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Town of Danville  
Board of Selectmen  
Monday, August 7, 2023  
6:45 PM

6:45 PM

Meeting is Video-Recorded

Selectmen Present: Shawn O'Neil, Chair; Annemarie Inman, Vice Chair, Sheila Johannesen, Dennis Griffiths, Joe Hester

Others Present: Kimberly Burnham, Selectmen Administrator; Chief Steve Woitkun, Fire Dept.; Tom Billbrough, Budget Committee; Susan Overstreet, Budget Committee; Stacie O'Connor, Highway Dept; Wayne Brown, resident.

Shawn called the meeting to order at 6:45 PM and opened the meeting with a moment of silence for the troops who put themselves in harm's way. He also asks for a moment of silence for Brian Murray, the Fire Chief from Atkinson who perished last week, leaving a big hole to fill in Atkinson. Shawn states he has personally known Chief Murray for many years as part of a good group of guys from the Salem Fire Dept. Shawn states that Chief Murray was a good man and that he is heartbroken for his family. He asks the BOS to keep them in their prayers and thoughts as well. All stood for the Pledge of Allegiance

**I. Purple Heart Day**

Shawn explains the agenda item for Purple Heart Day. He notes that the BOS had proclaimed the Town of Danville was a Purple Heart Community in a ceremony at the Memorial Day Parade. Purple Heart Day is officially on August 7 of each year. Shawn rereads the proclamation into the minutes to recognize the official Purple Heart Day.

***Town of Danville***

***Proclamation***

***A Purple Heart Community***

***Whereas***, the people of the Town of Danville, New Hampshire, have great admiration and the utmost gratitude for all the citizens of our community who have selflessly served in the Armed Forces, which has been vital in maintaining freedom and the way of life enjoyed by our citizens; and

***Whereas***, citizens of our community have been killed in action while serving in the Armed Forces and have been posthumously awarded the Purple Heart for their ultimate sacrifice; and

***Whereas***, the Purple Heart is the oldest American military decoration and was created as The Badge of Military Merit, made of purple cloth in the shape of a heart with the word "Merit" sewn upon it, on August 7, 1782, in Newburgh, New York by General George Washington; and

***Whereas***, the heritage it represents is sacred to those who know the price paid to wear the Purple Heart; and

***Whereas***, August 7<sup>th</sup> is nationally recognized as Purple Heart Day; and

***Therefore, be it now resolved***, that the Town of Danville, New Hampshire, will recognize August 7 annually as Purple Heart Day, and urge the people and organizations of Danville to display the American flag, as well as other public expressions of recognition of our Purple Heart recipients.

*Proclaimed this 27<sup>th</sup> Day of May in the year Two-Thousand-Twenty-Three by the Danville Board of Selectmen.*

Shawn notes that as he drives around, he sees an increase in the number of Purple Heart Community signs and finds it interesting. He states that he met a gentleman at the Memorial Day ceremony who was in one of the bands at the parade. The gentleman explained that he was a member of the Hudson Board of Selectmen and asked Shawn about the Purple Heart program. Shawn states he seemed very interested and so he shared all the information and contacts. Shawn believes the Purple Heart Community program is a great program and it is good to get wind of it so that people understand the heart of the issue. He acknowledges Russ Currier as a big proponent of the program who provided the BOS with all the information. Shawn congratulates Mr. Currier and all the Purple Heart recipients in the community.

## **II. Delegate Session**

Shawn opens the Delegate Session at 6:49 PM and asks if there are any members of the public not on the agenda who wish to address the BOS.

**New Fire Truck Contract:** Fire Chief Steve Woitkun presents the contract for the new fire truck to the BOS. He explains the contract was explained with Shawn present at the last Fire Ward meeting on Wednesday, August 2, 2023. He also has the letter from the Danville Fire Association that Shawn had requested. Shawn explains the cost of the truck is \$580,422. The Warrant Article<sup>i</sup> that was passed only funded \$550,000 from a variety of sources and those amounts must remain as they were voted on. The difference in the price will be paid for by the Danville Fire Association. They are contributing the extra funds so the Fire Dept. can get this particular vehicle. Shawn states that when he attended the Fire Wards meeting, he received all this information as part of a packet so the BOS can execute the contract and have all the information in one place.

Chief Woitkun states that he received a final piece of information today, the discount structure offered by the manufacturer. He notes there are a few options that the BOS may want to discuss and choose which payment option/discount they want to use. Chief Woitkun states that some manufacturers mandate a payment when the fire truck chassis arrives. This particular manufacturer is offering a discount for payment at that time. Chief Woitkun has reviewed the discount option and feels the wisest one to take advantage of is the 50% discount as that would return the most funds. Shawn asks when the new fire truck would be delivered. Chief Woitkun states it will take at least a year. When the BOS decides on which discount option, he will contact the manufacturer to start the order. Shawn passes down the contract for the board members to review and asks Chief Woitkun to stay until the BOS finishes reviewing the material in case they have any questions.

**Danville School Budget Question:** Resident Wayne Brown explains that he watched the Deliberative Session and a lady spoke and predicted that the taxes on each home would approximately increase between \$1500-\$2000 per home. He is questioning if that is accurate information. Mr. Brown states that he couldn't hear her clearly, but that she was speaking about the school portion of the tax bill. Shawn explains the tax rate has multiple subsections and one is for the school system. Shawn states that he can guarantee the taxes for the school portion will be increasing. Mr. Brown states that he doesn't want to wait until December 1 to find out what the increase will be, he wants to be able to start planning now because it's a ton of money. Mr. Brown again asks if the projected increase is accurate.

