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Town of Danville  
Board of Selectmen  
Monday, January 9, 2023  
7:00 PM

7:22 PM

Meeting is Video-Recorded

Selectmen Present: Shawn O’Neil, Chair; Dottie Billbrough, Vice-Chair; Steve Woitkun, Sheila Johannesen, and Dennis Griffiths

Others Present: Kimberly Burnham, Selectmen Administrator; Jim Seaver, Road Agent; Kathie Beattie, Town Treasurer

Shawn called the meeting to order at 7:22 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. Delegate Session**

Shawn notes there are no public members present, so there is no need for a Delegate Session.

**II. Agenda**

**FY23 Default Budget:** Shawn states the total for the FY23 Default budget is \$4,486,429. The Selectmen’s budget is \$4,692,487. BudCom will update their FY23 budget once they finish their review. Sheila motions to approve the FY23 Default budget for \$4,486,429. Second by Dottie. Vote is unanimous (5-0).

**Proposed FY23 Revenue Budget:** The BOS reviews the estimated FY23 Revenue budget for \$911,650. Shawn explains that this is only the first part of the Revenue budget process and these are just estimates. A revised Revenue budget is completed in September of each year that “locks” in the value that the BOS wants to use for setting the tax rate. The BOS can use this estimated Revenue budget against the FY23 proposed Operating budget to do a preliminary tax rate analysis. When the revised Revenue budget is adjusted in September, the BOS can adjust the amount to better reflect revenue expectations, and that revised Revenue budget is then used to set the tax rate in October/November. Sheila motions to approve the proposed FY23 Revenue budget for \$911,650. Second by Dottie. Vote is unanimous (5-0).

**III. Warrant Articles**

**Highway Capital Reserve Fund:** *“To see if the town will raise and appropriate the sum of Seventy-Five Thousand Dollars (\$75,000.00) to be added to the Highway Capital Reserve Fund for the purchase of future highway vehicles and equipment previously established.”* Shawn confirms with Jim Seaver that he wants to add \$75,000 to this fund. Steve motions to move this Warrant article forward. Second by Dottie. Vote is unanimous 5-0. Steve motions to recommend this Warrant article. Second by Dottie. Vote is unanimous (5-0).

**Highway Capital Reserve Fund:**

*“To see if the town will raise and appropriate the sum of Seventy-Five Thousand Dollars (\$75,000.00) to be added to the Highway Capital Reserve Fund for the purchase of future highway vehicles and equipment previously established.”*

**Moved forward by the Board of Selectmen 5-0**

**Recommend by the Board of Selectmen 5-0**

**Highway Sand/Salt Storage Building:** *“To see if the town will close out the Highway sand/salt shed account in the amount of \$4.99.”* Shawn confirms with Kathie Beattie that this is the exact name of the account. Dennis asks if this is a necessary process. Shawn explains that any of these kinds of funds must be opened and closed by a Town vote. He also explains that when a Warrant establishes a fund account, the Warrant can be worded to also add “and to appoint the Board of Selectmen as custodians of the account.” This would allow an account to be closed without going to a Town vote. Shawn states that the Townspeople need to trust the BOS to allow them to do that. Without that clause, funded accounts can only be touched one time each year: at Town Meeting. Shawn gives an example that the BOS was made the custodians of the Police Capital Reserve fund so that if something happened to a cruiser and the Police Dept. needed an emergency expenditure from that fund, the BOS can access those funds without waiting for the next Town Meeting and voter approval.

Shawn states that this is an old account that was previously closed and that when closing an account, the DRA wants a dollar amount of that withdrawal in the Warrant. but the problem is that additional interest had/has accrued that now needs to be withdrawn. Sheila states that she believes that the actual amount left in the account must be written in the Warrant article. Shawn motions to add *“and to deposit the remaining funds of \$4.99 into the Town’s General Fund”* and to move the Warrant article forward. Second by Dottie. Vote is unanimous (5-0). Sheila motions to recommend the Warrant article. Second by Dottie. Vote is unanimous (5-0).

**Highway Sand/Salt Storage Building:**

*“To see if the town will close out the Highway sand/salt shed account in the amount of \$4.99 and to deposit the remaining funds of \$4.99 into the Town’s General Fund.”*

**Moved forward by the Board of Selectmen 5-0**

**Recommended by the Board of Selectmen 5-0**

**Establish Capital Reserve Fund for Future Expansion of the Highway Garage:** *“To see if the Town of Danville will vote to establish a Highway Capital Reserve Fund for Future Expansion of the Highway Garage under the provisions of RSA 35:1<sup>i</sup> and to raise and appropriate the sum of Five Thousand Dollars (\$5,000.00) to be placed in this fund. Further, to name the Selectmen, as agents to expend from said fund.”* There is a brief discussion regarding how much to initially fund this new Capital Reserve fund. Sheila motions to move the Warrant article forward, Second by Dottie. Vote is unanimous (5-0). The BOS also recommends this Warrant article.

**Establish Capital Reserve Fund for Future Expansion of the Highway Garage:**

*“To see if the Town of Danville will vote to establish a Highway Capital Reserve Fund for Future Expansion of the Highway Garage under the provisions of RSA 35:1 and to raise and appropriate the sum of Five Thousand Dollars (\$5,000.00) to be placed in this fund. Further, to name the Selectmen, as agents to expend from said fund.”*

**Moved forward by the Board of Selectmen 5-0**

**Recommended by the Board of Selectmen 5-0**

**Cemetery Capital Reserve Fund:** *“To see if the Town of Danville will vote to raise and appropriate the sum of One Thousand Dollars (\$1,000.00) to be placed in the existing Cemetery Capital Reserve for future cemetery expansion.”* The BOS confirms that they have voted to move this Warrant article forward and have recommended it by a vote of 5-0. (January 4, 2023, BOS public meeting.)

