to be spent on the roads that were part of that discussion.ⁱⁱⁱ There is a discussion that if the grant funds were used, where has that been debited? Kim reiterates that she believes the money needs to be transferred between accounts. Once this is corrected, the FY22 Major Road Repair budget would actually be under budget.

Shawn suggests the BOS confirm the expiration status of the grant money so that they can correct that line appropriately. Mr. Seaver reminds the BOS that if he is under budget, the BOS can encumber the remaining FY22 funds. There is a discussion regarding the encumbering process. Kim states that the BOS can encumber those funds to finish the road project as previously discussed.^{iv} Shawn confirms for Sheila that the BOS can encumber funds for a project already started (Busby Rd.). Mr. Seaver believes that after the year-to-date expenses are corrected, he will have approximately \$79,000 left in the FY22 budget. Shawn states the BOS will figure all of this out and will address it next week.

Dennis expresses his concern that Mr. Seaver “will get a little beat up next week by BudCom.” Mr. Seaver notes that Mr. Ward will be attending that meeting. Dennis states that if the BOS resolves the issue (regarding the grant money) it will make it much easier for Mr. Seaver at the BudCom meeting. He confirms that the real question is if the grant funds expire at the end of 2022.

- **Building Maintenance:** Mr. Seaver has level-funded this line. Dennis asks about the low year-to-date expenses. Mr. Seaver assures him that he has more bills coming in. He notes that he had lights installed at the Salt Shed. Shawn explains to Dennis that some departments schedule their “regular” expenditures towards the end of the year to make sure they have funds available for any emergencies during the year.
- **Highway Equipment Repairs:** Mr. Seaver states that CAT will be coming on December 16, 2022 to do maintenance on the backhoe and there are also a couple of things that he needs the CAT mechanic to look at, so there will probably also be a repair bill for fuel lines that are rotting. Dennis asks if the work can be done and billed before the end of 2022. Mr. Seaver explains that he's been trying to get CAT for over a month.
- **Small Equipment Fuel:** Mr. Seaver has included this line with the regular fuel because the fuel is only priced by the pound. Shawn explains the line was separated because, in the past, subcontractors were fueling their equipment when they were working for the Town and the BOS wanted to track that. Those issues have been resolved and Shawn states that he is comfortable having only one line in the budget for fuel.
- **Vehicle Fuel:** Mr. Seaver explains that he doesn't have a State contract anymore. He gets his fuel from the State shed, but is paying the current price at each fueling. He notes that he is still paying about \$2.00 per gallon. Dennis confirms that Mr. Seaver is not currently affected by being out of contract. Mr. Seaver explains not unless the State refills that station and the new fuel costs have increased. The State's station prices are controlled by the State and there are no more contracts. Dennis asks if there are any historical jumps in prices from the State. Dan Ricker explains that the State had a pre-buy contract for its fuel and notified the Highway Dept. this summer that it was running out of its pre-bought fuel and no one had a good enough deal for the State to get a new pre-buy

contract. Mr. Seaver explains that other State fueling stations may be a little bit higher because they have a higher demand for fuel and may need to re-fuel more frequently at a higher price. He notes the station that he uses is less busy, so the fuel that was purchased at a lower price lasts longer. Dennis asks if Mr. Seaver had budgeted enough in this line. Mr. Seaver states that if he sees an issue, he can move funds around within his budget.

Shawn states that he doesn't understand how the State is running its' fuel purchases. He expresses his concern that fuel is cheaper now, but when the fuel runs out, the towns and State have to pay higher prices. Shawn encourages Mr. Seaver to use other vendors if the prices increase and he can purchase it cheaper from other vendors and "do whatever is best for the Town." Mr. Seaver agrees. Shawn confirms there is no obligation for the Town to solely use the State stations. Mr. Seaver explains that it is easier to fuel at the State stations because all the accounts and access are already set up.

Dottie asks if the BOS has the authority to make the Road Agent position a full-time position (with benefits). Sheila and Steve agree that this is something that needs to be voted on by Town Warrant. Dennis confirms the Town votes on the Road Agent. Steve reminds the BOS that they tried to make the Road Agent position an appointed position last year and the Warrant failed.^v Dottie notes that Warrant did not address the full-time question. Sheila reiterates she believes that the full-time question still needs to go to the voters in a Warrant.

Dennis disagrees and believes the BOS has the authority.... Shawn reminds him that the Road Agent is an elected position. Kim explains that elected officials don't get the benefits of a full-time employee. Steve notes that the Police Chief is elected and gets benefits. Shawn explains that it "was negotiated even before my time." Sheila explains that it has to do with NH Retirement requirements. Dennis confirms that if the Town approves increasing the Road Agent's position to a full-time position, it would be a full-time position but the Road Agent would not be a full-time employee. Shawn reminds Dennis that if the Road Agent is not re-elected, he's no longer employed by the Town.