Shawn states he doesn't know how much the increase will be. He suggests that Mr. Brown looks at the Warrant Article that was passed at the March Town election, noting that everything passed on the School Warrant. Mr. Brown believes the government can determine the increase. Shawn explains that everything is predicated on the average daily membership (the number of students in Town). There is a long formula that is used that is well beyond the complexities of what was said at the Deliberative Session. Mr. Brown asks if the lady's comment is inaccurate. Shawn explains that the amount she discussed is also based on the assessed value of the home.

Sheila asks Shawn where Mr. Brown can find the information he is asking for and who he could call to get more information. Shawn suggests that Mr. Brown call the School District or contact the Superintendent's Office and ask them to walk him through the potential increases. Shawn reiterates that he expects these taxes to increase considerably.

Susan Overstreet believes the School budget represents about 80% of the tax rate in Danville. Shawn and Annemarie agree that is a very close percentage. Ms. Overstreet states she believes the School budget increased by almost 10% based on the Warrant Articles that passed. Mr. Brown expresses his frustration stating he thought someone at tonight's meeting would know the answer.

Annemarie explains that the lady who spoke at the Deliberative Session was estimating the increase. She explains that properties are different, and the tax rates on those properties are different. She suggests that Mr. Brown could make a best guess by adding 10% to the school tax on his June tax bill, noting that would give him a good idea of how much that increase will cost. Annemarie states that she expects the school tax on her home to increase by approximately \$1200 and is budgeting for that. She reiterates that Mr. Brown's increase will depend on what his home is assessed for and what his last tax rate was. She again explains this will give him a general idea of what he should start budgeting for. Annemarie also reiterates that everyone's home has a different assessment and that was what Shawn was trying to explain, that these are the intangibles that affect taxes in November.

Shawn states that TRSD (Timberlane Regional School District) has to raise a certain amount of dollars and that amount is divided by the four (4) towns in the School District. The amount of tax money from each town is determined by the average yearly membership (students) from each town. Those numbers are submitted to the DRA (Department of Revenue Administration) and the Dept. of Education. Everything is shown in a spreadsheet, but until all the information is completed, the Town will not know how much the increase will be.

Mr. Brown states that he believes this is a legitimate concern because there are people literally crying about their taxes. Annemarie agrees. Shawn again explains the BOS/Town won't know the amount of the increase until the tax rate is set in the fall. Mr. Brown states he believed the BOS knew the impact of the School tax already because it was signed, sealed, and delivered. He asks if the BOS had thought about it. There are multiple discussions. Shawn explains there is nothing the BOS can do to control the School tax rate. Mr. Brown reiterates that he just wants to know the amount of the increase. Shawn explains that it would be irresponsible for the BOS to give him an amount because they are not the correct entity to do that. There is more discussion.

Dennis states the last estimate that he saw was for a 15% increase in the school tax rate. He emphasizes that this is only the tax rate for the school and reiterates Annemarie's suggestion that Mr. Brown look at his last tax bill and add 15% to the school tax. Dennis also suggests that Mr. Brown reach out to Kim McCormick, the School Board representative from Danville for more information and detail because the increases are being discussed at the School Board meetings. Mr. Brown states that if memory served him correctly, the lady who spoke at the Deliberative Session mentioned an increase of more than 10%. Dennis agrees that she did discuss an increase of 15%. Shawn notes that the lady who spoke at the Deliberative Session was a School Board member at that time and had some insights into the increase.

Shawn moves the discussion back to the contract for the new fire truck. He suggests the BOS accept the bid and take advantage of the 100% payment discount, noting that would be approximately \$30,000. He notes the Town would not make that amount in interest in a year if they held onto the money, and he would like to take advantage of saving \$30,000. Annemarie reads another option that if 50% of the contract is paid within fifteen (15) days of being signed that discount would be \$17,700. Shawn explains that the \$30,000 discount is only if 100% of the contract is paid within fifteen (15) days of being signed. He again notes that the Town would not make this amount in interest if they held onto the money until the truck was ready in a year. Prepaying for the fire truck is ultimately the better option for saving the Town money. Shawn motions to accept the contract from Rosenbauer for \$580,422, to pay the contract in full to receive a discount of \$30,900, and to accept the contribution for the difference in the Warrant Article and the price of the fire truck from the Danville Fire Association. Sheila confirms this is Shawn's motion and seconds it. Vote is unanimous (5-0). Shawn clarifies for Chief Woitkun that the BOS has decided to pay 100% of the contract for the new fire truck to get the \$30,900 discount. He will sign the contract tonight and Kim will do all the logistics to ensure that the check will be ready so the contract will be paid in full within fifteen (15) days. Shawn states this is a good incentive and asks Chief Woitkun to contact his representative and make the appropriate arrangements.

As no more members of the public wish to speak, Shawn closes the Delegate session at 7:02 PM.