**Colby Memorial Library Infrastructure and Facility Non-Capital Reserve Fund:** *“To see if the Town of Danville will raise and appropriate Five Thousand Dollars (\$5,000.00) to go into this fund for the engineering, repair, and renovation of facilities and the upgrade of the Colby Memorial Library’s infrastructure.”* Steve motions to move this Warrant article forward. Second by Dottie. Vote is unanimous (5-0). Sheila motions to recommend this Warrant article. Second by Dottie. Vote is unanimous (5-0).

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

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

**Moved Forward by the Board of Selectmen 5-0**

**Recommended by the Board of Selectmen 5-0**

**Colby Memorial Library Expend Interest:** *“To see if the Town of Danville will vote to raise and appropriate the sum of Two Hundred Sixty Dollars and 57/100 (\$260.57) to purchase books and authorize the use of that amount from the interest income earned from the library’s TD Bank checking account and to authorize the expenditure of those funds by the Library Trustees.”* Dottie motions to move this Warrant article forward. Second by Sheila. Vote is unanimous (5-0). Dottie motions to recommend this Warrant article. Second by Sheila. Vote is unanimous (5-0). Dennis asks Dottie if she knows the balance in the Library’s Infrastructure and Non-Capital Reserve fund. Kim checks her records. There is a brief discussion and it is believed there is approximately \$20,000 currently in that fund.

**Colby Memorial Library Expend Interest:**

*“To see if the Town of Danville will vote to raise and appropriate the sum of Two Hundred Sixty Dollars and 57/100 (\$260.57) to purchase books and authorize the use of that amount from the interest income earned from the library’s TD Bank checking account and to authorize the expenditure of those funds by the Library Trustees.”*

**Moved forward by the Board of Selectmen 5-0**

**Recommended by the Board of Selectmen 5-0**

**Fire Department Purchase of Pumper/Tanker:** *“To see if the Town of Danville will expend Five Hundred Fifty Thousand Dollars (\$550,000.00) to purchase and equip a new 3000-gallon Pumper/Tanker. \$300,000.00 to be paid from Capital Reserve, \$125,000.00 to be paid from Public Safety Impact Fees, \$125,000.00 to be paid from ARPA.”*

Shawn states that he confirmed today there is currently only \$116,000 in the Public Safety Impact fee account. Steve explains that there is currently \$308,000 in the Capital Reserve fund and that he won’t need to expend the money for the new truck for at least a year (due to the length of time required to build the truck.) Steve believes that the amount in the Public Safety Impact fee fund will also increase over that time. Shawn notes that the total in the accounts that Steve wants to use to purchase the new fire truck is approximately \$9,000 less than needed, but he believes that can be made up through the ARPA funds. Shawn expresses his concern given the current issues with funding and the law that requires the expenditures to be exactly the amounts listed in the Warrant article. He suggests the BOS leave those amounts which total \$550,000 in the Warrant article until the BOS and Fire Dept. know the exact amounts and can change them at the Deliberative Session. He notes that with the current funding, the amount from ARPA will need to be adjusted to \$135,000 to reach the total amount requested and the BOS will need to hold that amount of ARPA funds aside until after the Warrant article passes.

Sheila asks what will happen if the Warrant article fails and if he will repair the current pumper truck. Steve states that he should do a second Warrant article so that if this one fails, he can ask to add more money to the Capital Reserve fund. He notes that the current proposal has no tax impact and shouldn’t fail. Shawn reminds Sheila that if the first Warrant article fails, but the second Warrant article to add money to the Capital Reserve fund passes, the BOS will not be able to access those Capital Reserve funds to get the new tanker truck. Steve states he funded the new tanker truck this way so there would be no tax impact and to leave as many of the proceeds from the sale of 599 Main St. available as possible for the Police Station Capital Reserve fund. Dennis asks how much is currently in the Fire Truck Capital Reserve fund. After some discussion, it is confirmed the current amount of the fund is \$306,000.

Sheila expresses her concern that if the Warrant article fails, will Steve have enough funds to repair the existing tanker. Steve explains the new tanker truck will replace a 1992 pumper and that the new truck is a combination tanker/pumper with additional water capacity. Instead of only a 1000-gallon water tank, the new truck has a 3000-gallon water tank. He states that if the Warrant article doesn’t pass, he won’t buy this new tanker until next year (2024) and that he’s not going to put money into the old truck. Dennis confirms that the Warrant article does not raise any additional money, but will be spending money the voters have already authorized to be put aside (for this purpose.)

Steve states that he will rescind his request for a pumphouse because after an officers’ meeting, the Fire Dept. decided the new truck would be more practical and smarter for the future. Dottie motions to move the Warrant article forward. Second by Sheila. Vote is unanimous (5-0). Dottie motions to recommend the Warrant article. Second by Sheila. Vote is unanimous (5-0).

