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Town of Danville  
Board of Selectmen  
Minutes  
November 18, 2013  
7:00pm

Selectmen Present: Shawn O'Neil, Annemarie Inman, Michelle Cooper, Joshua Horns

Others Present: Patricia Shogren-Selectmen's Administrator, Janet Denison, Betsy Sanders, Chief Wade Parsons, Justine Dufresne, John Dufresne, Sheila Johannsen

Attendees observed a moment of silence for our troops who put themselves in harm's way. All stood for the Pledge of Allegiance.

I. Delegate Session

Chief Wade Parsons introduced Justine Dufresne to the Board of Selectmen. He stated Justine was the top applicant out of 17 applicants who had gone through the testing and screening process for police officer and Justine would be attending the 163<sup>rd</sup> Policy Academy in January. The Board welcomed Justine to Danville and to the Police Department.

II. Budget

**4210.10 Police Department \$476,834:** Chief Parsons presented his budget and some minor corrections were made due to spreadsheet formula errors. Chief Parsons stated he would like to price a security system like the one currently used in the Town Hall and key pad the doors into the PD and to install a system similar to the Snack Shack for the storage shed. Patty stated she would contact East Coast Security in the morning to obtain costs. *Selectman Inman made the motion, seconded by Selectman Horns, to approve the 4210.10 Police Department budget for \$476,834.00; motion passed.* Selectman Cooper abstained.

**4210.20 Police Department – Animal Control \$3,400:** Chief Parsons presented the budget for Animal Control and Sheila Johannsen asked to participate. Selectman Inman stated that Sheila was welcome to provide advisory input. It was determined that Sheila had not met with Chief Parsons to discuss her proposed Animal Control budget so she was asked to wait until Chief Parsons' presentation was concluded. He proposed \$2,400.00 for Professional Services for the Regional ACO, \$500.00 for veterinary care, and \$500.00 for kenneling, for a total of \$3,400.00 for 2014, down from the \$4,420.00 budgeted for 2013.

Sheila presented her proposal for animal control that included Salary, vehicle, equipment, clothing, and mileage. The total budget proposed by Sheila for animal control was \$9,635.00.

Selectmen reviewed both budgets and Chief Parsons' statistics for calls and received his input that he was satisfied with the regional services provided. *Chairman O'Neil made the motion, seconded by Selectman Inman to accept Chief Parsons' 4210.20 Animal Control budget for \$3,400.00; motion passed.* Selectman Cooper abstained.

III. Signature file/Minutes

*Selectman Inman made the motion, seconded by Selectman Horns, to authorize Chairman O'Neil to sign the CodeRED contract for 2014 - 2016. The motion passed and Chairman O'Neil signed the contract.*

The Selectmen opened the one bid received for Assessing Services from Brett Purvis Assessing, the Town's current assessing services. For existing services, the cost would remain the same, \$1,900.00, for

the next three years but would increase to \$2,150.00 a month with the inclusion of a one-million dollar policy for Error and Omissions coverage. The Board discussed the current need for this coverage and asked Patty to contact the Assessor for an updated contract for the next three years and to include the verbiage for a mutually agreed upon one to two year extension and addition of E&O coverage if the Board deems it necessary. (request attached)

Chairman O'Neil read a lengthy 91-A request received from Betsy Sanders for Fire Fighter information and stated that the time spent on these requests was being tracked due to the numerous requests received to see the man hours spent and costs for responding to the multiple requests.

Selectmen signed, and Patty notarized, the Police contract for Justine Dufresne.

Selectman discussed the setting of the FY2013 tax rate *and Selectman Inman made the motion, seconded by Selectman Cooper to apply \$243,795.00 of the unreserved fund balance toward the tax rate to offset an increase in taxes and budget \$14,000.00 to overlay; motion passed.*

Selectmen agreed on the 2014 Holiday schedule based on the ten holidays recognized by the State. Chairman O'Neil read the announcements.