### III. Agenda

**Budget Committee (BudCom):** Tom Billbrough and Susan Overstreet from BudCom explain that they would like an opportunity to discuss some of the things that didn't go quite as smoothly as they would have liked during last year's budget season. Mr. Billbrough notes that from BudCom's point of view, these issues caused them a lot of prep work, and the Town budget wasn't completed until January. Mr. Billbrough states that he feels people do not understand the purpose of the Budget Committee and complain when they cancel their meetings, but the meetings have to be canceled because BudCom hasn't received the materials they are supposed to work with. Mr. Billbrough states that issue is on the BOS because BudCom does not look at or vote on the budgets that are presented by the departments. He explains the department heads do not even need to be present for their budget discussion, and that BudCom offers that opportunity as a courtesy to them. He states the BOS is supposed to present the budget to BudCom and it is from that budget that BudCom asks the questions. Mr. Billbrough notes that it is a better practice to bring in the department heads because not everyone will know the answers to budget questions from every single department. Mr. Billbrough expresses his concern that BudCom is blamed for a lot of delays that are out of their control. He notes that if the BOS doesn't have a Monday meeting, it delays BudCom because everything gets pushed back a week. He asks that the BOS stick to their budget schedule and provide their budget information to BudCom as scheduled. The only other recourse is for BudCom to take what they know from the previous year's budget, expenses, and what has happened within that department and make a decision based only on that information, leaving out the BOS opinions. Mr. Billbrough explains that without the information from the BOS, BudCom is required to submit the preliminary budgets for each department, the budget that they had presented to the BOS. They do not see any of the adjustments that the BOS has made and this means that BudCom is reporting inaccurate numbers because they are taking the amounts of these budgets, and not including any changes the BOS may have made.

Mr. Billbrough states there was also a lot of confusion on the warrant articles this year. Shawn agrees they were not as smooth as he would have liked them to be. Mr. Billbrough notes that once they are made public, they should be the same warrant articles discussed at the Deliberative Session, with only grammatical changes being made. He expresses his concern about the differences between the original warrant articles and the changes made at the Deliberative Session. He asks how the BOS sees potential issues with BudCom.

Shawn states that the BOS does what they need to do and that Sheila is the BOS liaison to the Budget Committee. She is supposed to pass all the BOS information on to BudCom. Sheila believes that Mr. Billbrough is trying to explain that the problem is that the BOS is not getting the information to BudCom. Shawn agrees that is the issue and reminds Sheila that she has that information and is supposed to be forwarding it to BudCom. Sheila states that's not how it goes.

Mr. Billbrough asks how Shawn wants to do the budget this year. Shawn states that with the changes made from the Warrant Article,<sup>ii</sup> he will be directing the Selectmen's Administrator to only enter the Selectmen's budget on the portal. He states that BudCom has a line-item budget for staff to handle the budgets because the BOS staff spends a lot of time helping BudCom with their submissions to the DRA. Now that BudCom has responsibility for the vast majority of the Operating budget, the BOS should no longer be involved in that process.

Mr. Billbrough reiterates his question of how the BOS will get the necessary information to BudCom. He believes the agreement was that the BOS meets on Monday night and on Tuesday BudCom would get the results of that meeting. Those results would be distributed to BudCom members at that Tuesday night's meeting for review and discussion at the following week's meeting. Mr. Billbrough expresses his concern that BudCom is getting the information from the BOS the day before the following meeting when those budgets are scheduled to be discussed. Sheila states the BOS doesn't get their budgets until the day before their meeting.

Annemarie asks if there is a budget calendar and if people were missing deadlines. Shawn states that this has happened a couple of times as well as needing to reschedule some budget discussions due to the absence of the department head. He notes there needs to be some accounting for some issues in scheduling. Sheila states the BOS

should be firm with the deadlines so the BOS have the budgets before their meeting. Shawn asks how the BOS would handle issues when the budget couldn't be submitted as scheduled. Annemarie asks if the BOS can move the budget schedule to accommodate any changes. Shawn explains that if any BOS member has a question on a budget or a line item in that budget, the BOS would table the budget until the following week. Sheila reminds Shawn that also means that BudCom has to change their schedule. Shawn agrees that's what would and does happen and the RSA states that it has to be done.

Annemarie states that communication will be key. The BOS will need to get the budget numbers out quicker than before. Dennis asks if the BOS can start their budget review a week earlier. Shawn states the BOS starts their budget in September with the cookie cutter budgets, the ones that don't usually change from year to year so the process can get going. Mr. Billbrough suggests having the departments submit their budgets to the BOS a week before they are scheduled to be discussed. Shawn explains that often departments have last-minute updates, so they are adding new information to their budgets.

Sheila states that budgets used to be submitted early. Annemarie agrees that the BOS used to get them far enough in advance that they could read them and have questions ready. She notes that she always had her copies marked up with questions. Mr. Billbrough explains this is the purpose for BudCom asking for the budgets from the BOS so they can have a week to review them as well. He notes that it also gives BudCom some flexibility if a budget does get submitted late and that if the budgets can come through as emails, they simply need to be forwarded to BudCom members. He reiterates that BudCom members would like a weekend to be able to review the budgets and come to their meetings prepared. This also allows questions to be asked before the meeting. Mr. Billbrough expresses his concern that if the budget review is rushed, it is not done completely or properly and things can be missed.

