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Town of Danville
Board of Selectmen
Monday, October 5, 2020
7:00 PM

1. 7:00 PM

Meeting is Video-Recorded

Selectmen Present: Shawn O'Neil, Chair; Steve Woitkun, Vice Chair; Sheila Johannesen, Dottie Billbrough, and Joshua Horns

Others Present: Kimberly Burnham, Selectmen Administrator; Russell Currier, Elizabeth LaRocca, Eversource; Catie Burns, Eversource, Stacie O'Connor, Chloe Landry, Girl Scouts; Bruce Caillouette, Road Agent

Shawn called the meeting to order at 7:00PM 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. Delegates

Shawn asks if there are any members of the public not on the agenda who wish to address the BOS. No members of the public ask to speak.

Gold Medal Project (Girl Scouts): Chloe Landry presented her Gold Medal Project proposal to the BOS. She is proposing to construct a two-door "Helping House" that will provide free food and a free book exchange to the residents of Danville. The structure will be 36"Wx 36"Hx 24"D. Miss Landry explains that there is no food pantry in Danville, and with the Library closed, there is no way for residents to have access to books. The Danville Lions Club has agreed to support her project. They will restock her pantry when they receive their food donations. Miss Landry will provide the first books in the book exchange but explains that residents can donate/borrow/ exchange books to make the book exchange self-sustainable. Miss Landry has suggested locating her "Helping House" near the Community Center or at the Town Hall near the circle. Shawn suggests locating the structure in front of the Police Dept. as that would offer more protection. Miss Landry explains the structure will be painted and have both the Girl Scout Symbol and the Lion's Club symbol on it, which she hopes will reduce the chances of vandalism. Miss Landry explains the roof of the "Helping House" will be slanted like a chicken coop so the snow will slide off. The front will be about 36" high as it is more for adults to utilize. The doors will be latched, but not locked. Miss Landry's project advisor explains the Lions Club will be monitoring the structure as well and will share the responsibility of it with Miss Landry.

Shawn asks Steve to coordinate the location of the "Helping House" in front of the Safety Building, possibly near the flagpole. Shawn explains that the BOS approves her project, but there needs to be discussion and a decision made on the best place to put it where access can be maintained and it can be monitored to discourage damage and vandalism.

Joshua asks when it will be installed. Miss Landry explains that once the BOS approves the project, she can begin raising donations. The other girls in her troop will also be helping to build the structure with her as the leader. She expects to complete the project within the next couple of months. Steve notes this will give him time to scout out possible locations. Joshua asks if there will be a problem digging holes after the frost has set in. Miss Landry notes she can wait for the appropriate time to install her "Helping House". Joshua confirms the poles are planned to go down 48" below the frost line. Shawn notes that may not be necessary, as this is a small structure. Shawn asks Miss Landry to come back to the BOS with updates as her project progresses and the BOS will work on finding the appropriate spot for it.

Veterans' "Suicide Flag" Project: Russell Currier presents this proposal to the BOS and explains the Suicide Flag project. He is asking for permission to use the property at Veteran's Park at the corner of Kingston St. and Main St. to display 660 American flags to symbolize the 22 Veterans lost to suicide every day. The display will stay up for thirty (30) days. Mr. Currier explains that twenty-two (22) Veterans take their lives every day due to the invisible wounds of war. That number multiplied by thirty (30), equals the 660 lives lost each month. Mr. Currier further explains there will be a single flag with a sign to represent one active Service Member/Reservist/ Guardsman lost to suicide each day- a total of 40 lives lost each month. Five (5) flags will be placed representing the First Responders lost every day to suicide, 120+ lives lost each month. Mr. Currier states these flags represent too many lives lost to suicide and it needs to stop. He states that our military and first responders need our help. He would like to set up the flags on Sunday, Nov.1 at 12:00 Noon and make it a community event.

Mr. Currier explains this will follow a similar flag event at the Bush Academy in Chester, NH that is on display until Oct. 24. He details how that project was accomplished and lists some of the participants involved in the installation of the display. After the closing ceremonies in Chester, the flags will be installed in Danville to coincide with Veteran's Day and Thanksgiving Day. They will be on display from Nov. 1 through Dec. 5 weather permitting. He reiterates the project is trying to bring awareness to Veterans' suicides. There will be solar lights to light the display at night.

