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Town of Danville
Board of Selectmen
December 10, 2018
7:00 PM

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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: Chris Tracy, Town Clerk

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

Chris Tracy, the Town Clerk approached the BOS asking for the proper procedure needed in order for her to participate in the Town Benefits package, currently only offered to employees. Her position is elected. Under NH RSA, she can participate by purchasing the benefits at 100% of the costs but cannot participate at the reduced costs of an employee. Dave states a warrant article is needed to change this. Patty adds that the warrant article would need a dollar amount for the costs of all elected officials. Dave explains that towns have elected officials so that they are not stuck with a tenured employee in an office that can be politically volatile, but he also understands that it is in the best interests of the town to maintain continuity in the Clerk's office. There is further discussion of the costs involved as the warrant would have to include all elected officials. Scott suggests that Ms. Tracy asks the Budget Committee to look again at her budget and to add in the difference in the FY2019 costs of her current insurance to her stipend. She could also present that increase and her explanation for it at the deliberative session. The consensus is that Ms. Tracy will prepare documentation for the Budget Committee meeting the following night.

II. Budget

General Insurance: Patty presented the FY2019 #4196 General Insurance budget for \$35,115. These costs are directly from the insurance company, so there is little discussion. Judi motioned to approve #4196 for \$35,115. Seconded by Sheila. Vote is unanimous.

 **#4196 General Insurance- \$35,115**

Selectman's Budget: Patty presented the FY2019 #4130.10 Selectmen's Budget for \$164,518 and reviews each line with the BOS. The salaries of the Town Administrator's Salary and the Asst. Administrator's were increased only by the preapproved COLA. The recording secretary expense is for the BOS only and is an outside service. There are no payroll costs other than salary. Due to varying BOS meeting schedules, Patty averaged the past costs of this service for FY2019. Scott asked about the Printing line and Patty reminded him the printing costs of the Town Reports were moved into this line last year. Patty will purchase her expected amount of postage prior to the postal rates going up. Dave noted that the increase in their budget was almost entirely the costs of COLA and Tax Liens. Dave motioned to approve #4130.10 for \$164,518. Seconded by Judi. Vote is unanimous.

 **#4130.10 Selectman's Budget- \$164,518**

Personnel Insurance: Patty presented the FY2019 #4155.90 Personnel Insurance budget for \$371,730. This budget is for seven full-time town employees including open full-time positions in the Highway and Police Depts. It does not include the Library employees. Patty notes that healthcare costs increased by 10% for FY2019. The rest of the costs are from the insurance company. Scott expresses concern this is a \$40,000 increase over FY2018. Patty suggests looking at the insurance contracts next year. Other discussion centered on increasing the employee contribution from 15% to 20%. This would require a warrant. Patty explained that costs could change if there were

added costs from “life changing events”. Very little buffer has been built into this budget. Sheila motioned to approve #4155.90 for \$371,730. Seconded by Judi. Vote is unanimous.

🚩 **#4155.90 Personnel Insurance- \$371,730**

III. Old/New Business

Warrant Articles: Patty reviews the last three warrant articles approved by the BOS.

- Animal Control Officer Compensation article, she informs Sheila that fifty-five (55) tickets for unlicensed dogs were written, and hand delivered by the PD, but that no reports were done. Sheila explained that reports are done if there is a need to take the issue to court. Sheila also explained to Patty that she could not supplement her reports because when they are done and sent to a server, she cannot retrieve those reports to supplement them and they end up being recorded as new reports. Shawn and Scott both state it should have nothing to do with working remotely. Sheila responds that is how the program she uses is set up for security through Rockingham dispatch. Shawn expresses concern these files cannot be accessed. Patty states this is something the BOS needs to look into. Shawn and Scott feel it may just be an issue with “permissions”. Judi reiterates the server issue be looked into it with RMON and Rockingham Dispatch.

Shawn raises concerns the costs of having Animal Control handle each unlicensed dog as an “incident” far exceeds the amount eventually collected.

Sheila states in 2018 there were 116 unlicensed dogs. The Town Clerk sends letters to each owner who is fined \$25.00/animal plus the cost of the license. There is also a monthly fine for each month past July the animal goes unlicensed. Patty stated the town collected \$6700 in licenses and \$1600 in fines/civil forfeiture fees. Sheila suggested changing the warrant to a flat stipend of \$4000 instead of \$25/call. Patty expresses concerns with the lack of accountability that would result from that change. Sheila states the reports would provide the accountability. Scott also points out there are circumstances when the Police Dept may need to respond and those would not be Animal Control calls.