Shawn suggests that when Kim gets the budget information from the department heads and forwards that to the BOS, that she also cc Mr. Billbrough and Ms. Overstreet. Mr. Billbrough states that is what BudCom is asking for. He asks that if the BOS does not approve a budget at a BOS meeting to let BudCom know that the following day so they can rearrange their budget schedule. Joe confirms that BudCom's concern was that they have accurate budget numbers for each department's budget and what the BOS has discussed and agreed on. Kim asks that if BudCom then makes changes to these budgets they also forward that information to the BOS the next day so the BOS has a copy of BudCom's budget. Shawn reminds Kim that the BOS will only be working on its own budget this year. All the other department budgets will only go to BudCom. He reminds Mr. Billbrough that if the budget is not done on time there will be issues at the Deliberative Session, noting this has happened in previous years.

Mr. Billbrough confirms with Kim that when she sends him the departments' budgets, he will send them out to BudCom members. He states that if they don't get them done, that's a problem. Kim notes that she does not have time to read the BudCom minutes. Shawn states the BOS was keeping the budgets because the information is used as part of the calculations for the Default budget. He explains that he won't have to do that this year because BudCom will now complete the whole process. He notes that it makes sense for BudCom to have the whole process. Mr. Billbrough states he is not looking forward to it. He states he can't believe people's understanding of the one-time expense people who can cover year after year. He explains it's the formula that changes and that's why sometimes the School District Default budget is higher than the proposed Operating budget.

Mr. Billbrough asks about access to the DRA portal. He explains that he has asked for the password for years. He started by speaking to Patty (Hess) and was told that only the BOS could give him the password. Shawn states that he has already notified DRA about the changes made to BudCom in the Warrant Article<sup>iii</sup> and that the BOS will authorize access for BudCom. He reminds Mr. Billbrough that BudCom is now responsible for all the filings.

Ms. Overstreet states that one of the issues that BudCom has with some of the budgets is the lack of detail for line items and would ask that departments give some idea of what each line in their budget is used for. She notes this would make the budget review easier. Ms. Overstreet explains that if the BOS hasn't asked those questions, then BudCom doesn't have that information. Shawn explains that people have different access to information in different departments. He states that through his experience, he can see any fluff in the Fire Dept., Police Dept., and Highway Dept. budgets, so he doesn't need those details. He suggests that because Ms. Overstreet wouldn't know that

information, she would have to tailor her questions to a specific department because she needs more information, but the BOS may not be asking those questions because they already know that information. Ms. Overstreet understands Shawn's point but states that a lot of departments ask for different things and it would be easier if the information was there. Annemarie clarifies that Ms. Overstreet is stating that if she has these details, it would be sufficient information so that she wouldn't have so many questions because the answers are in the details. Annemarie states she understands how that would be more efficient. Mr. Billbrough states that some people present a very detailed budget, for example, the Heritage Commission, but others don't. He believes there doesn't seem to be a general understanding across all the departments about what details are required. Shawn notes that if BudCom has questions, they can ask the department heads. Ms. Overstreet notes she understands that many of the people who are running the Town's boards and doing these budgets are volunteers.

Mr. Billbrough expresses his concern about BudCom wasting time doing a budget and then not having the budget pass. He believes the FY23 budget did not pass because of the extra money in the salary lines. He would like to see salary increases presented as a separate warrant article so that if the warrant article passes or fails, it will not cause the whole Operating budget to fail. Shawn disagrees. He states the difference between the proposed Operating Budget and the Default budget was \$100,000, and that was the Highway Dept.'s road repair budget. He explains the BOS tried to put an extra \$100,000 into the road repair line because the Town is not close to being able to do what needs to be done. Mr. Billbrough states that BudCom approved the Highway Dept.'s budget, but voted against the extra salary dollars that Steve and Dottie calculated and put in the BOS proposed Operating budget. Shawn states the BOS will have the same process this fall and is concerned the increases will be even larger. He explains the BOS could consider increasing salaries at the end of the summer because at least the Town employees would get part of a COLA increase. He notes the salaries the Town is paying its employees have been diminishing in value and he is concerned that they will go elsewhere. Dennis states the BOS has the authority to raise anyone's pay rate. Shawn notes that Mr. Billbrough is asking the BOS not to increase salaries and the BOS will not agree to that. Mr. Billbrough agrees that if the BOS adjusts pay rates this year, what he said is irrelevant. Shawn agrees, noting it was more of a speaking point on the question of why the proposed Operating budget didn't have a chance (of passing). He notes there are people in town that if salary increases raised the tax rate one penny nobody would ever get a raise in Town. Shawn explains that likes to balance that out so that when the Town has a hard year with inflation, the BOS tries to correct it and the Town still isn't keeping the salaries up where they should be. Shawn notes he supported a 5% COLA increase, the BOS approved a 6% +COLA increase. Mr. Billbrough notes the actual increase was closer to 8%. Shawn states that the proposed COLA increases are government-sponsored/sanctioned numbers, and he believes they are sanitized and don't reflect the real costs of living. He states that sometimes the BOS has to address this reality and they are trying to be fair. Shawn explains the anguish when someone leaves their position because it is a small Town. When someone leaves, that position becomes critical to try to fill. Mr. Billbrough notes it's a hard job to do because town employees have been laid off, and not just in small towns. He notes that people have been doing wage surveys and he would like to put one together because he agrees it is something that needs to be done.