Shawn states that he has no problem with Mr. Currier's request. Mr. Currier notes that he goes by the site every day and will keep it maintained. The consensus of the BOS is to support the project. Shawn informs Mr. Currier that he can move forward with the flag project, but asks that he (Mr. Currier) reach out to the American Legion and work with them. Mr. Currier asks where the local American Legion Post is. Shawn asks him to contact Kim for the location and contact information. Shawn reiterates that he would like them (American Legion) to be in the loop for the flag project. Mr. Currier notes that he would like to get the community involved such as the Boy Scouts, the Girl Scouts, etc. In his closing, Mr. Currier explains that he lost his son in Afghanistan due to the war, and people who were with him have come back home and lost their lives to suicide.

Eversource Update: Shawn explains that he has requested that Ms. LaRocca attend tonight's BOS meeting regarding the diesel fuel spill that took place. He notes that his concern is less about the actual spill and more about how it was handled. Shawn states that for the Fire Chief to be the last to know was wrong and expressed his concern that Eversource does not have the proper oversight or a good handle on their subcontractors and how these subcontractors deal with issues, even with an Eversource supervisor on site. Shawn states that when something happens, the first call should be to the local Fire Chief noting that person would be the one to know what to do and where to go. He notes that he understands the subcontractors dealt with it internally with Eversource, who did call Clean Harbors to clean up the spill. He agrees the issue was resolved the same way that Steve (as Fire Chief) would have executed it, but that Steve has additional resources to bring in to ascertain the accuracy of the analysis of the situation. Shawn notes that Steve has access to the Hazardous Materials Team and that time is of the essence. Shawn states he believes that how the situation was "triaged" by the subcontractors was "pretty poor" in his viewpoint. Shawn continues, stating that observing situations like this over the years has led him to believe that Eversource does not have "good reins" on their subcontractors and this is why he wants to bring them (Eversource) back to the table for discussion. He notes it is not Eversource as the "organization", but Eversource as how they handle their subcontractors and handling these kinds of issues. Shawn also notes that other people have suggested pulling Eversource's Temporary Access Permit. Shawn states that going forward; these issues have to stop, noting that he may be forced to change his attitude towards working with Eversource.

Ms. LaRocca explains that the last thing Eversource wants to do is to offend any Town official. She introduces Catie Burns as the Project Manager for the J147 Transmission Line project. Ms. LaRocca explains that Ms. Burns had gathered a team together including an Eversource attorney who made sure they (Eversource representatives) knew what the regulations were. She had also talked to "Dean Desetaul, a veteran member of the Eversource Team and a volunteer fireman in MA." Ms. LaRocca thanks Shawn for bringing the issue to Eversource's attention and allowing them to have a conversation with the BOS. She states that in this case Eversource believes they followed the laws. Ms. LaRocca explains to Steve that Eversource's point of contact in emergencies is the EMD and contacting the Emergency Management Director was the right thing to do per NH RSA (not cited). She notes that

she always includes the EMD, Town Administrator/Selectman's Assistant, Police, Fire and Road Agent. She also notes that Eversource does not want to keep local officials "in the dark" and apologizes. Ms. LaRocca explains that when talking to Ms. Burns, she thought it was a small enough incident to send notice to the EMD, knowing he was also the Chair of the BOS, and notify Kim as the Selectman's Administrative Assistant because she knew the Fire Chief was on the BOS. She also sent notice to Carsten Springer as Chair of the Conservation Commission. She notes that is what she advised Ms. Burns to do given that this was not a large hazardous materials issue. Ms. LaRocca apologizes again, noting that she did not intend to slight the Fire Chief in the least. She states that moving forward, despite what the RSA (not cited) states, she will make sure all emergency department heads will be informed. Shawn states that he did get the notice, but would never even think he was the only one being contacted. He notes that he does not check his notices frequently and thought that Steve would have been contacted to make a parallel effort. Ms. LaRocca suggests contacting the deputy Emergency Management Director, but Shawn notes they would run into the same issue. Shawn reiterates that when the issue is of a spillage, the main contact point should be the Fire Dept. Shawn notes that Steve should have been notified before he was. Shawn explains that the Fire Station is staffed during the day and would be able to provide more of a response. He notes that he understands the response protocol may be different in a city that has an on-staff EMD that is not wearing multiple hats. Shawn explains the EMD is a part-time position that deals more with logistics and planning. In Danville, the day-to-day stuff needs to go through the Fire Dept as that is the only agency that is staffed and can respond, especially not knowing the depth of the issue.

