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Town of Danville
Board of Selectmen
November 26, 2018
7:00 PM

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Meeting is Video-Recorded

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

Others Present: Patricia Shogren, Town Administrator; Members of the public: Chet Sullivan, Chris Tracy, Town Clerk; Kim Burnham, Tax Collector

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

Chet Sullivan presented paperwork regarding the Bond reduction. Scott is aware of multiple communications with the Planning Board on this project and noted there were some issues with road construction. Mr. Sullivan presented a report from the town engineer. Mr. Sullivan noted there might appear to be duplicate charges; those are part of Sandown's costs for this project. There was a request to release a percentage of the bond, leaving \$229,543.48 remaining in the Bond. Shawn motioned for that funds be released and reduced to \$229,543.48 as recommended by the town engineer Dennis Quintel. Seconded by Sheila. Vote was unanimous.

II. Budget

Voter Registration Budget: Chris Tracy, the Town Clerk presented the FY2019 #4140.20 Voter Registration budget for \$14,757. She noted there would be a significant reduction in staffing costs as there is only one scheduled election in 2019. Shawn asked why there was not a significant decrease in the costs of supplies as well. Ms. Tracy explained they had budgeted for more voting booths as well money in anticipation of costs associated with online voting. Patty asked if there were any anticipated postage increases due to records purging. Ms. Tracy stated that would not be occurring for another two years. Scott recommended rounding up the postage line to \$395 as the Budget Committee preferred. Ms. Tracy noted the amount budgeted for meals was incorrect. The correct amount is \$350. Patty figured the changes and the new total for the Voter Registration Budget is \$14,260. Scott questioned the budget line for equipment. Ms. Tracy explained that line is always funded to meet any equipment changes mandated by the State. Shawn motioned to accept #4140.20 in the amended amount of \$14,260. Seconded by Judi. Vote was unanimous.

#4140.20 Voter Registration- \$14,260

Town Clerk Budget: Ms. Tracy then presented the FY2019 #4140.10 Town Clerk budget for \$96,447. She explained that the Deputy and Asst. Clerk increases represented the approved COLA increase of 2.7% as well as their step increases. Her salary represented only the COLA increase. There was discussion regarding increase in the Software line. This increase included the one-time purchase of two scanners and an electronic sign pad. Scott recommended increasing the postage line to \$2900; this more accurately represents current expenditures in that line. The BOS discussed the \$3000 increase in the equipment line. Ms. Tracy explained that she had been told by the State they would be required to purchase two new printers in 2019. These printers are issued by the State and secured to Vital Records and NH DOT. This is an ongoing issue and expense for towns as printers are replaced every few years. The consensus of the BOS is to budget for the printers. They asked that Ms. Tracy reach out to the State and voice their concerns regarding the frequency and expense of this mandated equipment. Ms. Tracy will follow up with that request. There was a brief discussion of State fees. Sheila asked if the town could add to the State fees for Vital Records. Ms. Tracy noted those fees were set by the state. Sheila then asked if the town could increase the fees for dog licenses. While that can be done, the town has worked to keep those costs down. There was no follow-up interest in raising the dog license fees from the remaining BOS members. There was further discussion regarding a significant increase in the supply budget. Ms. Tracy explained that the current arrangement of the office allowed the public to hover over the clerks' shoulders and have full view of their computers, in violation of privacy laws. This is also a safety issue as it allows too much public access. The current desks will not fit as front-facing desks, so they are requesting the purchase of two desks that will fit front facing the door to the office. This will

prevent unauthorized access to the public as well as address the safety issue. Her other suggestion was to build a front-facing counter from which they could work. She also explained that there might be future expenses in the office due to the lack of storage for records. Patty informs the BOS the amended amount of the Town Clerk's budget is \$96,657. Sheila motioned to accept #4141.10 for the amended amount of \$96,657. Seconded by Judi. Vote is 4-1, Shawn voting no.