Steve states that last week Mr. Seaver had informed him of an issue with the outside wood furnace at the Town Garage. Mr. Seaver explains that the heat exchanger has rotted and is blowing smoke into the garage. He thought that they could repair it, but there are very few sources for that type of furnace, most of them are boilers. He did find a company called Hypotherm in Ohio where they could custom order a new wood box and exchanger. Mr. Seaver notes there is a 20-year warranty on the firebox. Mr. Ward states that it couldn't be delivered before April 2023. Mr. Seaver states that he received a quote for approximately \$9,000, but the Town has to pay 50% upfront and it will take 3-4 months to get it. Sheila confirms that Mr. Seaver has this money available in his FY22 budget. Mr. Ward and Mr. Seaver note that they love the existing furnace. Dennis notes that they need (to be able to use the) furnace now. There is a discussion on the long wait for the parts. Mr. Seaver states that they might be able to "band-aid" the current furnace for this winter. There is a short, but adamant discussion on the safety of such repairs. Mr. Seaver explains that if they don't get the new parts, they will be using a lot of propane to heat the Highway Garage. Kim explains that the repairs would actually be paid for from the Government Buildings budget.

Shawn believes that Mr. Seaver needs to address the repairs with a long-term solution. He states that he understands the idea of a "band-aid." Sheila reiterates her safety concerns. Steve explains that it depends on where the exchanger is leaking. Mr. Ward explains that the smoke is coming in around where the intake pipe has rotted. Mr. Seaver states that the furnace is only about thirteen (13) years old. The BOS agrees that is not that old. Steve reminds the BOS that the new parts have a 20-year warranty and the firebox has a 3-year warranty. Mr. Ward reiterates that the current unit is a "nice unit". Dennis confirms that Mr. Seaver and Mr. Ward would rather repair the furnace rather than replace it. Mr. Seaver suggests that the Highway Dept. could come up with an idea to fix it for this winter and that Steve (as Fire Chief) could approve it. Steve suggests that Mr. Seaver put the order in and explain what NE winters are like to the company to see if they could get the parts quicker. Shawn tells Mr. Seaver to move forward and order the parts. Mr. Seaver states that he will have the company send an invoice for the 50% upfront. Shawn agrees, noting the BOS can sign the pay warrant next week and encumber the remainder for FY23. Mr. Ward explains that he starts the propane heater and the first time the blower comes on from the wood furnace, he can shut the propane heat off. Mr. Seaver notes that the new firebox will burn for 12-14 hours, much longer than the current one can. Shawn notes that the Police Dept. used to stop up there in the middle of the night and refill the wood box for the garage. Mr. Ward explains that when the crews are plowing and returning for salt, everybody fills the wood box.

Sheila expresses her concern that when there isn't any plowing the pipes will freeze. Mr. Seaver reminds her that they still have propane heat in the garage and electric baseboard heat in the office and bathroom. Sheila confirms that the heat is left on. Mr. Seaver notes that some of the baseboard heat has also been updated. Shawn commends Mr. Seaver and Mr. Ward for the great amount of work they've done at the Highway Garage.

Sheila motions to approve the budget for #4312.20 Road Maintenance for \$833,242. Shawn clarifies there are two budget amounts listed: Highway FY23 and BOS FY23 and the totals are different. Ms. O'Connor confirms that the amount budgeted for full-time benefits are the amounts that Kim gave her today. Dennis confirms the correct amount for the budget is \$833,242. Dennis confirms the BOS FY23 amount is a typo. Ms. O'Connor agrees and notes that both columns should be the same. Shawn confirms that she will correct the BOS FY23 budget to match. Motion is seconded by Steve. Vote is unanimous (5-0). Dottie votes yes by audio.

🗳️ **#4312.20- Road Maintenance budget is approved for \$833,242.**

#4312.30- Stormwater Maintenance: The proposed FY23 budget is \$110,561.

- Stormwater Clerk: Mr. Seaver explains that the position was for two (2) hours per month and that even though there are no year-to-date expenses recorded, he has spent from that line. The person that he thought could help in this position couldn't, so he has trained Ms. O'Connor to work on that.

- General Supplies: These costs have increased.
- Stormwater Consultant: This is a contracted price
- Street Sweeper: Mr. Seaver states that he doesn't have a street sweeper and just recently received the street sweeping maps. He will deal with the issue in 2023. Sheila expresses her concern that street sweeping is required for stormwater management. Mr. Seaver agrees but notes that the consultant "just found the map" and that he hasn't had time to call around and get a price. Mr. Seaver explains the map shows only parts of certain roads, the Town is not supposed to sweep entire roads. Shawn explains the Town is supposed to sweep roads that have curbs and very few of Danville's roads have curbs. Sheila motions to approve the budget for #4312.30 Stormwater Maintenance for \$10,561. Second by Steve. Vote is unanimous (5-0). Dottie votes yes by audio.