Shawn acknowledges that Eversource did an initial assessment of the spill, but he believes it would be better for Eversource to contact the Fire Dept because now they have brought in a third neutral party to ascertain the situation on its' own merits. By keeping it as an internal issue, when Eversource is trying to assess it, there is now a cloud of bias. Shawn reiterates it is a question of addressing things properly, and he feels the right people were not contacted. Shawn notes he does not feel it is just an issue with Danville, but that it is Eversource's general way of operating. Shawn believes that Eversource needs to look at a better way because the subcontractors are the spokespeople for them that the Town interacts with and they represent Eversource. If they are not doing that in a good manner, Eversource needs to know that.

Ms. LaRocca states that Eversource will "up their game" because the BOS is not comfortable with the way that Eversource is operating. She notes that Eversource thinks, "they're doing it right, being super cautious", but if the BOS does not feel that way, it is not good. Ms. LaRocca states that is why she and Ms. Burns are at tonight's meeting.

Shawn thanks them for coming. He notes he is not asking for policy changes, but notes these issues are BOS concerns and need to be addressed. He is hoping Eversource can figure out what needs to be done and figure out some changes and let the BOS know. Shawn notes he wants to continue the relationship and hopefully everyone can get on the right track. Ms. LaRocca notes that communication cannot be limited to the EMD, the Town Administrator, and the BOS, but will include all Emergency Responders and err on the side of over-communication. Ms. LaRocca reads her list of local contacts. Shawn notes that Eversource needs to tailor that list to each community, that small towns and rural areas are very different from cities. He reminds Ms. LaRocca that in towns and rural areas, people wear multiple hats. Steve notes that he believes the simplest contact in this incident would have been to contact 9-1-1. He states the Fire Dept. has pads that absorb diesel fuel and if the spill is near water, the Fire Dept. has dykes. He notes it could take 2-3 hours for Clean Harbors to mobilize and get on site, and damage could have been irreparable.

Ms. Burns states that Eversource is sensitive to the BOS' concerns, but notes that the subcontractors did follow Eversource guidelines for spill notifications, including the initial contact made to Clean Harbors as a third party to come in and execute the clean-up. She also explains the subcontractors do have spill mats and containment equipment on hand. Steve questions what would happen if the subcontractors did not have enough materials on hand to handle the spill. Steve reiterates that he feels the procedure is wrong. Shawn agrees that the Eversource needs to look at the procedures because calling Clean Harbors and waiting for a response is not the right protocol. Time is of the essence. Ms. Burns states that she can bring these concerns back to her team. Steve notes that when he arrived, everyone was pointing fingers at each other and there was nothing but an attitude of arrogance.

Joshua clarifies with Steve that as the Fire Chief and Emergency Responder he (Steve) would go there, assess the situation, and try to protect the Town. Joshua notes that while he means no disrespect to Eversource, there are some people who may not report such an incident accurately and having the Fire Dept respond ensures the information regarding the incident is accurate. Ms. LaRocca expresses her understanding.

Shawn reiterates his belief in the importance of having a neutral third party involved to assess the situation. He explains that the Southern Hazardous Materials Team has access to multi-million dollars worth of equipment to handle a variety of hazardous material issues if needed and Steve would be the person to make that call. Shawn notes that no one, no subcontractor for Eversource can make that call and the idea is to get someone on that site as quick as possible and triage the situation in an appropriate manner. Ms. Burns notes that Eversource appreciates the Town's concerns, but that the subcontractor made the decision they were able to contain and control the spill to the immediate area of impact and went to the protocols expected of them, which did NOT include call to 9-1-1 or to the local Fire Dept. Shawn agrees that Eversource's subcontractors did follow Eversource's written policies, but the BOS is saying there are major deficiencies in those policies.