- Bulk Pick-up: Patty reminds the BOS they did not vote on this warrant to add in a fall pick-up. Scott motioned to approve the warrant article for the fall bulk pick-up for \$25,000. Seconded by Sheila. Vote is unanimous. Scott motioned to recommend the Bulk Pick-up article. Seconded by Sheila. Vote is unanimous.
- Mosquito Control Trust Fund: Patty notes an error in the dollar amount of the original warrant of \$2500. The correct amount is \$2,999. Scott motioned to approve the amended amount to \$2,999. Seconded by Sheila. Vote is unanimous. Scott motioned to recommend the amended article for the Mosquito Control Trust Fund. Seconded by Sheila. Vote is unanimous.

Patty explains the ordering of the Warrant Articles. The Planning Board articles are #3-? They will be holding a Public Hearing next Thursday and Patty will then have their approved articles. The next article is the Town Operating Budget. The Selectmen’s articles follow that. The articles will be arranged with those requesting the highest amount of dollars first, the remainder in descending dollar amounts.

Encumbrances: Judi requests an encumbrance of \$1,271.38 for the Conservation Committee for a shed they are building that has been delayed due to weather. This dollar amount represents a quote from East Coast Lumber. Judi motions to encumber \$1,271.38 for line #4611.10 ca-691. Seconded by Dave. Vote is unanimous.

- To Encumber \$1,271.38 for line #4611.10 ca-691 for the completion of a shed by the Conservation Committee

Minutes: Shawn asks the status of dealing with the titled property at 599 Main St. Patty responds that she believes she was told to hold off. Dave recommends resolving the issue and asks Patty to meet with the Police Department and set up a date for a one (1) hour preview of the property. The BOS will accept sealed bids and reserves the right to reject any and all bids. Patty will have something prepared for the next BOS meeting. With this issue resolved, there are no edits needed to the minutes. Shawn motioned to accept the minutes as written. Seconded by Judi. Vote is unanimous.

Dave congratulates Patty on how well and smoothly she has run the budget process. Other BOS members agree and thank her for her efforts.

Patty requests the BOS allow her and Janet to carry over their vacation time. Both women felt it would not be in the best interests of their service to take that time during the budget process. Scott motioned to allow Patty and Janet to carryover their vacation time, to be used within the first quarter of 2019. Seconded by Judi. Vote is unanimous.

Correspondence: Scott reads an invitation to the BOS from Mr. and Mrs. Carl Skinner and Boy Scout Troop 13 to attend the Eagle Scout Court of Honor for Alexander Skinner on Saturday, January 5, 2019 at 11:00AM at the Danville Baptist Church. They are requesting RSVP's. Patty and Kim Burnham will be attending as representatives of the Community Center. Dave will attend as a representative from the BOS and will present a certificate and letter.




Sheila requests a clarification be made that in the minutes for December 3, in Scott's statement, line 86 he referred to the warrant article that "created" the position of Animal Control Officer. Warrant Article 2018-28 actually "reinstated" the position of Animal Control Officer.

Judi reads the Town Announcements listed below.



Dave would like to encourage anyone, particularly newcomers to Danville interested in understanding what is going on with the town, and what the town's potential is, to participate in the Planning Board. He also reminded the public that the Heritage Commission is a great place to learn what the town used to be and what made it what it is today.

IV. Town Announcements

Open Committee Seats:

-  Forestry- 1 open position and 1 alternate
-  Heritage- 1 alternate
-  Planning Board- 2 alternates

TOWN OFFICES WILL BE CLOSED ON MONDAY, DEC. 24, 2018

-  There is NO BOS meeting on Monday, Dec. 24, 2018
-  The BOS meeting scheduled for Monday, Dec. 31, 2018 has been **RESCHEDULED** for **Thursday, Dec. 27, 2018 at 7:00PM**

Parents' Night Out has been rescheduled for Saturday, Jan. 12, 2019 from 6:00PM-9:00PM

Scott seeks a motion to adjourn. Multiple Seconds. Meeting is adjourned at 8:12PM

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

Respectfully Submitted
Deborah A. Christie