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Town of Danville  
Board of Selectmen  
Monday, November 20, 2023  
7:00 pm

Meeting is Video-Recorded

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

**Others present:** Kimberly Burnham, Selectmen Administrator

Shawn called the meeting to order 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**

No one was present as a delegate.

**II. Agenda**

**RMON SOW**

Dennis and Kim both explained they've reached out to RMON regarding the Community Center firewall and switch but have not heard from them.

**RecordsForce**

Kim had asked Chris and Wade to be present at tonight's meeting as she did not want to speak for them. Kim also did not receive anything in writing regarding this. Shawn explained that RecordsForce was something acquired with the ARPA funds and they, Chris and Wade, were not in favor of this. It is a company that will scan and store paper documents, which frees storage space in the town buildings.

Chris has taken many of the town clerk documents, scanned them, and has sent the originals to Concord for storage. It is unclear if Wade has done this with the police department documents and Shawn said he'd like to have a discussion with Wade about this. The PD has different criteria they have to meet before scanning documents and their retention schedule is different than other departments.

Kim explained that RecordsForce has had the town maps from the cable room for at least three months. We are getting a monthly service charge of \$350.00 which is not part of any budget at the moment. She asked if the police department will be paying their own service charge. The Executive budget will need to be discussed again regarding this charge.

**III. Budgets**

**4723 TAN**

Shawn explained that TAN is the Tax Anticipation Note. With this note the town can go to a bank and ask for a loan with the tax receipts as collateral. Some communities use these frequently, but Danville has not had to use this option in a long time. There are fees along with other paperwork required to apply for this, and the fees are budgeted for each year just in case it's needed. The money set aside for this goes back

to the town when unused. Shawn said there may be some in town who are less able to pay their taxes in a timely manner due to the recent increase in tax rate. This increases the probability of filing a TAN.

Sheila made and Annemarie seconded a **motion to approve Budget 4723 TAN for \$1,500.00**. The motion **passed** unanimously.

#### **4155 Personnel Administration**

All of the group health, life, social security, NH retirement, and short-term disability costs have all been moved to their respective departments to show a true accounting. Some things are harder to segregate, such as unemployment insurance and worker's compensation. Group health has always had at least one family coverage in case someone changes status during the year; this allows proper accounting for the appropriate funds.

Kim explained that due to the audit, it is advisable to add \$4,500.00 to the workers' compensation line. This brings the bottom line to \$70,000.00. Sheila made and Joe seconded the **motion to approve budget 4155 Personnel Administration**. The motion **passed** unanimously.

The discussion of Budget 4130 Executive regarding RecordsForce will be moved to next week after discussions with the PD and town clerk.

#### **2024 Holidays**

The ten holidays proposed for 2024 are the same as 2023. Sheila made and Joe seconded the **motion to approve the 2024 Holiday schedule as presented**. The motion **passed** unanimously.

Dennis asked about the holidays observed by the town. It was explained that since the state offices are closed on those days, it makes no sense to have the town offices open. The day after Thanksgiving is not an official holiday but it is traditionally observed. It is taken into account that the town hall offices are closed on Friday, but the Police and Fire Departments are open on Fridays.

#### **IV. Minutes**

The minutes of November 13, 2023 were reviewed and a few revisions were discussed. Gail will be asked if she sent the letter to the business on Olde Road. Sheila made and Annemarie seconded a **motion to approve the November 13, 2023 minutes as amended**. The motion **passed** unanimously.

#### **V. Old/New Business**

The work in the basement on the sump pumps is scheduled for the 30<sup>th</sup>.

The board discussed the permit for mosquito control. Sheila made and Joe seconded the **motion to approve the Chairman to sign the document**. The motion **passed** unanimously.

#### **VI. Announcements**

Saturday, November 25: Senior Lunch and Tree Lighting, 1pm to 5 pm across from the Danville Market.

With nothing more to discuss, the **meeting adjourned** at 7:36pm.

Respectfully submitted,  
Janet Denison