Stacie O'Connor asks where the spill was located. Shawn and Steve state that it was under the power lines off GH Carter. She reminds the BOS that she lives right there. Ms. Burns clarifies that it was off GH Carter. Steve states he found it a little past the Tuckertown gate. Ms. O'Connor has sent pictures to the BOS and explains that in one picture there was diesel that can be seen right in front of the gate. She explains that coming from the Tuckertown side of the gate, there is an overwhelming smell of diesel before entering the power line area. She notes that it looks like somebody went out and threw some dirt over it. Ms. O'Connor clarifies the location of this spot for Ms. Burns. Steve states the original spill was further up under the power lines and questions if this is a second spill. Ms. O'Connor will show them the location, noting she walks those trails every night and that was how she noticed it.

Ms. O'Connor and Ms. Burns discuss another recent issue that has resulted in confusion with the gate locks. Ms. O'Connor states she found the gates open today after being told the lock was missing last night and swapping out the lock from another gate so she could lock the gate by the road. Ms. Burns states that Eversource does not know what happened to the lock and they do not know how the gate was unlocked this morning. They have halted restoration and clean up efforts until tonight's meeting because Eversource does not know what happened to the lock and do not have keys to the lock from the other gate. Ms. Burns states she needs to have keys so that Eversource can complete the restoration and clean up and is willing to work with the Police Dept as in the past. Ms. O'Connor states that she called Matt Flanders and offered to unlock the gate at 5:15AM when she leaves, but has not received any response.

Joshua asks for clarification of the issue. Ms. O'Connor explains the lock she put on the gate at GH Carter when she talked to Shawn is actually the lock from the yellow gate down on the field. She took that lock in order to lock the gate by the road, but there are only a few people with keys to that lock. Joshua confirms that the original lock on the gate by the road was either unlocked or cut and asks if the lock is still there. Ms. O'Connor states she did not notice it today, but will check again on the way home. Joshua again confirms the gate is open, but no one knows if it because it was unlocked or cut. Ms. O'Connor expresses her concern that with the gate open, ATV's will be tearing up the parking lot and the fields, noting the Town has paid a lot of money to fix the fields. Ms. Burns states that she does not believe the missing lock was due to the Eversource subcontractors. Ms. O'Connor reminds her that has been the case in the past. Shawn notes that was why everybody got new keys at an earlier meeting. Ms. LaRocca notes that an Eversource subcontractor did cut the lock earlier and she still does not know why that happened. Kim states that she was under the impression that combination locks had been used on the gates, not keyed locks. Ms. Burns confirms they had replaced the locks with combination locks and that one had been replaced during the initial discussions of using the ball fields for the Temporary Access Agreement. She confirms Eversource had changed to the combination locks for the short term. A proposal for locks is part of the permanent Right-of-Way negotiations when Eversource retrofits the gates. Shawn notes the lock situation needs to be resolved. Joshua confirms they are discussing two (2) missing locks, one that Eversource put on, and a second missing lock. Shawn asks if Steve prefers what type of lock is on the gate. Steve notes the Fire Dept has a "master key". Shawn asks Eversource to address the issue. Ms. Burns notes that Eversource is looking for guidance from

the BOS. She notes that Eversource has approximately two weeks of work left and suggests the Town puts the locks on and the subcontractors will work with the Town to have the gates unlocked when they need entry, just let them (the subcontractors) know who to contact. Shawn agrees that setting up access with the Police Dept. would provide the easiest access. He will contact Chief Parsons in the morning to work out the logistics. Ms. LaRocca notes that she has worked with LT Mercer in the past. Shawn emphasizes that one key should be given to the Police Dept and one key will be kept in the Selectman's Office as they have keys for everything. Ms. LaRocca states she feels better with a keyed lock and a daisy chain. Long term access to the gate will be put into the negotiations for permanent access as Eversource will need to change the gates and everyone would then have keys. Ms. LaRocca again thanks the BOS for their feedback and agrees that the BOS has raised valid points that she will take back to Eversource, particularly regarding the need to have a third party validate information. She states that she has made notes on changes Eversource could make to improve communication. She notes the last thing that Eversource wants to do is to damage the relationship with the towns where they have transmission assets. Shawn states that overall, Eversource brings good things to the table. He supports working with them and agrees with the need to continue to work together. He thanks both Ms. LaRocca and Ms. Burns for coming out for tonight's meeting.