🗳️ **#4312.30 Stormwater Maintenance budget is approved for \$10,561**

#4312.50- Winter: The proposed FY23 budget is \$173,000.

- Contracted Services: Mr. Seaver notes that this line has been budgeted at \$95,000 for many years. Last winter there was less snow, mostly ice, so there were fewer contracted snow plowers. He states that he has lost three (3) snow plowers for this season and will probably lose a fourth one. He explains that the other issue is the pay rate, noting that the driver's insurance rates have increased dramatically. To stay competitive, he has set the new rate at \$95.00 per hour. He notes that Plaistow, Kingston, and Sandown are also paying \$95.00 per hour. Fremont is paying \$85.00 per hour with an additional stipend for gas which works out to \$95.00 per hour.

Sheila asks if there are similar road comparisons between the towns. Mr. Seaver notes that Fremont is the same size. He states that Hampstead's winter budget went from \$170,000 to \$425,000 for FY23. Sheila states that she believes Hampstead's budget will go to default like it did last year and they will be paying \$100-\$110 per hour for snowplowing. Shawn expresses his concern that the Town stays competitive so that it can keep its' drivers. Mr. Seaver confirms that the old rate was \$75.00 per hour. Shawn agrees that with the increased costs of insurance and gas, the Town needs to increase the rate. Mr. Seaver explains that one snowplow driver did every storm from Jan-March 2022 and only made \$3300. His insurance was \$2600. Mr. Seaver notes that a lot of towns are also offering incentive money. He states that he has enough in his budget to do a "one-time shot." Shawn expresses his concern about drivers showing up after they've been paid. Mr. Seaver explains that he has updated the Town's snowplowing contract and modeled it after Sandown's, who is going to contract for the first time. He notes that all the towns are going to contract with start dates (be available) and end dates.

Sheila expresses her concern that with a contract, a driver can't go to another town. Shawn states he will support something that has some kind of incentive, but one that is paid "post-season." Dennis agrees. Shawn states that he doesn't want to fight to get money back if a driver is paid upfront and then leaves. Sheila notes that it is difficult to fight that even with a contract. Mr. Seaver explains that Hampstead pays the incentive up front and the driver works it off throughout the season. This may mean that at the end of the season, they would be plowing with no pay. Mr.

Seaver and Mr. Ward reiterate that they can't find anyone to plow, even drivers who have plowed for Danville for a long time.

Shawn states that he understands the fixed costs of all of this and doesn't mind the concept of giving drivers a guaranteed minimum, but he doesn't agree the Town should "pre-pay" it and if at the end of the season a driver didn't plow at all, they would still get the remainder of the contract if there was any. Shawn notes "it's the same money whether it's paid before or after the season, but is concerned that dealing with the human factor is vastly different."

Sheila asks how the contract would be handled if a driver quit midseason. Shawn explains that's the driver's issue, not the Town's. The driver could make up the money on other storms, but the BOS would need to review each one on a case-by-case basis and be fair. He reiterates that he doesn't want to "be chasing a driver for being a shmuck."

Steve suggests that the Town does its contract like Hampstead's; guarantee a price and pay the driver every two (2) weeks, just like payroll. If a driver drops out, the Town just stops paying them. The Town would only lose two (2) weeks' pay. Dennis clarifies that Steve is suggesting buying out the contract every two (2) weeks for the length of the season. Steve explains the drivers would get paid every two (2) weeks regardless if there was snow or not. That way they can cover their truck expenses. Dennis notes that is an attractive arrangement.

Sheila confirms the Highway Dept. has enough drivers for the Town's trucks. Mr. Seaver explains the Town has four (4) plow trucks and does all the sanding. He notes that Hampstead's contract includes the drivers doing the sanding. He explains that if the contracted drivers use the Town's backhoe to load their own sanders, the Town would have to have Workmen's Comp insurance on them. Mr. Ward explains that Hampstead's contract increases the rate of pay for any extra equipment a driver has.

Dennis reviews the Hampstead contract and notes that it was very similar to Steve's suggestion, They were paying \$8500, the difference was that the payments were broken down into four (4) monthly payments paid at the end of the month. The contract is based on 85 hours of plowing, salting, and sanding.

Mr. Seaver explains that his contract needs to be different. He uses contracted drivers for clean-up, cul-de-sacs, the Town's buildings, and schools. Dennis feels that Hampstead's contract "attracts drivers because they know they're going to get paid a certain amount each month for four (4) months. He states he likes Steve's idea of paying drivers every two (2) weeks so if a driver walks out on a contract, the Town only loses whatever portion of the contract that would have been paid for two (2) weeks, and that might attract drivers because they are guaranteed a check every two (2) weeks, even if they're not getting paid as much as somewhere else.