Dennis agrees this has been a huge topic of conversation for the past year, especially with the whole COLA discussion. He states that he is 100% on board with where Mr. Billbrough is going with the issue and believes there are alternate ways to raise people's salaries and pay rates aside from plowing them into a Default budget that's going to get passed. Dennis believes the BOS should look at the step plans that used to be in place and/or there's a variety (of options) to look at such as time served, yearly increases for longevity, etc. The basic goal is to retain the employees the Town has. He states it's a lot more expensive for any company, including the Town, to hire people to replace those leaving, even if they are hired at a lower pay rate, than to keep the employees that left. Dennis believes it will still cost the Town more than it would to keep the current staff. The issue is finding the method and/or formula that departments can use and the BOS, who has oversight can review and confirm there's no favoritism because some believe that there is.

Ms. Overstreet states there must be some predictability. Dennis agrees, noting that's also important for him to know when those salary increases will come. Ms. Overstreet notes this also allows budgeting for those increases. Dennis believes this gives the BOS a lot more ability to be able to do that when they have some kind of matrix or model to follow. He explains that employees' salaries and pay raises improve more that way than when you hit them with a one-time shot, which is what the BOS is doing now. Ms. Overstreet states that it would also create transparency and

fairness. People would be able to see what everyone else's raise is and know when theirs is coming and can understand the process. She notes this increases everyone's happiness.

Dennis explains the BOS/Town needs to try to develop this (process) or refine it. He states it's not necessary for the BOS to reinvent the wheel, but they need to find what works and apply it. The BOS needs to come to some agreement and then roll it out. He states the COLA thing rubs him the wrong way and he wants to put that aside and not even have to add a warrant article just to raise salaries because when you have that predictability, increases can be built into the budgets. Ms. Overstreet notes that it almost becomes contractual. Dennis reiterates this is how it's done from the smallest to the largest businesses because it's a way that makes sense for their bottom lines. He states he doesn't know how the BOS got to the current situation. Mr. Billbrough states the other piece would be the employee assessment. Dennis agrees that would go a long way to helping with the public's perception. There is further discussion. Sheila notes this is true for anyone working in a small town.

Mr. Billbrough states he would personally commit BudCom to help with anything. Dennis states if there are any conversations between BudCom or anyone else, noting there are Budget Committees in other towns that have faced similar issues with pay matrices, step plans, etc. to bring that information together and try to figure it out. Dennis believes that by collaborating, they could figure it out. Shawn explains that Charles Coffin did do job descriptions and created a salary matrix for the BOS and they had been maintaining it to their best degree, but when issues began such as default budgets passing, and salary increases that went into the budget, and then weren't there, now all of a sudden they're back and the BOS is starting with the information all over again. Shawn hopes the BOS can move forward and still keep the status quo. He notes they are already behind and if it happens another year, now the Town is two (2) years behind. When it happens for several years, there's a problem with it.

Sheila states she quoted that \$400,479 of the ARPA funds might have helped the Town this year so the budget might not have been as drastically impacted. She confirms for Ms. Overstreet that all of that money has been expended except for \$60. Mr. Billbrough thanks the BOS for their time.

**Parks and Fields Use Agreement:** Stacie O'Connor reviews her updated agreement with the BOS. She confirms the hours that the parks and fields are open are from 7:00 AM until dusk. She notes that she left this information out of the updated agreement and can now add it in and that she has added all the revisions that the BOS requested. Shawn agrees that if she updates the Use Agreement with the hours of operation, Ms. O'Connor can begin to use the form. Ms. O'Connor asks if the BOS wants a final copy of the Use Agreement with the updated hours of operation. Shawn reminds her that she needs to send it to Kim so that it can be uploaded to the Town's website. Ms. O'Connor clarifies that she can start using the form because she needs to send out her e-mails for the fall sports.

Dennis asks about the \$250 refundable deposit. He asks if a check is the only acceptable form for the deposit, or can a credit card be used. Ms. O'Connor states she prefers a check because it's easier to hand back. Dennis asks where the deposit money goes.

Sheila asks what is going on with this issue, asking if there is now a Parks and Rec department. Ms. O'Connor states the Town already has one, it has been in the Highway Dept. budget for years. Sheila disagrees, noting that it's not what Ms. O'Connor thinks it is. Sheila asks if the BOS is creating more than what the department already is.

Shawn explains the Highway Dept. oversees the parks and the fields are part of that. Sheila tries to clarify that now the Highway Dept. oversees the use of the parks and fields. Ms. O'Connor states that the Highway Dept. always has. Sheila states that all Ms. O'Connor was doing before was taking over baseball, etc., everything else was coming through the BOS administrator. Ms. O'Connor explains that when Patty (Hess) was there, she took care of all the mowing and was the contact for the contracted mowers. Sheila disagrees. Ms. O'Connor states that when there was an issue, Shawn called the contracted mowers and told them she was the authorized contact because they were cutting the Highway Dept.'s locks. She notes this was some time ago. Ms. O'Connor notes that she's been doing this for nine (9) years. Sheila states that Ms. O'Connor was authorized to do the baseball stuff. Ms. O'Connor disagrees, stating she also oversaw all the fields.