Road Agent Update: Shawn explains that he would like to review what Mr. Caillouette had completed on his task sheet for the past week, what is on his task sheet for this week and what may be on his list for subsequent weeks. Mr. Caillouette notes the BOS has already received his task list with the week's payroll. Mr. Caillouette explains that he started his new task sheet today as it is the beginning of a new pay period and it will be for two weeks. He notes that he quickly drew up the list and the BOS and he can add items as time goes on, but his main goal right now is to get everything ready for winter, other tasks will fall in between that. Sheila asks what he means by "other things" on the task list. Mr. Caillouette shows her his list that represents the "other things". Mr. Caillouette explains that he is also working on getting the new trucks ready. Shawn confirms the Town has received the trucks. Mr. Caillouette states that they were picked up last Tuesday (Sept. 29), that they drove both trucks home and he has checked them over. He states that he is having trouble finding someone to put stickers on them. "Mahoney's" is three weeks out with inspections and wanted him to drop off the trucks. Mr. Caillouette notes that he cannot leave the trucks sitting for three weeks. He explains that he went to "Scott" today, but that he cannot inspect anything over 26,000 lbs. "Scott" gave Mr. Caillouette the name of a man in Newton, but Mr. Caillouette would like to find someone more local than Newton. Steve states that he had the fire trucks inspected in house and will get that information to Mr. Caillouette. Steve notes he believes this person has a shop in Fremont, but he came in, did all the fire truck inspections, and put the stickers on just a few weeks ago. Steve suggests that he could possibly do the Highway trucks in house as well.

Shawn notes that he thought all the vehicles should be due for inspections at the same time. Mr. Caillouette believes the inspections are due in March. Steve confirms this information. Mr. Caillouette needs to get the new trucks inspected now, and then everything will be inspected in March on an annual basis. Mr. Caillouette also explains that Mr. Roy's truck is still in his yard because there is no room for it at the garage with all the construction going on.

Joshua asks if there is a back-up plan if Mr. Caillouette cannot work with "Steve's" person, can he (Mr. Caillouette) plan on inspections three weeks out. Sheila clarifies that Mr. Caillouette should make the appointment with "Mahoney's" and continue trying to get the inspections done earlier. Shawn agrees that Mr. Caillouette should reserve an inspection slot just in case he cannot find anyone to do the inspections in the meantime.

Shawn asks Mr. Caillouette how many tires he will need for the new trucks. Mr. Caillouette notes that one truck only needs one tire, so he is taking a replacement tire off another truck so that truck will be fine. The second truck needs two (2) tires and he believes that Mr. Roy's truck will need all six (6) tires replaced. Mr. Caillouette notes that he will get the trucks together and have the vendor come and mount all the tires that need replacement. He also notes that he cannot take one of the trucks for inspections as he is removing the dump body to put the sander on it. The other truck is ready to go.

Mr. Caillouette states that Kim had given him a copy of the newspaper ad for on-call snow drivers for him to review. He notes that he made a few changes because he is looking for people with experience and a certain set of abilities. He passes out the ad with his proposed changes. Mr. Caillouette explains that many other towns are doing the same thing. He notes that he spoke to the supervisor for NHDOT and they are in the same predicament; they have the equipment, but no drivers. Steve asks if the proposed pay is competitive. Mr. Caillouette states it is actually a bit higher than some of the other towns and discusses some of those pay ranges. Mr. Caillouette believes that the person driving a 6-wheeler with a plow and wing should get the top range of pay, while the person driving the smaller trucks would be paid less. Sheila states that she would like to see the ad posted on the website "Indeed" because that is where most people are looking for jobs. She explains that if a job seeker puts in that they are looking for snowplow jobs, they would be "tagged" when the Town's ad was listed. Shawn confirms the pay range is for \$22.00 for smaller trucks and \$25.00 for the big trucks. Mr. Caillouette agrees. Steve asks if Mr. Caillouette has hard time getting applicants if the Town should guarantee a minimum pay per month or pay period. Shawn expresses concern that "paying up front for snowplow services could result in the Town having to chase drivers to honor their end of the bargain and he does not want to see the Town getting into that". Steve notes that he was thinking of that as a "last resort". Mr. Caillouette notes that if he does not have enough drivers the small storms do not worry him. When there are big storms, he knows that two people on the Fire Dept. are qualified to drive and he would like to be able to use them if they are willing to do that. Shawn confirms that the ad would be posted around Town and on the "Indeed" website. Mr. Caillouette asks if Kim will handle that piece of it.