Mr. Seaver states that he needs two drivers for the parking lots. He explains that one driver got another job and the other driver wanted more money. Shawn agrees that Hampstead's contract has some merit and suggests the BOS review and explore it. Dennis states that the Highway Dept. is a critical service like First Responders because without the streets cleared, no one can get anywhere and he feels it is critical to get these positions filled. Mr. Seaver confirms that he currently needs 1-2 drivers. He notes that blizzards don't matter. He had eleven (11) pieces of equipment, four (4) Highway plows, and eight (8) drivers for last year's blizzard. Shawn confirms that Hampstead is offering \$100 per hour. Mr. Seaver reiterates that their contracted drivers also sand. Danville's trucks do all the sanding. No contracted drivers are allowed to sand, only plow. Shawn asks Kim to contact Hampstead for an electronic copy of their contract so the BOS can work on it. Kim notes that she already has it and will e-mail it to the board as well as all the spreadsheets. Shawn asks Ms. O'Connor to e-mail the Highway Contract so he can wordsmith it. There is a discussion if Hampstead's contract was reviewed by their Town Counsel. Sheila expresses her concern that the BOS makes sure that everyone is covered and suggests that Danville's contract should be run by Town Counsel. Shawn asks Ms. O'Connor to edit Hampstead's contract and make it Danville's. Mr. Ward suggests that Kim ask Hampstead if they had their contract reviewed by their Town Counsel. Mr. Seaver states that he will ask that. Shawn confirms that the contract won't change the budgeted amount of \$95,000.

- Equipment Maintenance: This line is for cutting edges and sander parts.

- Sand/Salt Supplies: This line has increased by \$6000. Mr. Seaver notes that he went over budget by \$6161 for the 21-22 winter season. The costs for salt have increased to \$72.81 per ton.
- Machinery/Equipment: Mr. Seaver has decreased this line despite needing to purchase headboards and wing arms for the sanders. He states that he feels what he has budgeted will still cover those costs. Sheila confirms that the wing arms cost approximately \$2000.

Sheila motions to approve the budget for #4312.50-Winter for \$173,000. Second by Dennis. Vote is 4-yes, 0-no, 1-abstention (4-0-1). Dottie votes yes by audio. Steve abstains.

 **#4312.50-Winter budget is approved for \$173,000**

#4520.69- Maintenance of Recreational Facilities: The proposed FY23 budget is \$18,600. Mr. Seaver explains this budget covers the costs of the toilet rentals, doggie bags, and that he will need to put new wood chips under the swings. He wants to also complete the Pickleball nets and lines on the tennis courts and put in the new gate at Day Field that he wanted to do in 2022. Mr. Ward asks if anyone had looked at the new tennis courts. Dottie states that she has and they look great.

Dennis notes that there is nothing in the budget for a new softball field that he and Mr. Seaver had previous conversations on. Mr. Seaver explains that he wants to do a Warrant Article for that because it will be expensive, approximately \$20,000. Ms. O'Connor notes that one of the quotes is for \$22,000 and that's just for the backstop, a small area for dugouts, and a 10' deck to shift that piece of the field. Dennis explains to Sheila that the softball field is in Colby Park where the old baseball field was. Mr. Seaver explains that he won't do the whole field because he can put up a snow break fence to mark the field's boundaries. Other users can then just roll the fence back and use the whole field when they need to.

Dennis agrees that there are very "creative ways to do multi-use fields. If they skim the diamond, DYL can use a portable mound and with a movable fence, they can offer t-ball. He asks who's writing the Warrant Article, expressing his concern that it is correctly written. Dennis explains that the DYL has been fundraising for several years specifically for getting a softball field and they could have a substantial amount of money that could be contributed to the project. He notes that he personally believes it is appropriate for the Town to entirely fund the ballpark, but in writing the Warrant Article, it may sway the Town to approve the project if there is also a private donation towards the field.

Sheila states other projects are more important. Shawn explains that the BOS should put it on the Town Warrant and let it live or die on its own merits. Dennis states that "there are a lot of private citizens that will take the lead and own this field from top to bottom if they have the support from the Town to guide and point them in the right direction, so it doesn't have to be on the Highway Dept." There is a discussion of who will be responsible for caring for the field if the project passes. Ms. O'Connor, stating that she doesn't know if she will be appointed as Field Coordinator in 2023, feels that "everyone needs to meet and figure out who's responsible for what before anything goes forward." Sheila agrees noting that "too much mish-mash is already happening." Ms. O'Connor notes that "baseball has been very good over the nine (9) years that she's been taking care of the fields, but (the BOS) needs to set guidelines before they put in anything else so that when she e-mails everyone using the fields in the spring, there are guidelines that outline exactly what the Town is expecting from everybody: soccer, baseball, football, everyone." Dennis asks how she wants to do that, noting that he can give her his contacts, broker his contracts, etc. Ms. O'Connor states that she already has everyone's contacts. Dennis asks her to put something together. Ms. O'Connor asks when everyone can be available. Sheila asks that the conversation sticks to the budget discussion. Dennis states that they are, they are discussing the recreational facilities. He asks Ms. O'Connor to follow up and expresses his concern that the issue is not dropped because people are willing to own the project.