*Selectman Inman made the motion, seconded by Selectman Horns, to approve the November 4, 2013 minutes as written; motion passed. Selectman Cooper abstained.*

*Selectman Inman made the motion, seconded by Selectman Horns, to approve the November 4, 2013 non-public minutes as written; motion passed. Selectman Cooper abstained.*

*Selectman Horns made the motion, seconded by Selectman Inman, to unseal the November 4, 2013 non-public minutes; motion passed. Selectman Cooper abstained.*

#### IV. Old/New Business

Selectman Horns stated he would forward pictures and information from the Fremont perambulation to the Board.

At 8:40pm, *Selectman Cooper made the motion, seconded by Selectman Inman, to adjourn; motion passed.*

Respectfully submitted,

Patricia Shogren  
Selectmen's Administrator

(attachment)

To: Danville Board of Selectmen, Danville Fire Department

Date: November 29, 2013

**RE: 91-A Right to Know – Fire Department Salary – Yearly Call Response**

In 2012 27 firefighters received a total net amount of compensation for “Yearly Call Response” of \$44,849.41. The 2013 budget is \$55,000.

I am asking for information regarding the “Yearly Call Response” budget and payroll recordkeeping and accounting for this budget line item. What is a yearly call response?

Are the employees who receive a yearly call response paycheck classified as part time employees and/or volunteer employees?

What is the reason why the employee yearly pay is not paid with the bi-weekly?

What are the yearly pay activities of a firefighter that trigger a separate payment?

The 2012 Fire Department states that there were 315 “emergency” calls. The 2012 “incident” statistics reveal 7 different types of incidents: fire (21), rescue and EMS (210), hazardous conditions (21), service calls (27), good intent call (13), false alarm and false call (21) and severe weather (2). In addition there is mutual aid given (22) and mutual aid received (2). There were 64 resident inspections (1-4 inspections each). There also are scheduled department meetings and in-house training.

What is the payment basis of the yearly pay: a flat rate per call, hourly rate or other?

Has the town received approval from the NH Department of Labor to pay both a bi-weekly and a once yearly payroll?

Why is there no budget or payment of overtime wages to the firefighters? How are lengthy hours due to natural or other disasters handled for firefighter compensation?

I would request (1) answers to the above questions as well as (2) the completion of the attached spreadsheet to understand the current status of the upcoming yearly payment to firefighters.

This information should be readily available as the yearly paycheck is generally paid in November each year. **Please do not make any copies of any payroll records;** only complete the list as provided of the yearly call response # calls and # hours and the \$ rate used for the payment calculation for the firefighters who have earned it for the 2013 period.

Thank you. I look forward to your response.

Elisabeth Sanders  
61 Beach Plain Road, Danville NH 03819  
642-5070

Danville Fire Department - 4220.10 fd 120- FD Salary –  
Yearly Call Response

Firefighter Name	Actual FD 120	FD 120	FD 120	FD 120
	Amount \$	# Calls	# Hours	\$ Rate
	2012	2013	2013	2013
Brad Andrews	\$ (1,717.05)			
Sean Beaudet	\$ (1,038.34)			
Peter Beeley	\$ (114.95)			
Christiann Caillouette	\$ (1,830.05)			
David Cailouette	\$ (2,585.24)			
Garrett Coscia	\$ (3,086.10)			
Brian Delahunty	\$ (1,707.85)			
Arthur Griswold	\$ (4,851.49)			
Matt Griswold	\$ (1,701.08)			
John Hughes	\$ (2,219.74)			
Daniel McLinden	\$ (193.58)			
Thomas McLinden	\$ (3,680.29)			
Shane Murphy	\$ (133.24)			
Gerald Paquette	\$ (346.78)			
Steven Pelechowicz	\$ (981.72)			
Janice Pouliot	\$ (2,111.44)			
David Rice	\$ (1,475.73)			
Nicole Sharpe	\$ (90.18)			
Robert Sharpe	\$ (4,002.25)			
Paul Streeter	\$ (1,857.11)			
Matthew Sullilvan	\$ (234.50)			
Kenneth Sweet	\$ (653.72)			
Corey Ward	\$ (2,206.63)			
Steve J Woitkun	\$ (5,019.17)			
Steven M. Woitkun	\$ (802.98)			
Steven M. Woitkun	\$ (208.20)			
	New name			
	New name			
	New name			
Total Yearly Call Response	\$(44,849.41)			