✚ **#4140.10 Town Clerk- \$96,657**

Shawn commented that to reduce the impact on the budget, that it would be preferable to space out the expenses mandated by the State and the town's need for new equipment and supplies on separate budget years. There was further discussion with the emphasis on the need for safety and reducing the incidents of physical public access to staff and their equipment. After more discussion, Scott polled the BOS members if they wanted to revisit the budget vote. All members stated they did not want to revisit the Town Clerk budget at this time. Sheila suggested that Ms. Tracy explore some of the suggestions made by the BOS. Judi suggested that Ms. Tracy contact Chief Parsons and get his input on the issue. Patty suggested that perhaps meetings could be moved to the Community Center and the current meeting room at Town Hall be turned into offices. There was discussion of scheduling issues, however Scott suggested the issue may be worth discussing later.

Tax Collector Budget: Kim Burnham presented the FY2019 #4150.40 Tax Collection Budget for \$57,091. She reviewed the salary line informing the BOS the Deputy Collector is a temp that she intends to hire at the end of the temp contract. Her own salary reflected the COLA increase. Other expenses are budgeted by mandated fees or expected increases based on FY2018 activity. Judi motioned to accept #4150.40 for \$57,091. Seconded by Sheila. Vote is unanimous.

✚ **#4150.40 Tax Collection- \$57,091**

Government/ Town Buildings Budget: Patty presented FY2019 #4194 Government/Town Buildings Maintenance budget for \$65,833. Increases were budgeted in electrical costs, heating costs and repairs and maintenance costs. Patty reviewed the repair and maintenance costs in detail; required costs, scheduled maintenance costs, and a wish list for carpet, floor stripping and new safety mats. Sheila asks what the on call maintenance person was. Patty explained they have a contracted custodial service for cleaning, etc. The on-call person is for shoveling the Town Hall and Community Center, changes the Community Center Sign, emergency clean-ups etc. Patty clarifies that this is a second individual not related to the contracted custodial service. After a short discussion of costs associated with other town building maintenance, Shawn motioned to accept #4194 as presented for \$65,833. Seconded by Sheila. Vote is unanimous.

✚ **#4194.10 Town Building Maintenance- \$65,833**

Animal Control Budget: Chief Parsons submitted a proposed FY2019 #4210.20 Animal Control budget for \$1100 as requested. This was with the understanding that the Police Department would be responsible only for the first three months of FY2019. Sheila requests that discussion of the budget be postponed until Chief Parsons is there to discuss it. Patty states the budget is level funded. Shawn and Scott both state that because the budget is merely for three months, there is little need to ask Chief Parsons to discuss the budget. Sheila states there is concern regarding the laptop and software. Patty reminds her the laptop is part of the RMON contract and is not budgeted in the Animal Control budget as discussed in previous years. Sheila asks why the stipend for the Animal Control Officer was eliminated from the FY2019 budget. Patty replies that was on the advice of Legal. Shawn reminds Sheila that this was her warrant article by citizen petition and did not specify a salary. Sheila responds this was by court order. Patty states that did not apply and was why she went to Legal. The court-ordered rate became nil when the elected post was voted out two years ago. After a short, animated discussion regarding the court order, Shawn motions to accept #4210.20 for \$1100.00. Seconded by Judi. Vote was 3-yes, 1 no vote by Sheila. Scott reminds the BOS there can be further discussion on this budget at the deliberative session.

✚ **#4210.20 Animal Control- \$1100**

Highway Budget Amendment request: Patty reviews a requested change in the FY2019 Highway budget. Mr. Caillouette had originally budgeted for a full-time position beginning in March of 2019, with a concurrent elimination due to an open part-time position remaining unfilled. However, that part-time position has been filled and the budget needs to be adjusted to include that part-time position for January – March (until voting) but also for the entire FY2019 year in case the operating budget does not pass. This change would increase line #110 from \$78,600 to \$80,000. After a short discussion in which the BOS attempted to clarify for Sheila how individual salaries are not reflected in the budget, but are reflected as line item expenses based on whether the position is full-time or part-time, Shawn motioned to amend line #4312.20 to \$432,535 to include the additional expense. Seconded by Judi. Vote was unanimous.