Sheila motions to approve the budget for #4520.60 Maintenance of Recreational Facilities for \$18,600. Second by Steve. Vote is unanimous (5-0). Dottie votes yes by audio.

 **#4520.20- Maintenance of Recreational Facilities budget is approved for \$18,600**

#4323.20- Hazardous Waste Collection: The proposed FY23 budget is \$7,000. Mr. Seaver states that he decreased this budget by over 50%. He notes that he is still waiting for the bill from Kingston for the Fall Hazardous Waste program. Sheila motions to approve the budget for #4323.20- Hazardous Waste Collection for \$7,000. Second by Steve. Vote is unanimous (5-0). Dottie votes yes by audio.

🌟 **#4323.20 Hazardous Waste Collection budget is approved for \$7,000.**

III. Agenda

Snow Removal from Town Buildings: Kim asks for clarification on how snow removal will be handled at the Community Center and the Town Hall. She explains that she went to the Community Center tonight and that nothing had been taken care of. Mr. Ward states that it was salted twice. Kim states that the ramp and the back stairs were not done. Mr. Seaver notes that there hadn't been enough time. Steve states that he thought the Community Center hired someone to shovel. Kim states that she believes the Highway Dept. does it. Mr. Seaver explains that he doesn't have "his guy" to do it this year. Mr. Ward explains that the Highway Dept. was taking care of that at 2:30 AM last winter. There is a discussion about how snow removal should be handled. Shawn explains that the previous Land Use Administrator had volunteered her son to do the snow removal for the Community Center as a community service project. He asks if the custodian can do the snow removal. Kim explains that he only cleans inside and is not a facilities manager. She notes that he usually shovels the entrance to the Community Center. Kim asks if the contracted drivers can do the snow removal. Mr. Seaver explains that the minute a contracted driver steps out of their truck, the Town needs to carry Workmen's Comp insurance on them. That is why he can only use Town employees for snow removal. He notes that is why Hampstead's contract pays Workmen's Comp because their contracted plow drivers have to get out of their trucks to load their sanders with town equipment.

Sheila expresses her concern that if the contracted drivers are hurt while plowing, they can still collect Workmen's Comp from the Town. Mr. Seaver explains that if the drivers are in their trucks, they are the owner-operator and are not covered. He states that he has been an owner-operator for years and had to carry his own Workmen's Comp insurance. Sheila disagrees. Mr. Seaver notes that this is another expense for the drivers if the Town required it. Sheila states that they would be covered under the Town's policy. Mr. Seaver explains that would not be so, that the drivers would be covered under their insurance. Shawn moves the discussion "offline" stating this is not the time to discuss it.

Mr. Ward states that the BOS needs to clarify who will clean up the Community Center and the Town Hall after snowstorms. There is a discussion about when the Community Center needs to be cleared. Kim reminds the BOS that the Town Hall opens at 8:00 AM and she just can't shovel. There is another discussion about why the custodian can't do it. Kim explains that he has a full-time job. Steve notes that if the storm is between 8:00 AM- 4:00 PM the Fire Dept. staff can clean the ramp and stairs for the Community Center; but he can't have them come in at 7:00 AM for an overnight storm. He states that if that is what needs to happen, the Fire Dept. should share the responsibilities with the Police Dept. Sheila agrees. Dennis states that is the most reasonable possibility, noting the Police Dept. is next door to the Town Hall. Steve expresses his concern that the "lion's share of this stuff falls on the Fire Dept. all the time, but he is willing to share the responsibility." Sheila notes the Town Hall has a snowblower. Shawn and Dennis agree that the BOS needs to solve this issue, soon, but not tonight.

Mr. Ward asks Steve if he received the paperwork regarding auctioning the old fire truck. Steve stated that he has not received that paperwork and explained that he may be looking to purchase a fire truck this year and the easiest way would be to trade in the old pumper truck towards the price of a new truck. He notes that he does not believe he will get much in that trade-in. Mr. Ricker asks if Steve could use Engine #7 with the ongoing buyback offer or if that was even still an option. Steve states that it is no longer an option, but it would have been nice if it had worked out.

Community Center Outdoor Lighting: Kim defers this discussion to Dennis. Dennis explains that two nights ago when he drove past the Community Center there was a bright light centered above each window on each side of the ramp and steps. He states that he didn't believe those were on during Election night because it was so much brighter when he just drove past. Sheila reassures him that those lights were on during the Elections. Dennis admits that he has night vision issues, but was concerned because on Election night people that were outside electioneering were

completely in the dark. Shawn suggests that the issue is resolved for now and that if Dennis has any further issues he can bring them up later.