**Fire Department Purchase of Pumper/Tanker:**

*“To see if the Town of Danville will expend Five Hundred Fifty Thousand Dollars (\$550,000.00) to purchase and equip a new 3000-gallon Pumper/Tanker. \$300,000.00 to be paid from Capital Reserve, \$125,000.00 to be paid from Public Safety Impact Fees, \$125,000.00 to be paid from ARPA.”*

**Moved forward by the Board of Selectmen 5-0**

**Recommended by the Board of Selectmen 5-0**

Dennis asks if there can be any notation on this Warrant article that it will have no tax impact. Dottie states that there is usually a notation on the Warrant article once it is on the ballot. Sheila explains that all this is explained when the proposed Warrant articles are mailed out.

***Change Governance of the Fire ward System*** *“To see if the Town will vote to change the Fire ward system and the Fire Chief will answer to the Board of Selectmen per NH RSA 154:1.”*<sup>ii</sup> Shawn explains that he asked Town Counsel to put this Warrant article together, but Counsel could not because he is currently representing both the Fire Wards and the Town and doing so would be a conflict of interest. Steve notes the need to cite NH RSA 154:1 in the Warrant article. After reading the RSA, the board changes the word “abolish” to “change.” Dennis confirms the law binds the Town to choose one of the forms listed for the organization of the Fire Dept.

Sheila confirms that the Fire Wards are in favor of this change. Shawn explains that most of the Fire Wards are also employees of the Fire Dept. and there are “inherited conflicts.” The Fire Wards are Fire Dept. personnel, appointed by the voters to oversee the Fire Dept. and appoint a Fire Chief. However, after a Fire Ward meeting, those same people are Fire Dept employees and the Fire Chief is their supervisor. The whole arrangement is “riddled with conflicts of interest.” Shawn notes that this form of Fire Dept. organization is very rarely used as it is an old archaic process. He explains that Steve (as Fire Chief) presented the Warrant article on behalf of the three (3) Fire Wards and the BOS, and is not a “power play.” Dottie motions to move the Warrant article forward. Second by Sheila. Vote is unanimous (5-0). Dottie motions to recommend the Warrant article. Second by Sheila. Vote is unanimous (5-0).

***Change Governance of the Fire ward System***

*“To see if the Town will vote to change the Fire ward system and the Fire Chief will answer to the Board of Selectmen per NH RSA 154:1.”*

**Moved forward by the Board of Selectmen 5-0**

**Recommended by the Board of Selectmen 5-0**

***Purchase of 15 Main St.:*** *“To see if the Town will vote to purchase the building and land now used as LA Dance Studio at 15 Main St. Funds to be used are the Police Station Capital Reserve funds, proceeds from the sale of 599 Main St. and the balance to be raised as a lump sum through taxation or a five (5)- ten (10) year mortgage.”* Dennis asks if the BOS is within the timeframe to raise the balance of the funds needed through a bond. Dottie states that it is too late for the BOS to start that process. He suggests changing the Warrant article to read ***“To see if the Town will vote to authorize the BOS to negotiate and purchase the building and land now used as LA Dance at 15 Main St. using funds from the Police Station Capital Reserve.”*** Steve states the Police portion of the Public Safety Impact fees is currently \$32,768.03. Shawn agrees those fees could be used for the purchase as well and would add ***“and/or the Police Dept. Impact Fee fund”*** to the Warrant article.

Sheila expresses her concern that the building is in a commercial zone and the Town is trying to attract businesses and would instead be using the building to house the Police Dept. She is also concerned that the building is overpriced and that the BOS will still need to put money into it. She reminds the BOS that the Town owns two (2) other parcels of land. Sheila notes her additional concern that Chief Parsons is not at the meeting to discuss this issue with the BOS and explains that she is concerned with having “no input from the person who is most impacted.”

Dennis states that he has spoken with Chief Parsons about the project and believes the BOS needs to formally invite him to attend a BOS meeting for his input. Sheila reiterates her previous comment that “people need to help themselves and the Town owns two (2) other pieces of property and that Chief Parsons is willing to take on a building that size and the Town doesn’t even own that land. The Town can build its’ own building on Pine St.” Sheila notes that is a smaller lot. Dottie states that “it is the same size as the Baker lot. Sheila states the new station would be closer to the middle of the Town, versus at the outer edge of Town.”

There is further discussion. Steve reminds the BOS that the Police Station issue has been going on for years. Sheila agrees. Steve notes that for the past twenty-five (25) years, the Police Dept. was supposed to have its own building. He expresses his concern that Sheila “wants to shoot this down” and he wants to put it to the voters. Sheila reiterates that the Town could build something smaller on land that it already owns. Steve asks Mr. Seaver how much it would cost to pave a parking lot on Pine St. Mr. Seaver states \$30,000-\$40,000. Steve notes there would also be added costs for septic, well, the building, etc. He states that with the purchase (of 15 Main St.) the Town could have that building in service within a year and the Police Dept. has already agreed they would move the Police Station into that building. Steve reminds the BOS that will cost more than \$800K to build a new Police Station on Pine St. Sheila reiterates that the Town could build the same size building on Pine St. Steve expresses his concern that this would mean not getting anything (for the new Police Station) on the Warrant until 2024, “another year of status quo that everyone believes is inferior to the police standards, to what they need is inferior.”