Joshua asks for clarification of the dates on the task list. Mr. Caillouette explains the end date is the end date of the pay period. Sheila states that she wants to add to Mr. Caillouette's list of tasks. She asks when he can fix the little shed where the residents go to get their sand. Mr. Caillouette notes that is not a priority right now. He explains that last year he just dumped piles of sand so the public could access it. Sheila questions if that creates hazardous conditions for the residents. Mr. Caillouette explains there is a corner wall still standing and he does not see a hazard. He notes the small building that was there finally broke down. Sheila notes that she was just trying to get something that was a little bit safer. Mr. Caillouette states that he will try to figure out something better before winter.

Mr. Caillouette states the Salt Shed construction is going well and is on schedule. The foundation is done and they will be starting to backfill, or at least getting the backfill material to the site by midweek. The foreman wants a good sized pile of material there so he can do the inside of the foundation right away, as the soil engineer will be down to do the compaction test inside the walls. Once the foundation is backfilled and compacted, they will need to wait for twenty-eight (28) days before they can apply the epoxy sealer. Mr. Caillouette notes they can continue to build up the walls and trusses during that time.

II. Old/New Business

Signature File: The BOS review and sign the payroll and vendor warrants. There are no questions or issues to be discussed.

Minutes: The BOS again review the minutes from the Sept. 9, 2020 BOS public meeting at the Community Center. There is still concern over the amount of conversations that are inaudible on the video. Shawn asks that a couple of the BOS members review those sections of the video and try to get a sense of the content of those conversations for the minutes. The Sept. 9, 2020 minutes are tabled a second time for further review.

The BOS review the minutes for the Sept. 21, 2020 BOS public meeting. There is discussion of the question regarding Mr. Springer's reference to an earlier discussion on page 9, but no change is made to the minutes. Steve motions to accept the Sept. 21, 2020 BOS public minutes as presented. Second by Dottie. Vote is unanimous (5-0).

The BOS review the minutes for the Sept. 21, 2020 BOS Non-Public session. Joshua states that he has some questions on those minutes. Shawn notes there is a Non-Public session scheduled after tonight's public meeting and Joshua can ask those questions at that time. The Sept. 21, 2020 BOS Non-Public minutes are tabled until the next public BOS meeting.

The BOS review the minutes for the Sept. 28, 2020 BOS Non-Public session. There are no questions or discussions. Dottie motions to accept the BOS Non-Public minutes for Sept. 28, 2020. Second by Joshua. Vote is unanimous (5-0).

COLA Increase: Shawn states that he has looked up the figures for the NECPI at the end of August, as this is the number he gives to the BOS for the COLA increases every year. For the past twelve (12) months, that increase is 1.1%. Steve asks for clarification of where this number comes from. Shawn explains that he uses the figures from the "*Northeast Consumer Price Index for the Mid-Atlantic*" and the figures are derived from a "rolling" twelve (12) month rotation. He will send the BOS the link for further information. Shawn recommends the BOS adopt a 1.1% COLA increase for salaries in the FY2021 budget. Joshua makes that motion. Second by Shawn. Steve states he believes the increase is too low for Town employees, noting that the Town has great employees. He reminds the BOS that despite the economy being robust for the past few years before COVID, Town employees did not receive a COLA increase over 2%. He feels the employees deserve more than a 1.1% increase.

Shawn notes that Town employee salaries have two components, the COLA increase and a merit based increase. He asks if the BOS could address the issue with the merit increase rather than the COLA increase. Shawn explains the complexity and components that go into the index and that it is an aggregate number. Steve states that he would still like to research the issue and asks to table it for a week. He explains that he would like to do some research before voting on it and establishing the 1.1% as the COLA raise for the Town employees in FY2021. Shawn states that he is willing to withdraw his second to Joshua's motion. Steve reassures the BOS that he will have his research done for next week. Joshua withdraws his motion, but notes that he will not be in attendance at the October 12 BOS meeting to vote on the COLA increase. Shawn asks Steve to contact Joshua with his research so the BOS can have an understanding where he will stand on the issue.