✚ **#4312.20 Road Maintenance amended to \$432,535**

III. Old/New Business

Warrant Articles: Patty presented two warrant articles for the BOS to review and vote on. Both of these are recurring articles.

- 1) Cemetery Capital Reserve Fund. There is no discussion. Scott motions to recommend and move forward on this article. Seconded by Judi. Vote was unanimous.
- 2) Protection of Personal Equipment Capital Reserve Fund. Again, there is no discussion. Shawn motioned to recommend and move forward on this article. Seconded by Sheila. Vote is unanimous

Patty asks the BOS to set the date for the deliberative session for the FY2109 Town Warrant. Following precedent, they scheduled the Deliberative Session for Saturday, February 2, 2019 at 10:00AM. Scott motioned to accept this date and time. Seconded by Judi. Vote is unanimous.

Patty notes that Candidate's night has tentatively been set for Tuesday, February 12, 2019. She will confirm that information.

Town Meeting Vote will be Tuesday, March 12, 2019 from 8:00AM to 7:00PM

Patty notes that she is waiting for Bruce and Beth Caillouette to get back to the BOS with a warrant article for the Salt Shed for the Highway Dept.




Judi notes she is waiting for the verbiage for the warrant article for the new Police Dept. building.

Minutes: There are several corrections to the minutes. Line #46 the comment was attributed to Dave and should have been attributed to Scott. Line #29 and #15 should refer to Kim Farah as Dr. Kim Farah. Line #146 there should not be a slash after the dollar amount. Line #170 did not note that discussion was tabled. Scott motioned to approve the minutes as amended. Seconded by Judi. Vote was unanimous.


There is discussion on several scheduling logistics. In a response to a request by Sheila, Patty will try to have the FY2018 encumbrances ready for the BOS next week. There is further discussion regarding BOS meetings during the holidays. The consensus of the BOS is to cancel the BOS meeting scheduled for Monday, Dec. 24, 2018 and tentatively reschedule the Dec. 31 meeting for Thursday, December 27. The BOS will revisit the Dec 31 meeting next week to confirm that change. Scott motioned to close the Town Hall on Monday, December 24, 2018. Seconded by Judi. Vote was unanimous.

IV. Town Announcements

Committee Openings:

-  Forestry Committee: 1 open seat, 1 alternate
-  Heritage Commission: 1 alternate
-  Planning Board: 2 alternates

Recreation Happenings:

-  Due to scheduling conflicts, the Parents' Night Out program has been cancelled for December.

Scott asks if there are any further discussions. Sheila stated that she had gone through the correspondence file and had some questions.

- 1) Has there been a follow-up letter to Mr. Griffin regarding the fire station? Scott reminds Sheila the Fire Chief had spoken on this matter regarding an additional bay at the Fire Station. Patty stated a follow-up letter would go out when a decision was made on that issue by the Fire Association (who own fire house #2).
- 2) Sheila also questioned the BOS on an older piece of correspondence that Barry had mentioned that was no longer in the file. Scott stated that Barry had recommended a social media policy for the BOS. He had not brought it forward. Patty stated that such a policy was part of the BOS Code of Conduct and that Barry's recommendations had been forwarded to Legal.

Sheila continues questioning Patty about the correspondence file. Shawn motioned to adjourn. Seconded by Judi.

Sheila continued questioning Patty including questions on e-mails. Patty states the Correspondence File is snail-mail only. Shawn calls the question. Scott calls for a vote. Vote: 3 yes. Sheila does not vote as she is continuing her discussion with Patty. Meeting is adjourned at 8:30PM

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

Respectfully Submitted
Deborah A. Christie