Dennis explains there are “multiple paths going on and this particular Warrant article to purchase property doesn’t mean the Town is mandated to purchase that property. The Warrant article only gives the BOS the authority to negotiate and purchase, but does not lock the BOS into that action.” Dennis states there are “parallel efforts discussing different spots in Town, on Town-owned land, with design and building from the ground up.” He reassures Sheila that one proposal is not dependent on another. Dennis states that in 2023, the Building Committee will re-design the current design. It will be pared down and they will present a couple of different spots to the Town. There will be many conversations, but the Committee isn’t there yet. Dennis notes the current situation “binds the Committee in a period of time and all they are asking for is for the Town to authorize the BOS to have the ability to purchase that property.” Sheila expresses her concern that there is no plan. Shawn reminds her that the Police Dept. has several plans. Steve reminds her that it was discussed at last week’s meeting when Dennis had stated that after talking with Chief Parsons, he felt that the Police Dept. could get by with that building without major renovations and could just move their stuff from the existing building into that one. Steve asks Sheila what difference it makes for the Police Dept to be closer to Town. Sheila states her concern is “response time.” Steve notes that if the Police Dept. is doing its job, then they’re on the road patrolling and there’s no worry about that (response time). He states the proposed building is “right when you come into Danville, it’s in public view, has a parking lot, and room for expansion and improvement.” Steve reiterates that he thinks the building “is a gift for that amount of money” and reminds Sheila that even the lower-priced Police Station was over \$1M going into the (original) Building Committee and when it was done was \$2.6M. Sheila states “that was because Chief Parsons wasn’t willing to negotiate.” Dennis reminds her that was in the past.

The BOS discusses the final wording of the proposed Warrant article. ***“To see if the Town will vote to authorize the BOS to negotiate and purchase the building and land now used by LA Dance Studio at 15 Main St. Funds will be provided through the New Police Station Capital Reserve fund and Public Safety Impact fees.”*** Dennis states that based on his other Warrant article he would be asking for an additional \$300,000 from the proceeds of the sale of 599 Main St. He confirms that the total of this funding will not be enough for the sale price, but would be more than one-half of it. He notes that the Town “can only buy it if the owner will sell it and/or the BOS can negotiate the purchase and that none of this is locking the BOS into buying that building, but allows the BOS an opportunity if it makes sense.”

Dennis confirms that the amount of the Police Depts. Public Safety Impact fees are \$32,768. The New Police Station Capital Reserve fund is \$105,979. Mr. Seaver suggests that the BOS should save the Impact fees for any renovations the building might need. Shawn confirms the BOS can spend the Impact fees and that does not need to be authorized by Town vote. Mr. Seaver reiterates his concern that the BOS should save that money for the move. Dottie confirms that the combined total available for a new Police Station would be \$138,747. Shawn explains that the “thought process is the \$420,000 from the sale of 599 Main St. would also be moved into those funds.”

Dennis asks if the BOS came up with one-half of the sale price and wanted to bond or note the other half, would that require a special meeting. Shawn explains that the BOS can do that. Dennis explains that if the Warrant passes, it will not be enough to buy the building, but it would give the BOS the ability to present a plan with costs and design, and then ask the Town in a special meeting to approve the balance of money needed for the sale.

Steve suggests that if Dennis includes any funds from the sale of 599 Main St. and the New Police Station Capital Reserve funds, that would be over one-half of the asking price and the BOS would only need to ask for an additional \$300,000- \$400,000 at a special meeting. Steve reminds the BOS that the sentiment in Town and on social media is that the Town wants a new Police Station and this offers them a chance to go from \$2.6M down to \$400,000.

Dennis states that if the Warrant article passes, it can be one idea the Building Committee can work on and present to the Town. He expresses his concern that if the BOS doesn't ask now, this opportunity will be gone by 2024. If the Warrant article passes and the Committee can present a design and costs for a special meeting it is there the opportunity will live or die. He reiterates this is only one plan that Committee is working on and agrees that most people would "prefer to have a new building in a perfect spot in Town, on land the Town already owns, everyone wants that, but it would be foolish, by virtue of a vote, to eliminate an option." Sheila expresses her concern that the Warrant article will lock the Building Committee into buying and renovating that particular building. Dennis disagrees. Dottie suggests that the Warrant article does not specify what land/building is to be purchased so the BOS isn't locked into only purchasing that land. Steve disagrees stating he wants to be transparent.

Shawn explains that the BOS has the authority to expend funds from the New Police Station Capital Reserve and the Public Safety Impact fees without a Town vote. The BOS also has the authority to purchase land. He agrees with Steve's belief in transparency, but since the purchase is based on funding sources that the BOS has access to, they can move forward without putting the purchase in a Warrant article on the ballot. Shawn reiterates that the Town has already given the BOS the authority to purchase land and to expend the funds in the New Police Station Capital Reserve. He notes the remaining money could come from other sources internally or the Unreserved Fund balance. Dennis notes there's almost \$300,000 of unanticipated revenues from 2022 car registrations , etc. in that fund. Shawn notes this also gives the BOS some flexibility because there would be no Warrant article stating the sale price is \$800,000, which the seller could make the BOS stick to. Steve expresses his concern that the Town may have to borrow money to purchase the property.

Dennis reiterates that the BOS should work on getting the Warrant article passed and then do its due diligence on options and costs and could come up with an amount to ask for at a special meeting. There is more discussion with Shawn regarding using other available funds without the Town needing to go out to bond. Shawn asks if the BOS wants to put the purchase Warrant article forward, noting that the caveat is that the Town votes to move the funds from the sale of 599 Main St. into the New Police Station Capital Reserve. If that passes, the BOS can look at the purchasing issue as a whole after Town Meeting. Dennis agrees and the consensus is the Warrant article regarding the purchase of 15 Main St. will not be moved forward.