FY2021 Budgets: The BOS review the first set of budgets for the FY2021 budget season. Shawn explains these budget lines are dictated by existing contracts. He reviews the budget lines and explains them as needed, particularly the TAN (Tax Anticipation Note) budget. Shawn explains there are only two (2) times each year that the Town receives a cash flow- with the June and December tax bills. Spending however, is not linear, some contracts are paid up front, other bills are paid quarterly, etc. Shawn notes the Town does a really good job with its cash flow, knowing the lowest amount of funds is just before the tax bills go out. He notes one of the biggest bills to the Town is the annual payment to the schools. Shawn explains that if the Town ever had to go to a bank and borrow money (as some communities do) the TAN line item is the proposed interest and fees the Town would have to pay on that loan. He clarifies the Town would be borrowing money from a bank to pay bills in anticipation of upcoming tax revenue that would pay off that loan. He notes that the Town has used a TAN only once during his years as a Selectman, and that was due to an issue with an unforeseen court settlement the Town had to pay.

Joshua asks what the term of a TAN loan is. Shawn explains it varies depending on what time of the year the loan is taken out. Shawn explains the Town has a long-term relationship with TD Bank, which also happens to be the bank for the State of NH. Joshua asks what happens if revenues fall short of expectations. Shawn states that he needs to talk to Kim (as Tax Collector) regarding the how much COVID has cost the Town in terms of receivable tax revenues. He notes that the June tax collection rate was comparable to 2019, but much of that revenue is coming from escrow accounts. Shawn explains that even if a homeowner is behind in their mortgage payment, most banks will pay the tax bill, but that puts the homeowner even further in arrears with the bank. Shawn notes he is more worried about properties where the homeowner is not using a bank escrow and is paying their taxes out of pocket. He questions the repeat rate of those homeowners with previous years, noting that if those revenues are falling behind, it will be indicative of what is going on in the bank realm. Joshua asks if homeowners stop paying taxes into escrow during foreclosure. Shawn explains the Town is the first lien holder in that case and does not lose the revenue, but there is the "time factor" of when the Town will get those funds. He reminds the BOS that 599 Main St. is a perfect example of that situation. Shawn explains that even though the Town does not have a TAN loan, the line is budgeted for application fees and interest in the case they do have to get one. He explains that he budgets that line with only a small amount because it is still money the Town has to raise through taxes.

The BOS review the following budget lines:

- #4150.2- Auditing Contract- \$28,500
- #4152.1- Assessing- \$27,000
- #4290.1- Emergency Management- \$8,076
- #4319.4- Dams (dues and membership)- \$134
- #4723- TAN (interest and fees)- \$1500

Steve motions to approve these five budget lines as presented. Second by Sheila. Vote is unanimous (5-0).

Kim asks if Auditing should be broken out more in "Contracts", noting that a line needs to be added in for the Director of Finance. Shawn asks Kim to break up line #4150.2- Auditing into two (2) line items but with the same total. He expresses his concern with the auditing contract, noting that there was an "incredible" jump in price for those services.

Sheila informs the BOS that the Budget Committee (Bud Com) will have its' first meeting starting Tuesday, Oct. 13. She reminds the BOS they had suggested having joint meetings during the budget season so that department heads did not have to do their presentation twice. The Budget Committee is asking if the BOS still wishes to do that and come to their meetings on Tuesday nights. Shawn notes that he is not willing to attend back-to-back meetings. Sheila notes the BOS has a full plate right now. Shawn would like them to come to the BOS meetings when the department heads start doing their presentations, noting the Bud Com could then do their deliberations at their own meetings on Tuesday. Sheila notes they are not willing to do back-to-back meetings either. She will bring the BOS response back to the Budget Committee.

Shawn reads the Town announcements listed below.

III. Town Announcements

Open Committee Seats:

- Cable Committee- Selectman's Representative, 1 opening

Calendar:

- October 12- Board of Selectman's Meeting at 7:00PM- Town Hall Meeting Room
- October 24- Household Hazardous Waste Day- Collection in Hampstead 9:00AM-12:00PM
- October 24- Bulk Pick-up Day
- November 3- General Election

There being no further items to discuss in public session, Shawn requests a Non-Public session under NH RSA 91-A 3: II (c). Sheila makes that motion. Second by Steve. Roll call vote: Shawn- yes, Steve-yes, Sheila-yes, Dottie-yes, Joshua-yes. Non-Public session begins at 8:30PM.

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

Respectfully Submitted
Deborah A. Christie