Sheila asks Kim about the issue. Kim states that she deals with the mowers. Ms. O'Connor states that when she started, no one was doing it. Kim asks her when she started taking over it. Ms. O'Connor states that she doesn't know, that if something needed to be mowed at the fields, she was the one who called the mowers. Ms. O'Connor confirms she was calling Auger, the Town's contracted mowing company. Kim explains that she entered into a contract with Auger when she first started. Ms. O'Connor understands this. Shawn clarifies the Town has the contract and that Kim handles 99% of it. He agrees that he told Ms. O'Connor that if she had issues with the fields, she could call the mowers because she would know the specific issue at a field and should be the one to call them and tell them. He states it's a tag-team effort at that point. Ms. O'Connor agrees and notes that over the last few years anytime she's had an issue she has brought it to Kim and hasn't reached out to them herself. Kim states she understands the Highway Dept. takes care of the parks and fields, ensuring the jungle gyms and swing sets were maintained. Ms. O'Connor explains the part she was asked to do years ago was to track what teams are playing and ensure that insurance information was turned in because that wasn't happening. Part of that job was that if the teams had an issue with a field not being mowed, they told her and she called the contractor and told them it wasn't done. Ms. O'Connor assures the BOS she is not trying to take anyone's job.

Sheila states the Park and Field Use Agreement should be with the BOS/ BOS administrator because they deal with leases. Ms. O'Connor explains the agreement is just a form for Parks and Fields in case someone wants to use the fields because everyone comes to her, baseball, people, etc. just the way it's always been delegated unless she is wrong. There is a discussion. Ms. O'Connor states that if the BOS wants to change it, it's fine with her. Sheila states she doesn't understand how the issue became separate. Ms. O'Connor explains that Kim hasn't booked the fields, it's always been done through her. Shawn agrees. Ms. O'Connor reiterates that she's been the one that had anything to do with the use of the fields.

Shawn explains the Use Agreement makes the audience wider, for example, if someone wanted to book a field for a graduation. Sheila states they should be calling Kim. Shawn asks if that is now another task the BOS wants to throw onto the Selectmen's Administrator. Sheila states that Kim has been doing it all along. Ms. O'Connor disagrees, stating that is not the case. Ms. O'Connor states that baseball and soccer contact her, and adult sport leagues also use the fields. Kim asks if the teams pay her. Ms. O'Connor explains the Town doesn't charge for sports teams to use the fields. Kim asks if the new Use Agreement means the adult sports teams have to pay the \$250 deposit. Ms. O'Connor states that she's never charged anyone. She explains that she's had people go down to the fields and have birthday parties with bouncy houses, etc. and nobody knew about it. Kim confirms these people did this on their own. Ms. O'Connor expresses her concern that if anything happened, who would be liable, because the Town had nothing to protect itself. She knows of at least five instances of these types of parties in the fields and on Colby Pond. Kim notes that one of those parties was hosted by a Town employee.

Dennis states he has no problem with the Use Agreement and the process is working with no hiccups. He suggests that two (2) signature lines be added, one for the applicant and one for Ms. O'Connor to sign and that she gives a signed copy to the applicant. He asks where the applications will be stored. Ms. O'Connor states there is nothing to store unless someone is having a party because that has nothing to do with sports. She explains the teams fill out the forms so she knows when they are using the fields and there is an outline of what they are responsible for. Dennis states he definitely wants two (2) signature lines on the form and asks what happens when someone writes a check for the \$250 deposit. Shawn explains the check would go to Kim to make sure it is appropriately logged. Dennis confirms the records must also show when the check is returned to the applicant.

Kim asks if Ms. O'Connor will have a packet set up with ID, indemnification to hold the Town harmless, etc. Annemarie confirms this would be good for the rental process and explains that Kim is asking about CYA files. Ms. O'Connor explains she would do what she does with the sports teams and that Kim gets a copy of that. Kim states that's not her question. Shawn clarifies that Kim gets a copy of the people who are running the program/party. She gets a copy with the check, puts the copy aside, gives the check to the Town Treasurer and when the event is done, the Town will get the check returned to the applicant. Dennis states that Ms. O'Connor also needs to get a signature when the check is returned to the applicant. Ms. O'Connor notes that she is not expecting everyone to be running down to rent the fields. Dennis agrees, noting it's a good process to have in place and doesn't want to have to invent it at the time it is needed. He believes the form is good, he just wants the signature lines added.



Sheila states that if the BOS is creating this Use Agreement, they need to create a policy so there is a record that there is a policy in place. Dennis believes the Use Agreement is the policy. Ms. O'Connor notes the document is named Reservation and Use Policy. Dennis clarifies that Sheila wants to adopt the Use Agreement as a policy, agreeing that makes some sense, and asks Sheila for a motion. Sheila motions to adopt the Reservation and Use Policy, with the policy number to be assigned. Second by Dennis. Dennis asks to add *for the Town's Parks and Fields*. Sheila agrees to the amendment. Vote is unanimous (5-0). Ms. O'Connor will make the changes to the hours of operation and signature lines and will send the updated form to Kim.