Dottie corrects her information regarding the Town's ability to purchase bonds. According to the SB2 calendar, January 17, 2023, is the last date to hold a public hearing on a bond or note over \$100,000. The public hearing can also be held no earlier than sixty (60) days prior to the first session of the Town Meeting (the Deliberative Session). Sheila notes that January 17, 2023, is BudCom's public hearing on the FY23 Operating budget. There is discussion if the BOS should try to schedule a public hearing on a bond to purchase 15 Main St. Dennis notes that he doesn't feel he has enough information to give to the Townspeople about the proposal. The board determines they will not try to schedule a public hearing at this time. Steve confirms that Shawn is recommending that the Warrant article to purchase 15 Main St. does not go on the ballot because the BOS already has the authority to proceed with the process. Dennis confirms that the BOS can still ask the voters to put the proceeds from the sale of 599 Main St. in the New Police Station Capital Reserve so those funds will be available to the BOS. Shawn confirms that the key to the process is for the Warrant article to move the proceeds of the sale of 599 Main St. into the New Police Station Capital Reserve.

**New Police Station Capital Reserve Fund:** *"To see if the Town of Danville will vote to raise and appropriate the sum of Four Hundred Twenty Thousand, Three Hundred Fifty Dollars and 15/100 (\$420,350.15) to be added the New Police Station Capital Reserve Fund, previously established Warrant article 2019-19, with said funds to come from the unassigned fund balance."* Dennis notes that this proposed Warrant article is different than his which specifies that the funds the BOS are asking for will come from the proceeds of the sale of 599 Main St. Shawn explains that the BOS can explain where the "unassigned funds" came from during the Deliberative Session. Sheila states that the Warrant article has to disclose what fund the money is coming out of. Shawn confirms the proceeds from the sale

of 599 Main St. are currently held in the Unreserved Fund balance. Dennis expresses his concern that the Townspeople need to be made aware that this funding request does not come from new taxes.

Dennis states that he drafted two (2) Warrant articles. The first one is to use \$120,000 of the proceeds from 599 Main St. to establish a Capital Reserve fund for the Town Hall for the research, plan, design, and renovation of more efficient use of Town Hall space on the first and second floors. The second proposed Warrant article is to put the remaining \$300,000 from the proceeds of 599 Main St. into the New Police Station Capital Reserve fund. Shawn states that he won't support the Warrant article to create and fund a Capital Reserve fund for the Town Hall. He explains that it is not because he doesn't think the Town Hall needs it, but that he believes the new Police Station is more important. Shawn also reminds the BOS of the known logistics of using the second floor of the Town Hall and notes that \$120,000 will not even begin to address those issues. Dennis states that he spoke with Carol Baird several months ago who told him that 8-9 years ago the estimate to install an elevator was \$50,000. Dennis agrees that once the renovation begins on the Town Hall, costs could escalate with unknown issues. He believes that the board agrees that they have run out of space in the Town Hall, but the Police Station is a long time coming and he is concerned with getting unanimous support from the BOS for the Police Station.

Shawn states that prior to the feedback he's seen, his approach to the proceeds from 599 Main St. was to share them among the Highway, Fire Dept, Police Dept, and Town Hall. However, the consensus of the community is to put those proceeds toward the new Police Station. Shawn notes that he didn't think the community would support that and explains that if the Warrant article fails, the proceeds will go back into the Unreserved Fund balance. The BOS can then use those proceeds to reduce the tax rate. He reminds the board that tax relief would only be for one year. The BOS can also choose to hold the proceeds from 599 Main St. in the account.

Sheila states that "it's nice to have all the big ideas and plans, but the BOS needs to think about the taxpayers at the end." She expresses her concern that the voters will "see all these high-priced Warrant articles." Dennis and Sheila have an animated discussion regarding funding the new Police Station. Steve believes there can be a compromise. He suggests starting the Town Hall Capital Reserve Fund with \$50,000 from the proceeds from 599 Main St. and using the remaining \$370,000 for the new Police Station. He reminds the BOS of the earlier conversation about using the New Police Station Capital Reserve funds, the proceeds from the sale of 599 Main St. for the possible purchase of 15 Main St., and using the Police Depts. share of the Public Safety Impact fees for renovations of that building.

Shawn expresses his concern that splitting the proceeds from 599 Main St. "would send conflicting messages" and the BOS needs to stay focused on the new Police Station and not distract the voters. Steve notes the Town Hall is a problem that the BOS and the Town will have to address in the future. Shawn believes the BOS needs to solve one problem (the new Police Station) and then focus on the next issue (the Town Hall). He agrees that as the Town grows, the Town Hall will not be able to serve the Town and that it really isn't able to do so now. Dennis suggests that the BOS ask the voters to establish a Town Hall Capital Reserve fund and only ask to fund it with \$5000-\$10,000, but then notes that amount is not useful, so it may be better to table this idea so that it is not a distraction.

Dennis asks Sheila how she wants to address the Town Hall Capital Reserve. Sheila expresses her concern about "confusing the voters and that the BOS won't get the resolution they are looking for." Dennis confirms the BOS supports the new Police Station getting the whole amount of the proceeds from 599 Main St. and that they want to "keep one simple message." He reminds the BOS and the public that the new Police Station Capital Reserve fund existed from 2008-2015 and each year voters were asked to fund it and each year that funding request failed. He reiterates that he agrees with keeping the message simple and if the Warrant article fails, then those funds are just kept in the Unreserved Fund balance.