Employee Premium Pay: Steve presents his proposal as was discussed during the review of the Fire Dept. budget. Kim asks him to also e-mail his material so the recording secretary can follow along with the discussion. Shawn pauses the meeting because the cellphone that the BOS was using for Dottie to attend virtually has run out of battery power. Kim reconnects with Dottie on her cell phone.

Steve explains that the first sheet of his proposal was completed after this week's payroll, so there is only one pay period left in 2022 to address this issue. There is a discussion about getting these documents to Dottie. Shawn states that he wants a chance to review Steve's proposal and ensure that the math is correct. He does not want to vote on it tonight and suggests the BOS review everything and vote on it next week. Sheila states that Dottie has also written a proposal for the Town employees' Premium Pay from the ARPA funds. Steve expresses his concern that the BOS will vote on his proposal next week so that it can be included in the last payroll for 2022.

Steve explains that he has shown how he set up the bonuses, after he took all the calls, as per diem or staff calls. Shawn asks him to define per diem. Steve states those are the firefighters that work 8:00 AM-4:00 PM during the week. Shawn confirms they will be paid a flat fee of \$1000 and asks if they have to do a certain amount to keep things fair. He explains that the Police Dept. staff received \$5000 bonuses for 40 hours. At \$1000, he would expect and support per diem staff to work at least one shift each week. Steve reassures Shawn that all his per diem firefighters work at least one (1) shift each week, and some of them do two (2) shifts per week. Steve notes that he tries to give the in-town per-diem firefighters two (2) shifts per week. The out-of-town firefighters do one (1) shift each week.

Steve reminds the BOS that his motivation for doing this followed Dennis' comment regarding the Police Dept. bonuses that the Police Dept. staff were full-time. He explains that the "luxury" of having a per diem firefighter staff is that it saves the Town 30% in NH Retirement costs, plus the costs of any health insurance benefits. The firefighter call members, who are covering calls at 2:00-3:00 AM are also allowing Steve to not have to go to a full-time Fire Dept. He notes the value of this compared to a full-time Fire Dept budget, noting that Hampstead, Plaistow, and Kingston all have full-time Fire Depts.now. Atkinson now has four (4) full-time firefighters and their budget is over \$400,000. Steve reiterates that he wants to reward the on-call and per diem staff for what they've saved the Town and for their dedication. He notes the total cost of the bonuses is \$30,250 and he has that left in the 2022 budget and will still be able to return money to the Town at the end of 2022.

Dennis clarifies that the bonuses are calculated on a percentage and the calls and training are equally weighted. Steve confirms this. He explains that the Fire Dept. pays for two (2) hours of EMT training so the firefighters can keep their certifications and an additional two (2) hours per month for Fire training to keep their skills fresh. Dennis expresses his concern that the EMT training/certificates that the Town pays for could be taken and used at another location and would consider that EMT training a "perk." Steve explains that about 80% of Fire Dept. calls are EMS calls. The trainer that he uses is a Town resident and is a very good instructor. Years ago, firefighters had to have "x" amount of training hours every two years and complete a practical test to keep their certifications. It was very stressful. The current instructor has designed a training curriculum that, as long as the firefighter staff comes to the trainings, all the major topics are covered regularly and all the staff is able to be re-certified at the same time. Steve agrees that Dennis' concerns are valid, but most of the night calls are from Town residents and (the call firefighters) are probably not interested in going to another town.

Sheila asks Steve how he figured out the bonuses. Steve reiterates that he calculated everything based on calls, trainings, etc. from January 1, 2022- November 20, 2022. He explains that any staff that did not make at least 5% of the calls did not receive any bonus, noting he hopes it would be an encouragement to show up. He notes that staff could reach that 5% baseline just by attending the trainings even if they didn't answer any calls. Steve states that he showed this to the Fire Wards at last week's meeting and they approved it. It now needs BOS approval. Shawn reiterates this will be on next week's agenda for approval.

IV. Old/New Business

Signature File: Shawn asks Dennis if he reviewed the new RMON contract. Dennis agrees that RMON updated the wording as was discussed and the Town is no longer locked into automatic renewal of the contract. Sheila motions for Shawn to sign the new RMON contract. 2nd by Steve. Vote is unanimous (5-0). Dottie votes yes by audio.

Shawn reviews a document for an “intent to cut” that he has already spoken about with Carsten Springer. The “intent to cut” is for a piece of land that the Conservation Commission purchased on Happy Hollow, but it was put in place by the prior owner and previously signed by the BOS. Now that the Town owns that property, it has to file its own “intent to cut” but will need to waive the process (of assessing a timber tax) because it shouldn’t be taxing itself. Shawn explains that he wants to confirm that the Town actually purchased and owns the land that is listed in the “intent to cut” before agreeing to it. He confirms the consensus of the BOS is that if Town ownership is confirmed, the BOS will waive the “intent to cut” timber tax and approve the application to move forward.

