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Town of Danville
Board of Selectmen
October 29, 2018
7:00 PM

Motion to enter Nonpublic Session made by Judi seconded by Sheila

Specific Statutory Reason cited as foundation for the nonpublic session: RSA 91-A:3, II(e)

Roll Call vote to enter nonpublic session:	Scott Borucki	yes	
	Shawn O'Neil	yes	
	Sheila Johannesen	yes	
	Judi Cogswell	yes	
	David Knight	yes	Motion: PASSED

Entered nonpublic session at 6:45 p.m.

At 7:08, motion to return to Public Session made by Sheila seconded by Scott

Roll Call Vote to return to public session:	Scott Borucki	yes	
	Shawn O'Neil	yes	
	Sheila Johannesen	yes	
	Judi Cogswell	yes	
	David Knight	yes	Motion: PASSED

Motion made to seal these minutes? If so, motion made by Sheila, seconded by Scott

Roll Call Vote to seal minutes:	Scott Borucki	yes	
	Shawn O'Neil	yes	
	Sheila Johannesen	yes	
	Judi Cogswell	yes	
	David Knight	yes	Motion: PASSED

These minutes recorded by: Patricia Shogren

7:10 PM

Meeting is Video-Recorded

Selectmen Present: Chairman Scott Borucki, Vice Chair Shawn O'Neil, Sheila Johannesen, David Knight, Judi Cogswell

Others Present: Patricia Shogren, Town Administrator; Members of the public: Library: Mary Elizabeth Seals, Trustee; Mark Sullivan, Trustee; Dottie Billbrough, Library Director, Tom Billbrough, Asst. Director. Fire Dept: John Hughes, Ward; Robert Sharpe, Ward; Steve Woitkun, Fire Chief, Barry Hantman, camera.

Scott 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. Delegates

Scott asks if there are any delegates that need to speak before the BOS. There being none, the delegate portion of the meeting was closed.

II. Budget

Library Budget: The Library budget for FY 2019 #4550 for \$261,867 was presented by Mary Elizabeth Seals, Trustee, beginning with Community Services. She states the Library offered over 300 programs in 2018. They had 147 children participate in the Summer Reading Program. The library offers two passes, one to the Museum of Science in Boston that was used by 44 families, and one to the Seacoast Science Center in Rye. Ms. Seals goes through the library budget line by line, with short explanations of each. Dave questioned the amount of money

remaining in the Health Insurance line, Dottie Billbrough; Director explained that the fourth quarter payment was still outstanding. Dave also questioned the amount remaining in the Maintenance line. Ms. Billbrough explains there is still the fire alarm and lift service maintenance to be completed by the end of the year. Ms. Seals explains how the Library's participation in the NH State Library Inter Library Loan (ILL) service saves them thousands of dollars in purchasing new materials. She also explains the reimbursement for mileage is at .545/mile.

Having finished the operations part of the Budget, the BOS moves on to the salary and associated costs portion. Shawn questioned the Workman's Comp increase of over 3 times FY2018 expense. Discussion between the BOS and Library representatives centered on the increase coming with the budgeted increases in the salary line, changes to how the billing cycles were changes last year, and perhaps changes in how positions were categorized. Patty confirmed there were no claims last year. Ms. Seals explains the substantial increase in Library staff salaries as part of the COLA expense approved by the BOS. The remaining increases include a merit increase for the Librarian and the Children's Librarian, and a realignment of the Administration salaries to meet the minimum salary standards as reflected in the 2017 Annual Library Report. The salaries of the Children's Librarians have also been adjusted to be halfway to the minimums of their positions as reflected in that report. These increases resulted in a 10% increase in the Salary line, 6.3% in addition to the COLA increase.

Dave questioned how the Library Trustees would explain such an increase when property tax increases were already driving seniors out of Danville. Tom Billbrough responded that these increases were an investment in the people that serve the town. Mark Sullivan also responded that significant salary increases had been made in other town departments. Several BOS members point out that those raises involved staff of Life and Safety departments and were made to increase retention of qualified personnel. Scott asks the Library representatives if they could be more frugal in other areas of the budget. The Library representatives stated that they needed to replace the kitchenette as it no longer worked, and were budgeting to replace the carpet. Dave offered to attend the next Library Trustee meeting to work with the Trustees at lessening the budget impact.

Scott expressed his frustration with the lack of communication between the Library and the BOS, citing a lack of response to the proposed pet policy as a recent example. Mr. Billbrough states that his dog is a certified service dog and he is allowed to have it at work. Judi explains she is still getting multiple complaints from patrons who cannot use the library due to pet allergies. Mr. Sullivan states those complaints should be coming to the Library Trustees to be addressed. Ms. Seals states the Library is well vacuumed daily. Animated discussion continued for several minutes.

Dave questioned the separate warrant for \$2000 to be put towards the replacement of the leach field. Ms. Billbrough explained the Library has not funded that line for the past couple of years. If passed, this will bring the replacement account to \$12,073. There was some discussion of regarding the configuration of the leach field, after which the Library budget discussion was closed.