Shawn confirms that Dennis is agreeing to withdraw both of his proposed Warrant articles and supports putting forward the Warrant article requesting that all of the proceeds from 599 Main St. be put into the New Police Station Capital Reserve. There is a discussion if the Warrant article needs to cite an RSA. Dottie confirms it is not necessary because the Capital Reserve already exists and the Warrant article is simply asking to add funds to it. Steve motions to move the original Warrant article forward. Second by Dennis. Vote is unanimous (5-0). Steve motions for the BOS to recommend the Warrant article. Second by Dennis. Vote is unanimous (5-0).

**New Police Station Capital Reserve Fund:**

*“To see if the Town of Danville will vote to raise and appropriate the sum of Four Hundred Twenty Thousand, Three Hundred Fifty Dollars and 15/100 (\$420,350.15) to be added to the New Police Station Capital Reserve Fund, previously established Warrant article 2019-19, with said funds to come from the unassigned fund balance.”*

**Moved forward by the Board of Selectmen 5-0**

**Recommended by the Board of Selectmen 5-0**

**New Softball Field:** *“To see if the town will vote to raise and appropriate the sum of Twenty-Five Thousand Dollars (\$25,000) to plan, design, and construct a softball field for Youth Athletics. The Danville Youth League will match 50%, or Twelve Thousand Five Hundred Dollars (\$12,500) from the League’s fundraising treasury to arrive at a total project funding of not less than Thirty-Seven Thousand Five Hundred Dollars (\$37,500).”* Dennis explains that this is the same Warrant article he proposed last week, but he has re-worded it and added more information. Shawn explains that the DRA requires that the total amount to be raised is requested in a Warrant article. Then where those funds come from is listed. For example, in this case, the total amount to be raised is \$37,500 with \$25,000 from local taxes and \$12,500 from the DYL. Dennis confirms that the rules also require that the amounts be spelled out in words as well as reflected in numbers. The proposed Warrant article is re-worded to follow these rules.

Sheila asks why the proposed Warrant article does not say where the new field will be located. Dennis explains there are a couple of different ideas. Shawn notes that Colby Field and Goldewaite Field are two possible locations and reminds the BOS that if the locations are specified in the Warrant article, that must be the location that is used. Dennis confirms that Mr. Seaver has done some research and due diligence and has identified a couple of possible locations. He notes their preference is on Goldewaite Field, but Colby Field would be an alternative location. Dennis motions to move the Warrant article forward. Second by Steve. Vote is unanimous. The BOS recommends the Warrant article 5-0.

**New Softball Field**

*“To see if the town will vote to raise and appropriate the sum of Thirty-Seven Thousand Five Hundred Dollars (\$37,500.00) to plan, design, and construct a softball field for youth athletics, with the Town contributing Twenty-Five Thousand Dollars (\$25,000.00) and the Danville Youth League contributing Twelve Thousand Five Hundred Dollars (\$12,500.00).”*

**Moved Forward by the Board of Selectmen 5-0**

**Recommended by the Board of Selectmen 5-0**

**Grant Writing:** Dennis states that during his research for these projects he has learned there are “tons of dollars out there from the State, the Federal government, and non-profits and the Town doesn’t take advantage of them.” He also notes that it’s not easy to write grants that are accepted and would like to propose that the Town hire a part-time grant writer to access some of these grants. Shawn states that he would support that idea, but if he wants to write a Warrant article for the position, he needs to have a dollar amount for the salary. Dennis states that he has researched the average salaries for grant writers and they range from \$20.00 per hour to \$50-\$60.00 per hour and he would suggest hiring a part-time grant writer for \$25.00 per hour.

Sheila asks for clarification that this position would only be to apply for grants. Steve explains that the Fire Dept. has been awarded a few grants that they wrote themselves, noting that it is a lot of work. He states that the Fire Dept. has also been involved in regional grants, which have a better chance of success. He gives an example of a regional grant for Fire Fighting equipment. However, because Danville had established a capital reserve fund for replacing the Fire Depts. air tanks, they couldn’t qualify for the grant and had to drop out of the regional application. Steve notes during that process he became familiar with a woman from Chester who has been very successful writing grants for fire departments. Dennis agrees writing grants is a tremendous amount of work. Steve also reminds the BOS there is a lot of work after a grant has been awarded. Detailed records have to be kept. Dennis states that Brentwood is currently trying to hire a full-time grant writer and that Rockingham County is also hiring one. He explains that towns have to hire someone for grants because they cannot pay for grant writing from the grant itself.



Shawn explains that the BOS would need a Warrant article to create a grant writer position because there is currently no budget line for it. Dennis asks if a Warrant article would need a salary amount. Sheila states that she “wouldn’t go for it right now with all the changes going on in Town.” Shawn agrees, noting “there are a lot of bullet points going on.” He expresses his concern with the amount projects and changes the BOS is asking the Town to consider and how well the BOS is communicating all this information so the Townspeople can understand what they are voting on. As the BOS adds more and more, it is not helping them in the process. Dennis agrees to wait on the issue. Shawn reassures him that his idea is valid and suggests that the BOS could hire a grant writer for a specific grant using funds that are already in the budget and that the BOS can create the position at any time.

Sheila asks if the BOS is going to discuss a second Warrant article for the Highway Dept. Shawn explains that will need to wait due to Steve’s request for the pumper/tanker truck. Mr. Seaver agrees, noting that it will be his turn next year.