Kim explains that she believes the Town still has to file an “intent to cut” and do a report for the State and then waive the timber tax. She spoke with Fred Smith (Town Assessor) and he explained that the Town may have to produce a bill (for the timber tax) and then abate it. She notes that she will need to work with Mr. Smith and the DRA on this. Shawn asks Kim to make sure the “intent to cut” is for lot #255-1 which is the correct property and the Town does own it. He notes that this was part of a larger piece of property that was subdivided and the Town purchased one of the pieces to have strategic access to the Town Forest but does not own the remainder of the parcels. Shawn reiterates his concern that the timber is on the Town-owned property only, noting he doesn’t want the developer “reaping the benefit of an exempted timber harvest.”

Minutes: The BOS review the minutes for the November 28, 2022 BOS public meeting. Shawn suggests that a question on line #106 be rewritten to read “engineers would absolutely be required.” Sheila motions to approve the minutes as amended. Second by Steve. Vote is 4-yes, 0-no, 1-abstention (4-0-1). Dennis abstains because he was absent from the meeting. Dottie votes yes by audio.

Shawn reads the Town Announcements listed below.

Warrant Articles: Shawn explains the next step in the budget process is writing the Warrant Articles. One Warrant Article will need to be written to determine how the proceeds from the sale of 599 Main St. will be used. There has been discussion of using that money towards the new Police Station. Shawn expresses his concern that if the funds are not dedicated via a Warrant Article, they will eventually just be used to reduce the Town’s taxes. Another Warrant Article needs to be written regarding the improvement of the softball field. Shawn explains that Dennis will need to write this. Dennis states that he has no idea how to do it. Shawn explains they all start with “To see if the Town will....” Sheila suggests that Dennis look through the old Town Reports for a model and reminds him that the Warrant can be reworked during the Deliberative Session. Dennis agrees to write both Warrant Articles. Steve asks what the profit was from the sale of 599 Main St. Dottie remembers it being in the vicinity of \$420,000.^{vi} Sheila states that the money should go back to the taxpayers for all those years they paid for that property. Shawn tries to clarify that the BOS has a choice of putting the funds in a Warrant Article for a new Police Station or if there is no Warrant Article, the funds would then automatically be returned to the taxpayers. Dennis notes that in the end, it will be the taxpayers who pay for a new Police Station. Sheila asks about the status of the new Police Station. Dennis states it is in process. Shawn stops the discussion and states the Warrant Article will be on the table for discussion and that Sheila does not have to support it. Sheila states that she can do a Citizen’s Petition.

V. Town Announcements

Calendar



December 19- Monday: Board of Selectmen’s meeting at the Town Hall at 7:00 PM



December 30- Friday: Senior Coffee Hour hosted by the Recreation Committee 10:00 AM- 12:00 Noon at the Community Center.

As there are no further items to discuss, Shawn adjourns the meeting at 8:58 PM.

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

Respectfully Submitted
Deborah A. Christie

ⁱ Dottie asks how Steve calculated the budget for Communications, noting that he budgeted \$10,000. The explanation in the notes only comes to \$5113. Steve explains the remainder of the budget is under "Radio Programming." He explains that the Fire Dept. got all new portables through the ARPA funds, but the mobile radios in the trucks are over 25 years old and were given to the Fire Dept. by the State. He can no longer get the parts to repair them. Steve states he got the costs for the new mobiles at \$2500 each, and plans to replace two of the mobiles in 2023. He notes that he needs to replace a total of six (6) mobile radios. Sheila asks why he couldn't replace all of them now through the ARPA funds and encourages him to do that, noting that is what the fund is specifically for. Steve agrees to do that but notes that he had another project that he wanted to propose for ARPA and that was the pump house at the Community Center. Dennis and Sheila agree that he could still do that and there is no reason why the Fire Dept. couldn't do both projects through the ARPA grant. Sheila reiterates these kinds of projects are what the ARPA funds are for, and by going through ARPA, the expense of replacing the mobile radios is taken out of the budget. Dennis agrees, noting that he feels there is no better way to spend the money than on first responder equipment. Steve states that he will get the bids to the BOS for approval. Shawn asks if using the ARPA funds could reduce the Communications line to \$6000. He confirms Dottie's math for the other budget notes is \$5113. Steve notes that he still has to replace the pagers and pager batteries, but feels that \$6000 would be "a safe number to keep in that line." Dennis asks if Steve could include the costs of the pagers and batteries in his ARPA request, and suggests that perhaps the whole line could be paid for through the ARPA funds, noting "it's not a big bite." Sheila notes that repairs couldn't be included in any ARPA request. Shawn agrees, noting that ARPA requests need to be for capital expenses. Shawn expresses concern that the Communications line needs to have some funding in the operating budget and feels that \$6000 is an appropriate amount. Dennis suggests that Steve use the ARPA funds for new mobile radios, pagers, and batteries, and keep \$5000 in the budget for repairs, etc. Steve agrees. Shawn confirms the new total for the Fire Dept. budget is now \$517,595. Shawn explains that Fire Wards can approve the FY23 Fire Dept. budget at their next meeting. **Town of Danville, NH Board of Selectmen's Minutes November 21, 2022.** Pg.2. Online at www.townofdanville.org. December 12, 2022.