Fire Department Budget: Steve Woikum, Fire Chief, presented the FY2019 #4220.10 budget for \$359,320. He began his discussion reviewing the Call Response salaries. Dave confirmed that these salaries represented the pre-approved COLA increases. Chief Woikum explained all the salary lines reflected that increase with the exception of the On Call pay. Those salaries were increased from \$7.25 to \$8.00 in an effort to attract and retain on-call firefighters. He explained that in future years those salaries would increase by the COLA amount. Discussion began regarding the mandatory call time assignments. Dave clarified that this system was approved by warrant at the 2018 Town Meeting and that the budget reflected the salary impact of that warrant. Chief Woikum explained that he had budget for expanded Call Hours beginning at 6:00PM each day instead of at 10:00PM. Dave confirmed with Chief Woikum that the On Call salary request was accurate. Judi clarified with Chief Woikum that On Call firefighters were paid the base rate, but if called out would then be paid at the Call Response rate for the duration of that call, with a minimum of one hour at that rate. Dave asks how On Call firefighters work with overlapping calls/schedules. Chief Woikum reassures him this is normal in Firefighting. John Hughes states that they do not seem to have a problem with On Call personnel signing up for shifts, and they are working hard to keep both positions and shifts filled. Chief Woikum states that even if they had a full-time department it would be a revolving door, as personnel would move on the other towns and cities with larger salaries. Patty mentions she is often asked to explain the set-up of the Fire Dept. how other communities think so highly of the Danville Fire Dept. She goes on to point out the rest of the budget is level funded. Shawn noted increase in the budget request is \$29,000 and is less than the additional \$35,000 approved at the 2018 Town Meeting resulting in a net decrease. Shawn motioned to accept line #4220 for \$359,320. Seconded by Judi. Vote was unanimous.

 **#4220 Fire Department- \$359,320**

Mr. Hughes questions Patty regarding two Capital Fund accounts. In 1988, a Capital Reserve Truck fund was established and all unexpended funds were to go into that account, but that account changed. He also believes there as a Capital Reserve account set up for the Ambulance, but wondered if that had been closed when the Ambulance was purchased, as there is now only one account. Patty explained the second account was for the purchase of a

Vehicle and Medical Equipment, so it should still exist. Perhaps the two accounts were blended after the purchase of the ambulance. Chief Woikum will check into it. He explained there was another account set up as a revolving account, monies generated by ambulance transport charges were to into that account, but the BOS had the discretion to expend those funds. Scott clarifies with Chief Woikum the purpose of this is to be regularly funding a Capital Reserve fund for the purchase of Fire/Rescue apparatus. There is discussion among the BOS if this can actually be done; perhaps they need to contact NHMA for clarification. Barry points out the issue of establishing a precedent with this action. Other boards/departments would want to set up these kinds of funds that would inhibit the BOS from moving monies between line items to meet emergencies and unexpected expenditures. The consensus of the BOS is that the Fire Dept. would need to put a warrant article in for each year requesting that unexpended funds be designated into a particular Capital Reserve account. Scott points out that would allow the warrant to specify a certain dollar amount.

Shawn inquired into the issue of moving Firehouse 2, owned by the Association so the Historical Commission can move the Little Red Schoolhouse to that location. Chief Woikum stated that he has no interest in moving that building, but will need a two-stall garage to relocate the boat and other equipment currently stored in Firehouse 2. He also points out that over the years; the town has maintained Firehouse 2. Patty has researched several town documents and cannot find where Firehouse 2 was ever turned over to the town. There is still confusion who actually owns the building. Chief Woikum expresses concern over the cost and feasibility of moving Firehouse 2. After further discussion, the consensus of the Fire Dept representatives and the BOS is the best idea is putting the new garage by the Highway Garage.

III. Old/New Business

Minutes: The BOS reviewed the non-public minutes from Oct. 22, 2018. There being no discussion or corrections, Shawn motioned to accept the non-public minutes as presented. Seconded by Dave. Vote was unanimous.

The BOS reviewed the minutes from the public portion of the Oct. 22, 2018 meeting. There being no discussion or corrections, Dave motioned to accept the minutes as presented. Seconded by Judi. Vote was unanimous.

Scott asked the BOS to re-visit the Library Budget presented earlier that evening. There were several small discussions, but no consensus was reached. The matter was tabled until the next BOS meeting.

Dave asked the BOS to review two e-mails from Janet. The first referred to three changes in NH RSA's that pertained to Veterans. The second item was a discussion of commercial property tax relief. Dave asked that this item be put on a future BOS agenda.

Patty reviewed four warrants that she had prepared per BOS request. Discussion ensued clarifying how much of the new police building process had already been approved by previous warrants. There was discussion of needing warrants for engineering for the new police station as well as the new salt shed. Scott noted that should be on a future agenda for discussion. Patty noted that in an earlier discussion with Bruce that the companies he was having discussions with already had designs in place, so there might not be a need for an engineer. Shawn motioned to put the four warrants presented and the two warrants requested by the Library forward. Seconded by Dave. Vote was unanimous.

Shawn motioned for the BOS to recommend all six warrant articles. Seconded by Dave. Vote was unanimous.

Scott gave an overview of a regional Selectman's meeting that he and Shawn attended in Plaistow. The item of discussion was setting a voting date. All four towns and the School Board must put the issue on their ballots. Scott would like to put this item on next week's BOS agenda.

IV. Town Announcements

Judi read the Town Announcements. Please note events that have passed prior to the reading of the minutes are not included in these minutes.

Recreation Happenings:

🚩 Craft and Vendor Fair- Saturday, November 10 from 9:00AM to 3:00PM

🚩 Annual Senior Luncheon- Saturday, November 17 from 12:00PM-2:00PM.

- ✚ Annual Tree Lighting Party- Saturday, November 17 at 4:30PM. – PLEASE NOTE: this is one week earlier than it is usually held!
- ✚ There is no Board of Selectman's meeting on Monday, November 12, 2018 in observance of Veteran's Day.

There is no Board of Selectman's meeting on Monday, November 12, 2018 in observance of Veteran's Day.

Scott read the open positions in the town:

Open Committee seats:

Forestry- 1 open position and 1 alternate

Heritage- 1 alternate

Patty informed the board that the Heritage Commission received their cabinet today.

There being no further discussion, Scott motioned to adjourn. Seconded by Sheila. Vote was unanimous. Meeting was adjourned at 8:45PM.

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

Respectfully Submitted
Deborah A. Christie