***Adoption of Retirement Plan for Employees and Elected officials:*** “To see if the Town will vote to adopt a 457-retirement plan for employees and elected officials.”

***Adoption of Retirement Plan for Employees and Elected Officials:*** “If the above passes to see if the Town will raise and appropriate \$38,863.00 (Thirty-Eight Thousand Eight Hundred Sixty-Three dollars) which is 3% matching for the Employee Retirement Plan.” Dottie notes that her original proposed Warrant specified using Mission Square, but that Dennis has found a different kind of 457 plan that she feels the BOS needs to review, so she has removed that specific provider from her proposed Warrant articles. She explains that she wrote two (2) separate Warrant articles. The first one is to establish a 457-type retirement plan. The second Warrant article is asking for the Town to contribute to that plan. Shawn confirms that the 3% amount reflected in the second Warrant article includes all the Town’s employees. Dottie states that the only employees not included are the full-time police officers. Shawn expresses his concern if part-time employees can participate in a retirement plan. Dottie explains that the one that Dennis found is for part-time town employees.

Dennis explains that NH runs a 457 retirement plan known as the “State of NH Deferred Compensation Plan.” It is a 457-B and does accept contributions from part-time employees. Anyone who works for the State, a city, a town, or a political subdivision (villages, etc.) is eligible to take advantage of this fund. Dennis explains that the State is the “sponsor” of the plan and if the Town signs up, it would be a “sub-sponsor.” The idea of the fund is to “pool the public employees together as a resource to reduce costs for the public employees to join something.” Sheila confirms that no one is mandated to join any of these plans. Dennis confirms there is no requirement for the Town to provide any kind of matching funds to these plans. He notes there may be a small administration fee, but the plan takes its fees from each employee’s account that it is managing. Dottie confirms there are no fees from Mission Square and that she couldn’t find any administration fees listed for the State-sponsored plan.

Dennis states that if the Town passes establishing a 457 retirement plan, there is one big difference from a regular 401K, there are no penalties for early withdrawal. Sheila confirms that elected officials can also participate in the plans. Dennis explains that if someone is not re-elected, they can leave their contributions in the plan, roll it over to a private retirement account, or simply withdraw the funds completely, pay the taxes on it, and there would be no penalty.

Shawn agrees the best way to approach this idea is with the two (2) separate Warrant articles. He confirms that the \$38,863 requested in the second Warrant article is 3% of the Town’s payroll. Dennis clarifies that this would be the maximum cost to the Town as it is assuming that every Town employee participates and contributes the maximum amount allowed. There is a discussion of how the matching process would be set up. Dennis also agrees the best approach is the two separate Warrant articles, noting the first one has no tax impact.

Steve motions to move forward with the Warrant article requesting that the Town set up a 457 retirement plan. Second by Dottie. Vote is unanimous (5-0). It is recommended by the BOS 5-0.

***Adoption of Retirement Plan for Employees and Elected officials:***

*“To see if the Town will vote to adopt a 457-retirement plan for employees and elected officials.”*

**Moved forward by the Board of Selectmen 5-0**  
**Recommended by the Board of Selectmen 5-0**

Steve motions to move forward with the second Warrant article requesting the Town fund the retirement plan with a 3% match. Second by Dottie. Vote is unanimous (5-0). It is recommended by the BOS 5-0.

***Adoption of Retirement Plan for Employees and Elected Officials:***

*"If the above passes to see if the Town will raise and appropriate the sum of Thirty-Eight Thousand Eight Hundred Sixty-Three dollars (\$38,863.00) which is 3% matching for the Employee Retirement Plan."*

**Moved forward by the Board of Selectmen 5-0**  
**Recommended by the Board of Selectmen 5-0**

Steve expresses his appreciation for all of Dottie's work on this project. Dennis agrees.

**IV. Old/New Business**

**Minutes:** The BOS review the minutes for the December 19, 2022 BOS public meeting. Sheila motions to approve the minutes as written. Second by Dottie. Vote is unanimous (5-0).

**Non-Public Minutes:** The BOS review the minutes for the December 19, 2022 BOS Non-Public session under NH RSA 91-A 3:II (c) and (a). Dottie suggests that these Non-Public minutes do not need to be sealed. Sheila motions to approve the minutes as written. Second by Dottie. Vote is unanimous (5-0).

The BOS review the minutes for the January 4, 2023 BOS Non-Public session under NH RSA 91-A 3:II (a) and (e). Sheila motions to approve these minutes as written. Second by Dottie. Vote is unanimous (5-0).

Shawn reads the Town Announcements listed below. He adds the following: Saturday, February 4- Deliberative Session from 10:00 AM-5:00 PM at the Community Center. Tuesday, March 14- Voting/Town Meeting from 8:00 AM-8:00 PM at the Community Center.

**Cemetery Gate Repair:** Sheila states that she was informed that part of the gate at Ye Olde Cemetery is missing. The person who informed her has a nephew that is a machinist and he has offered to remove the gates and restore them at no charge. Dennis asks if this would fall under the jurisdiction of the Historic Commission. Shawn suggests that the gentlemen contact the Cemetery Trustees to discuss this project. Sheila confirms that the consensus of the BOS is to have the person contact the Cemetery Trustees for further permissions.