ⁱⁱ **NH DOT Block Grant Aid SB 401 Discussion:** Shawn explains that the Town has received a one-time payment from the State of NH Department of Transportation in the amount of \$94,857.61 which is in addition to the Annual NH DOT Block Grant funds already received. Shawn asks Mr. Seaver if he has any suggestions on how he could spend this money. Mr. Seaver notes that the BOS had just opened three (3) bids for improving the roadways and saw the costs to do so. Shawn asks Kim what the formal process is to accept the grant funds; Kim states the money needs to be formally accepted by the Board of Selectmen as unanticipated revenue. Shawn requests a motion to accept \$94, 857.61 from the Department of Transportation as unanticipated revenue. Dennis motions to accept the NH DOT Block Grant Aid for \$94,857.61. Second by Steve. Vote is unanimous (5-0). **Town of Danville NH Board of Selectmen's Minutes August 22, 2022.** Pg.3. Online at www.townofdanville.org. December 12, 2022.

ⁱⁱⁱ **2022 Paving Quotes for Candy Lane and Sawmill Lane Open Bid Process:** Shawn states that the BOS has received three (3) sealed bids for the Paving RFP. Bid #1- Bell & Flynn, LLC, Stratham, NH: Total Bid: \$505,010 • Candy Lane- \$259,080 • Sawmill Lane- \$217,960 • Beach Plain Rd.- \$27,907 Bid #2- CMI Asphalt Paving Specialists, Belmont, NH: • Candy Lane- \$223,828.00 • Sawmill Lane- \$169,857.50 • Beach Plain Rd.- \$25,977.50 Bid #3- Busby Construction Co. Inc., Atkinson, NH: Total Bid: \$ 501,472 • Candy Lane- \$268,982 • Sawmill Lane- \$206,230 • Beach Plain Rd.- \$26,260 Shawn states that these are the three bids from 2022 Drainage, Reclaim, and Paving Projects and that Mr. Seaver can pick up copies of the bids from Kim to review and recommend. **Town of Danville Board of Selectmen's Minutes August 22, 2022.** Pg.1. Online at www.townofdanville.org. December 12, 2022.

^{iv} Mr. Seaver confirms that the BOS has added the \$94,857.16 that was received from the NHDOT SB401 grant was added to the Highway paving budget. He notes that would leave approximately \$400,000 to come from his FY22 budget to complete the repairs. Mr. Seaver reminds the BOS that he has been working on these projects since December 2021, noting that these projects require plans, test pits, etc. in addition to finding out why the roads failed and this is why he feels that Busby Construction is the best fit for these projects. He explains that the work will begin this fall and will be finished with the top coat and seeding, etc. in Spring 2023. Mr. Ward explains that this will also allow the binder to set for a while before the top coat is put on. Mr. Seaver explains that because the projects are beginning so late in the year, he will encumber funds for the contract at the end of FY22 and then use FY23 budgeted funds as needed to finish the projects. Steve confirms that Busby Construction has agreed to this

arrangement. There is no further discussion. Steve motions to accept and approve the Road Repair bid from Busby Construction for \$501,472 as recommended by the Road Agent. Second by Sheila. Vote is unanimous (3-0). **Town of Danville NH Board of Selectmen's Minutes September 6, 2022**. Pg.7. Online at www.townofdanville.org. December 12, 2022.

^v **Town Warrant 2022-18: Road Agent from Elected to Appointed**. 419- yes, 443-no. March 8, 2022 Town Warrant/Elections. Online at www.townofdanville.org/home/news/2022-election-results. December 12, 2022.

^{vi} **599 Main St. Update**: Shawn explains that the Town has recently closed on the sale of this property. The property was purchased minus the seventy-five (75) acres that the Town had retained. The property included the house, stables, and other outbuildings all part of a ten (10)-acre parcel. Shawn breaks down the following information: The selling price was \$1,005M The proceeds of the sale that will go to the Town of Danville are \$420,350.15. **Town of Danville NH Board of Selectmen's Minutes July 11, 2022**. Pg.1. Online at www.townofdanville.org. December 12, 2022.