**State of NH Deferred Compensation Plan:** Shawn confirms that the BOS has had time to review the program. He notes that he has no questions and confirms that there is no cost to the Town, noting this is key because the voters did not support any contributions from the Town. He also notes there are several plans available making this a win-win. Shawn signs the Joinder Agreement. Dennis asks what is the turnaround time when Craig Downing receives the signed agreement until the program is in place. Annemarie and Joe believe Mr. Downing discussed this at the last meeting. <sup>iv</sup>

**Police Department Grant:** Shawn explains that the BOS has been working with Police Chief Wade Parsons. They hired a new Police Officer within the past couple of months who has extreme dedication and wanted to pursue something. This Officer pursued this issue on his own and was able to secure a canine grant that will pay for the entire training and operation of a police dog/canine unit at no cost to the Town. The Officer has been a certified Police Officer for several years. Shawn notes this Officer's dedication to pursuing these grants on his own, stating he feels it is very admirable for the Officer to do this. Shawn explains that he was hoping to make a public announcement when everything was in place, but there needs to be some accounting pieces on paper and it has to be done in a public session.

Dennis suggests that Shawn explain what a canine is trained to do, noting there are generally two (2) roles. Shawn explains that because the Town will have the dog from the onset, the Town can determine the training focus for the dog. He notes the Town probably will not need a bomb-sniffing dog because the Town doesn't have bomb issues. Training would be tailored for the community and the Town would get to know the dog well. Dennis suggests the dog would be visible to the students at Danville Elementary School. Shawn believes that it should also be up to Chief Parsons and Officer Petty to recommend the best training for the dog to the BOS and that even the breed of the dog will depend on the Town's needs.

Shawn states he wants to reiterate the passion of this Officer to pursue this issue, and that the Officer had said this has been his goal to be able to do this. Unfortunately, the former town where this Officer was employed did not support a canine program. Shawn notes that it's Chief Parsons' good working relationships with a lot of officers in the surrounding area, some of whom have been working part-time for the Town to help out, and through word-of-mouth that he was able to recruit Officer Petty.

Shawn states the BOS needs to have on record that the Town accepts the unanticipated revenue from the canine grant in the amount of \$32,000. He asks for a motion to accept the unanticipated revenue of \$32,000 for the canine unit. Sheila makes the requested motion. Second by Joe. Vote is unanimous (5-0).

**Appropriate NH DOT Block Grant:** Shawn explains that last year (FY22) the BOS accepted a one-time NH DOT grant for \$94,857.61 for the Highway Dept. It is a one-time grant and a non-lapsing fund, outside of the Town's budget, that can move forward from year to year. MRI wants the Town to transfer these funds from the General Ledger to the Highway Account because they will be spent on road repairs and this needs to be on the record. Shawn asks for a motion to move the NH DOT Block Grant non-lapsing grant in the sum of \$94,857.61 as a one-time payment of unanticipated revenue that the BOS accepted, to be transferred from the General Ledger to Highway Account #01-4312-02-430 Highway Major Road Repairs. Sheila makes the requested motion. Second by Joe. Vote is unanimous (5-0).

Shawn states the Town has also received the award for the Highway Block Grant for FY2024 in the amount of \$110,665.53. Sheila motions to accept these funds. Second by Annemarie. Vote is unanimous (5-0).

**Fall Bulk Pick-up:** Casella has scheduled the Town's Fall Bulk Pick-up for Saturday, October 14, 2023. Shawn asks if the BOS wants to wait for a later date, no board members want to. He notes this is before Halloween. Sheila asks what the Spring Bulk Pick-up cost. Kim states she doesn't have that information. Shawn notes the Town has already spent to the mid-point of the Bulk Pick-up budget, so the Town spent more than one-half of that budget on the first Bulk Pick-up. Sheila states that people need to cover their things when they put them curbside in advance to prevent them from getting soaked from the rain. Shawn notes the futility of enforcing this. He confirms the BOS agrees to the date of October 14, 2023, for the Fall Bulk Pick-up and that the Town will use the same sign-up method. Gail will get the process going.

**Eversource Tree Trimming:** The BOS has received notice from an Eversource contractor that they will be trimming trees along the Eversource right-of-way on Rte. 111. Shawn notes this is an Eversource project and asks why the Town is involved. Kim explains that the contractor, Nelson Tree, wanted permission to trim on the Eversource right-of-way that is on Town property along the power lines from the Main St. intersection, north to Mill St. There is Town property along this approximately 1.65 miles strip of land. The right-of-way includes ten (10) feet to either side of the power lines where they will remove any brush and trim trees within those ten (10) feet. Trees with the risk of falling may also be removed. She notes that the representative from Nelson Tree came to the BOS office to ask for permission. Shawn explains this is part of the easement agreements. Sheila suggests they might be asking due to past issues with the Planning Board and Conservation Commission. Shawn suggests that Eversource is trying to keep the Town in its communication loop and that the response should be that there is a consensus of the BOS to give permission, while explaining that the BOS believes that Eversource already has those rights due to the existing right-of-ways and maintenance agreements that are part of those easements.

**More Tree Trimming:** Kim states that Jim Seaver (Road Agent) asked for quotes for some tree trimming and that she has received four (4) quotes. The quotes are for trimming and cutting trees from Main St. along the Town Hall parking lot around the back to Gerry Dr. A big tree on the right-hand side of the Fire Dept. is almost dead and needs to be taken down before it becomes a liability. Additional trimming will be done at the Community Center stairs that go up from the bottom parking lot into the main lot.