**Letters of Recognition:** Dennis states that he received two (2) written letters from Town residents that wanted to recognize some Town employees and asked if there was something appropriate that the BOS could do. He reads the letters into the minutes:

Letter #1: from Ms. Sandy O'Brien:

*"To Whom It May Concern: my name is Sandy and I am writing this letter to the Selectmen's Board. On January 4, I heard there was a meeting going to be held, so I spoke with Kim to ask her if she would speak for me. I could ask the Board to give me a recognition to Christine and Susan in the Town Clerk's office. I haven't had much time to talk to Michelle, but I wanted them recognized. Christine goes above and beyond at her job and Susan has been very helpful...."*

Dennis explains that the author "was a very happy lady who got some service and wanted to make sure the women were recognized."

Letter #2: from Rick and Karen Jolie

*"My wife and I moved into Cotton Farms in Danville on April 14, 2022. Prior to that we lived in Maine and had to change everything back to NH where we had previously lived. The two ladies in the office, Christine and Susan, were extremely helpful and knowledgeable, and helped us do all the paperwork with smiles on their faces and made the process go very smooth. They were also able to point us in the right direction to*




*adding a shed, property taxes, voting registration, etc. We would definitely request that the Town officers recognize their professionalism and small community warmth welcoming us to the Town.”*

Dennis notes that “it was really nice to hear from citizens when they have a good experience.” Dottie agrees. Sheila explains that elected officials like Chris do not have personnel files, but Susan is a Town employee so she does have a personnel file. She asks Dennis to put copies of both letters in Susan’s file. Dennis congratulates Susan, Christine, and Michelle for doing a great job.

**Next BOS Meeting:** Sheila asks if the BOS would be meeting the week of January 16. She notes that Town Hall is closed that Monday, BudCom is holding a public hearing on their budget on Tuesday, January 17, so the earliest the BOS could meet would be Wednesday, January 18. There is a discussion regarding signing the pay warrants for that week. Shawn recommends that the “BOS take a break” and states that he will tentatively schedule the BOS meeting for Wednesday, January 18, but hopefully will not need it. The next confirmed BOS meeting will be Monday, January 23, 2023, at 7:00 PM at the Town Hall.

## V. Town Announcements

### Calendar

-  January 16- Monday: Town Hall will be CLOSED in observance of Martin Luther King/Civil Rights Day
-  February 4- Saturday: Deliberative Session from 10:00 AM-5:00 PM at the Community Center.
-  March 14- Tuesday: Voting/Town Meeting from 8:00 AM- 8:00 PM at the Community Center.

As there are no further items to discuss, Shawn adjourns the meeting  
The meeting is adjourned at 9:12 PM

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

Respectfully Submitted  
Deborah A. Christie

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<sup>i</sup> *State of New Hampshire. NH RSA TITLE III TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES* CHAPTER 35 CAPITAL RESERVE FUNDS OF COUNTIES, TOWNS, DISTRICTS, AND WATER DEPARTMENTS Section 35:1- Establishment of Reserves Authorized. –

*Any town, school district, village district, or county, as provided by RSA 35:3 may raise and appropriate money for the establishment of a capital reserve fund for the financing of all or part of the cost of:*

*I. The construction, reconstruction or acquisition of a specific capital improvement, or the acquisition of a specific item or specific items of equipment; or*

*II. The construction, reconstruction, or acquisition of a type of capital improvement or the acquisition of a type of equipment.*

*Online at [www.gencourt.state.nh.us/rsa/html](http://www.gencourt.state.nh.us/rsa/html). January 4, 2023.*

<sup>ii</sup> *State of New Hampshire. NH RSA TITLE XII PUBLIC SAFETY AND WELFARE CHAPTER 154 FIREWARDS, FIREFIGHTERS, AND FIRE HAZARDS Firewards, Fire Chiefs and Fire Departments; Organization, Powers and Duties* Section 154:1 Organization. –

*I. All town and city fire departments, and fire departments of village districts or precincts organized pursuant to RSA 52:1, I(a), shall be organized according to one of the following forms, chosen by vote of the local legislative body:*

*(a) A fire chief appointed by the local governing body, or by the town or city manager, if any, with firefighters appointed by the fire chief;*

*(b) A fire chief appointed by the local governing body, or by the town or city manager, if any, with firefighters appointed by the local governing body or manager, upon recommendation of the fire chief;*

*(c) A fire chief elected by the local legislative body pursuant to RSA 669:17, with firefighters appointed by the fire chief;*

*(d) Firewards of any number, as determined by the local legislative body, either elected pursuant to RSA 669:17 or appointed by the local governing body, with a fire chief appointed by the firewards and firefighters appointed by the fire chief; or*

*(e) Firewards of any number, as determined by the local legislative body, either elected pursuant to RSA 669:17 or appointed by the local governing body, with a fire chief and firefighters appointed by the firewards.*

*II. Firefighters may recommend the appointment of any firefighter, fire officer, or fire chief to the appointing authority as provided in subparagraphs I(a) through (e).*

*III. A municipality may choose a form of fire department organization different from those set forth in paragraph I, including the election of fire chief, fire officers or firefighters, or all such persons, by the firefighters.*

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*IV. A town, city, village district or precinct may, by vote of the local legislative body, change the organization of its fire department from one form to another. For municipalities with a town meeting form of government, such a vote shall be taken under an article inserted by the selectmen or by petition in the warrant for the annual meeting, and the change in form shall not take effect until one year following such vote. Online at [www.gencourt.state.nh.us/rsa/html](http://www.gencourt.state.nh.us/rsa/html). January 4, 2023.*