Shawn notes the cheapest quote is for \$1500 and he knows the operation personally and they have done excellent jobs. He asks for a motion to accept the Livingston Family Tree Service bid for \$1500 to do the trimming around Main St. and the Community Center. Sheila makes the requested motion. Second by Annemarie. Sheila asks what account this project will be paid from. The Main St. trimming will be paid from the Town Maintenance account and the Community Center trimming will be paid from the Community Center budget. Vote is unanimous (5-0).

#### **IV. Old/New Business**

**Minutes:** The BOS review the minutes for the Monday, July 24, 2023 BOS public meeting. There was a question on the transcription for lines #58-60. Sheila suggests the sentence can simply be omitted. Sheila motions to approve the minutes as amended. Second by Annemarie. Vote is unanimous (5-0).

**Non-Public Minutes:** The BOS review the minutes for the Monday, July 24, 2023 BOS Non-Public session under NH RSA 91-A 3:II (c). Sheila motions to approve the minutes as written. Second by Joe. Vote is unanimous (5-0).

**Signature File:** The BOS review and sign the documents in the Signature File. There are no discussions.

Shawn reads the Town Announcements listed below.

**BOS Updates:** Kim states that the Harassment training has been completed by all the Town's employees except one (1). The Town's telephones have all been replaced. She notes it was an easy process with First Light.

Auger, the Town's contracted landscaper has weeded out the mulch at the Town Hall and the Community Center. Shawn expresses his appreciation to Charles Kaufman who planted the tulip beds that the Town has continued to maintain. Shawn notes it was a work of love and the Town has benefited from it for many years. He explains the beds were planted as a token in the memory of a community member.

Sheila confirms that Auger also cuts the grass at the Olde Stage Coach Stop and would like Kim to ask them to trim the grass that is growing over the sign.

Kim states that Auger has also sprayed a non-toxic weed killer around the Town Hall and the Community Center. She notes the front garden area has many perennial plants that pop up at different times of the year. Shawn states that should be part of the lawn maintenance process. Kim confirms that it is. Sheila asks if the monument that was sinking was fixed. Kim explains the monument is fixed and that it wasn't sinking, the moss just grew higher up over it. The landscapers dug around the monument and evened out the growth. She notes that she is still waiting for the engraving for the Memorial stone. She confirms she was told the process would take a while.

## V. Town Announcements

### Calendar

- ✚ **August 21- Monday:** Board of Selectmen's Meeting at 7:00 PM at the Town Hall
- ✚ **August 25- Friday:** Senior Coffee Hour at the Community Center 10:00 AM-12:00 Noon.
- ✚ **August 25- Friday through August 27- Sunday:** Danville Olde Home Days- Kickoff. More information will follow
- ✚ **August 27- Sunday:** Craft and Vendor Fair @ Day Field 8:00 AM-4:00 PM. Sponsored by the Danville Police Association.
- ✚ **September 4- Monday:** Town Offices are **CLOSED** in observance of Labor Day
- ✚ **September 18- Monday:** Board of Selectmen's Annual Meeting at the Olde Meeting House at 6:30 PM

As there are no further items to discuss, Shawn requests a motion for a Non-Public session under NH RSA 91-A 3:II (c). Sheila makes the requested motion. Second by Annemarie. Roll call vote: Shawn-yes, Dennis-yes, Sheila-yes, Annemarie-yes, Joe-yes.

The public session of the BOS meeting ends at 8:08 PM.

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

Respectfully Submitted  
Deborah A. Christie

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<sup>i</sup> *Official Ballot Annual Town Election Danville New Hampshire. March 14, 2023. **Article 2023-06 Fire Department Purchase of Pumper/Tanker.** To see if the Town of Danville will vote to raise and appropriate the sum of Five Hundred, Fifty Thousand Dollars (\$550,000) for the purpose of purchasing and equipping a new 3000-gallon Pumper/Tanker Truck to replace the existing 1992 Pumper/Tanker. This special article is a special warrant article per RSA 323:3 VI(d) and RSA 32:7 V \$300,000 to be paid from Fire Department Capital Reserve Fund \$125,000 to be paid from Public Safety Impact Fees \$125,000 to be paid from American Rescue Plan Act Vote is 520-yes, 151-no. Warrant Article passes. Online at [www.townofdanville.org](http://www.townofdanville.org). August 7, 2023.*

<sup>ii</sup> *Official Ballot Annual Town Election Danville New Hampshire. March 14, 2023. **Article 2023-21 Citizen Petition- Default Budget Determination by Budget Committee.** To see if the Town shall adopt the provisions of RSA 40:16-b to delegate the determination of the default budget to the municipal budget committee which has been adopted under RSA 32:14. Vote is 314-yes and 293-no. Warrant Article passes. Online at [www.townofdanville.org](http://www.townofdanville.org). August 7, 2023.*

<sup>iii</sup> *IBID*

<sup>iv</sup> ***State of NH Deferred Compensation Retirement Plan:** ...Shawn asks what is the process for setting up the program when the BOS makes a decision on this issue. Mr. Downing explains he would provide them with a Joiner Agreement that each BOS*

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*member signs. Within a month he will then schedule time to talk to the Town's employees in person and would be working with the Town's payroll dept to set up the online accounts. **Town of Danville NH Board of Selectmen's Minutes July 24, 2023. Pg. 4.** Online at [www.townofdanville.org](http://www.townofdanville.org). August 7, 2023.*